uEnroll Quick Reference

ADD CLASSES
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the Add Class tile
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the Continue button
5. Use Schedule Builder to build the best class schedule
6. Import class schedule into shopping cart from Schedule Builder
7. OPTIONAL: If you have a permission number for the class, enter it in the Permission Nbr box
8. Click the Next button
9. When finished, click the Proceed to Step 2 of 3 button
10. Click Finish Enrolling

DROP CLASSES
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the Drop Class tile
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the Continue button
5. Select class(es) to drop
6. Click Drop Selected Classes button
7. Click Finish Dropping

VIEW MY CLASS SCHEDULE
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the View your Class Schedule link
4. OPTIONAL: If you wish to purchase your textbooks online, click the Textbooks icon to visit the Bookstore website

SEARCH CLASSES
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the Add Class tile
4. Click Search or Schedule Builder
5. Search for class by Subject, Catalog Number, additional search criteria or filters
6. Select class from list

SWAP CLASSES
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the Swap Class tile
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the Continue button
5. Select the class to swap
6. Search for the new class or select class from Shopping Cart
7. Click Next
8. Click Finish Swapping

EDIT CLASSES
1. Log in to Campus Information Services
2. Locate the Registration tile
3. Click the Edit Class tile
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the Continue button
5. Select the class to edit
6. Click the Proceed to Step 2 of 3 button
7. Select the number of units or elect CR/NC
8. Click Next
9. Click Finish Editing

NOTE: Once a student is logged in, all aspects of registration are available by navigating the tabs.

For detailed instructions visit us online at: https://registrar.utah.edu/register/how-to-register.php
**Key Definitions**

**Shopping Cart:** when registering, students select classes which are placed into their shopping carts. The selected classes remain in the shopping cart until registration is completed. A class placed in a shopping cart does **NOT** guarantee a seat in the class.

**Swap:** students are able to swap a currently-enrolled course for a different course.

**Edit:** students may alter variable credit courses or elect Credit/No Credit for courses.

**Class Number:** each class is assigned an individual number students may use to register.

**Course Number:** this number designates the level of the class; i.e.: 1010, 2010, etc.

**Credit Career:** classes that are taken to fulfill degree requirements are to be taken on the student’s credit career.

**Non-Credit Career:** students may elect to create a non-credit career on their record. These classes are not counted toward a degree.

**Permission Number:** a number acquired by the student to enroll in a course requiring permission to register.

**Department Consent:** if a course is set to Department Consent, a student must have a permission number from the department to enroll in a course.

**Instructor Consent:** if a course is set to Instructor Consent, a student must have a permission number from the instructor of the course in order to register.

**Credit/No-Credit:** students may elect a grading basis of credit or no-credit for up to 15 hours of coursework. A student must earn a passing grade to receive credit for the class if he or she opts for CR/NC. CR or NC will appear on the student’s record for the course in place of a letter grade.

The tabs shown above help the student to navigate among the different options while registering.

Students may view their class schedule in either list view (as shown above) or Weekly Calendar view; they may link to the Bookstore website to purchase textbooks.

The Edit option allows students to change the credit hours on variable hour courses, and elect Credit/No Credit.

For detailed instructions visit us online at: https://registrar.utah.edu/register/how-to-register.php