

Instructions:

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



Login

uNID: (e.g. u8675309)

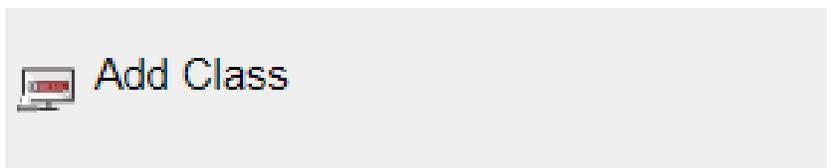
[Forgot your uNID?](#) ←

Password:

[Forgot your 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

Change Term

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

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

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

5. Click Proceed to Step 2 of 3 if you are ready to wait list into the class.

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

Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

Search

Schedule Builder

Spring 2019 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	WR TG 1010-001 (1204)	MoWeFr 8:35AM - 9:25AM	GC 2880	Staff	3.00	

Proceed to Step 2 of 3

6. Click on Finish Enrolling.

Add Classes



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

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
WR TG 1010-001 (1204)	Introduction To Writing (Seminar)	MoWeFr 8:35AM - 9:25AM	GC 2880	Staff	3.00	

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.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors

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✔ Success: enrolled		✘ Error: unable to add class	
Class	Message	Status	
WRTG 1010	Message: Class 1204 is full. You have been placed on the wait list in position number 1.	✔	

[My Class Schedule](#) [Add Another Class](#)

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).

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | **Swap** | [Edit](#) | [Term Information](#)

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.

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[Change Term](#)

Swap This Class

Select from your schedule

With This Class

Search for Class [Search](#)

----- OR -----

Enter Class Nbr [Enter](#)

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.

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Change Term

Swap This Class

Select from your schedule ANTH 1010: Culture & Human Exper

With This Class

Search for Class Class Search

----- OR -----

Enter Class Nbr

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

Wait List Wait list if class is full

Session Regular Academic Session

Permission Nbr

Career Undergraduate Semester

Grading Graded

Enrollment Information

Units 3.00

- Writing Requirement 1

Requirement Designation Writing Requirement 1

Cancel

Previous

Next

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.

Swap a Class



2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ You are replacing this class

✔ Enrolled ✖ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 1010-001 (4153)	Culture & Human Exper (Lecture)	MoWe 11:50AM - 1:10PM	GC 2900	S. MACFARLAN	3.00	✔

▼ With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
WRTG 1010-001 (1204)	Introduction To Writing (Seminar)	MoWeFr 8:35AM - 9:25AM	GC 2880	Staff	3.00	▲

Cancel 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.

Swap a Class



3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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✔ Success: Classes were swapped ✖ Error: Unable to swap class

Class	Message	Status
Swap ANTH 1010 with WRTG 1010	Message: Class 1204 is full. You have been placed on the wait list in position number 1.	✔

My Class Schedule

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.

▼ **Class Schedule Filter Options**

Show Enrolled Classes

Show Dropped Classes

Show Waitlisted Classes

ANTH 1010 - Culture & Human Exper

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Graded		Social/Behavioral Science Exploration	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Fees
4153	001	Lecture	MoWe 11:50AM - 1:10PM	GC 2900	SHANE MACFARLAN	01/07/2019 - 04/23/2019	

PSY 1010 - General Psychology

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	4.00	Graded		Social/Behavioral Science Exploration	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Fees
4367	001	Lecture	TuTh 7:30AM - 8:50AM	S BEH AUD	SEAN MEEGAN	01/07/2019 - 04/23/2019	

WRTG 1010 - Introduction To Writing

Status	Waitlist Position	Units	Grading	Grade	Requirement Designation	Deadlines
Waiting	1	3.00	Graded		Writing Requirement 1	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Fees
1204	001	Seminar	MoWeFr 8:35AM - 9:25AM	GC 2880	Staff	01/07/2019 - 04/23/2019	

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.