

## Instructions for Adding a Syllabus Link to the Class Schedule (Manage Class Links)

- To update class links you must either be listed as the primary instructor, have been granted security access by the primary instructor, or completed the CIS Student Administration Access Security Authorization form.
- For primary instructors, security for Manage Class Links will be available the day the class schedule is published for the term.

- Login to Campus Information System with your uNID and password. ([www.cis.utah.edu](http://www.cis.utah.edu)).

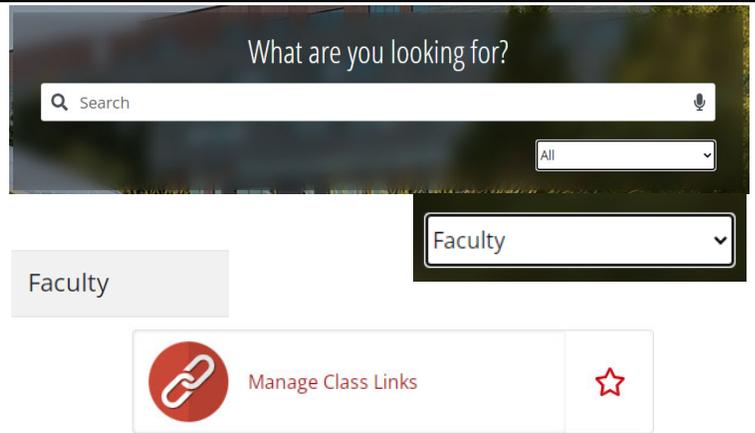


### Login

uNID: (e.g. u8675309)  [Forgot your uNID?](#)

Password:  [Forgot your password?](#)

- You can either search for “Manage Class Links”, select “Faculty” in the dropdown under the search bar, or navigate to the “Faculty” area.
- Locate the “Manage Class Links” tile and click on the tile.



- Select the Term from the drop down.
- Either enter subject, catalog, and section number OR change the Search by to “Class Number” and enter a class number.
  - Note: If classes are combined/meets with, a link will need to be created for each class.
- Click “Submit.”



### Class Tools - Manage Links

Term

Search by

Subject  Catalog Number  Section

- Choose either the “Add a Link” or “Upload a File” action.
- Either paste in the URL (Add a Link) OR browse for the file (Upload a File).
  - If you choose the “Add a Link” option, you must create your own webpage with a URL link (For syllabus, PDF or HTML format is recommended).
  - Click “Test this link” to ensure the link is working properly.
  - Note - The file name must be less than 80 characters long to upload a file.

**Error!** File name must be less than 80 characters long

- The “Display this link on class schedule” is defaulted as checked. If the link or file is the official syllabus for the section, check "This is an official syllabus for this section".
- Click “Submit.”

- The course title will appear as a link on the class schedule for the corresponding section and term.
  - Note: This information is updated on the class schedule 15 minutes after the hour every hour.
- Manage Class Links must be updated for each class section every term.

**Mathematics - Main Campus - Spring 2022 Class Schedule**

Location: JWB 233  
Phone: 801-581-6851

Departmental Advisors  
Undergraduate Advisor: [advisor@math.utah.edu](mailto:advisor@math.utah.edu)  
[View Course Feedback](#)

Departmental Notes  
For course descriptions and pre-requisite information click on the subject column next to the appropriate catalog number.  
THIS DEPARTMENT ENFORCES UNDERGRADUATE PREREQUISITES. Please note that the registration system may not factor in transfer work when determining if prerequisites have been met. If you are unable to register for a course and think you have met the prerequisite(s), please go to [www.math.utah.edu](http://www.math.utah.edu) (the link in the middle of that page) to inquire about obtaining a permission code. You may be administratively dropped from a course if the prerequisite has not been met.

**Skip to credit classes (catalog numbers 1000 and higher)**

Attention: Classroom assignments may change between the time you register and when classes begin. Please check your class schedule for the latest classroom location information before attending class.

**MATH 980 - 090 Alg for College Success** ←  
Class Number: 17037 | Instructor: [HOGGAN, SARAH JEAN](#) | Component: Lecture | Type: Online | Units: 0.0 | Wait List: Yes  
Fees: \$973.00

Math ACT Score of 14-17 is strongly recommended for this course.

Online

**MATH 1010 - 001 Intrm Algebra** ←  
Class Number: | Instructor: [Hexem, Nanette](#) | Component: Lecture | Type: In Person | Units: 4.0 | Wait List: Yes  
Fees: \$16.00

Sections 2-5 belong to this lecture. This course requires registration for a lab section. Students will be automatically registered for this lecture section when registering for the pertinent lab section.

Days / Times: **MoTuWeFr/09:40AM-10:30AM** | Locations: **JTB 140**

Meets With: • MATH 101 001