1. Log in to Campus Information Services with your uNID and password

2. Click on the Registration tile on your Student Homepage, then click Add Class
3. The **Add Classes** page is displayed and enter the Class Nbr. or Click the search button

**NOTE**: If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

Add Classes

1. **Select classes to add**

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2019 | Undergraduate Semester | University of Utah

Add to Cart

Spring 2019 Shopping Cart

Your enrollment shopping cart is empty.

4. If a class is full, and wait listing is set up for the class, the status should be Wait List. To wait list into the class, check the box next to “Wait list if class is full” and click Next.

Add Classes

1. **Select classes to add - Enrollment Preferences**

Spring 2019 | Undergraduate Semester | University of Utah
WRTG 1010 - Introduction To Writing

WRTG 1010-001 Seminar

Session: Regular Academic Session
Career: Undergraduate Semester

**Enrollment Information**

- Writing Requirement 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Seminar</td>
<td>MoWeFr 8:35AM - 9:25AM</td>
<td>GC 2880</td>
<td>Staff</td>
<td>01/07/2019 - 04/23/2019</td>
</tr>
</tbody>
</table>
5. Click Proceed to Step 2 of 3 if you are ready to wait list into the class.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2019 | Undergraduate Semester | University of Utah

Add to Cart
Enter Class Nbr

Find Classes
Class Search

Spring 2019 Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 1010-001 (1204)</td>
<td>Introduction To Writing (Seminar)</td>
<td>MoWeFr 8:35AM - 9:25AM</td>
<td>GC 2880</td>
<td>Staff</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Proceed to Step 2 of 3

6. Click on Finish Enrolling.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring 2019 | Undergraduate Semester | University of Utah

<table>
<thead>
<tr>
<th>Class</th>
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<td>GC 2880</td>
<td>Staff</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Cancel | Previous | Finish Enrolling
7. The status will be Success if you are eligible to enroll onto the wait list. A wait list position number will be given at this time as well, so you can see what place you are on the wait list.

8. Let’s say you want to enroll in a class, but it is full, and only the wait list is available. You have a back up class that you can take—either a different section or a different class—and you enroll in that just to be safe. But, you really would like to be in the class that only has wait list available. Using the swap functionality will allow you to set up your schedule to drop you from the enrolled class and enroll you in the wait list class (if space opens up, and you meet all the requirements).
9. Select the class you are currently enrolled in and either search for, or enter the class number of the class you want to wait list into and swap classes with.

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Spring 2019 | Undergraduate Semester | University of Utah

Swap This Class

Select from your schedule: ANTH 1010: Culture & Human Exp

With This Class

Search for Class: Class Search

Search

10. Check the Wait list if class is full box.

Swap a Class

1. Select a class to swap - Enrollment Preferences

Spring 2019 | Undergraduate Semester | University of Utah
WRTG 1010 - Introduction To Writing

Class Preferences

WRTG 1010-001 Seminar ▲ Wait List

Session Regular Academic Session
Career Undergraduate Semester

Enrollment Information

• Writing Requirement 1

Wait List [ ] Wait list if class is full

Permission Nbr

Grading: Graded
Units: 3.00

Requirement Designation Writing Requirement 1

Section Component Days & Times Room Instructor Start/End Date
001 Seminar MoWeFr 8:35AM - 9:25AM GC 2880 Staff 01/07/2019 - 04/23/2019
11. Click on Finish Swapping.

12. The status will be Success if you are eligible to enroll onto the wait list. A wait list position number will be given at this time as well, so you can see what place you are on the wait list.
13. Under my class schedule you can view the classes you are wait listed in, by looking at the status under each class. You can view just enrolled or wait listed classes by unchecking the box at the top.

If space opens up in the class you are wait listed in, and if you meet all the requirements for the class, you will be enrolled in the class, and receive an email to your Umail account letting you know you were successfully enrolled. It is up to you to drop any class you enroll in, either by enrolling or wait listing, prior to the drop deadline.