uEnroll Quick Reference

Log In

uNID: Forgot your uNID?

Password: Forgot your password?

☐ Notify me when I switch between authenticated websites.

LOG IN   Help?

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UNIVERSITY INFORMATION TECHNOLOGY   HELP DESK   DISCLAIMER   PRIVACY

Registration

Registration Help
View your Registration Dates
View your Class Schedule
View your Weekly Class Schedule
Search for a Class
Drop Class
Add Class
Swap Class
Edit Class (Variable Hours, CR/NC Option)
Class Wish List
Student Course Feedback Results
Course Number Changes

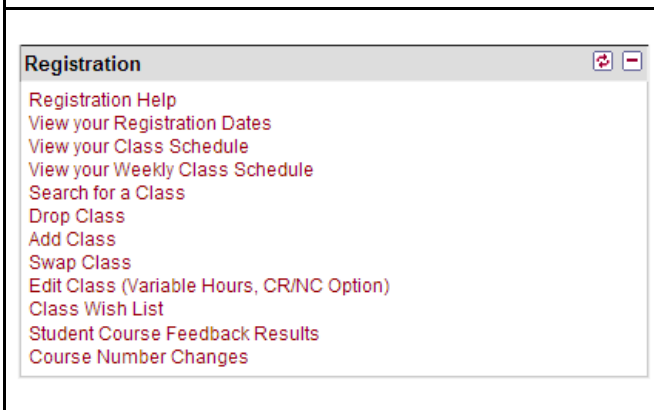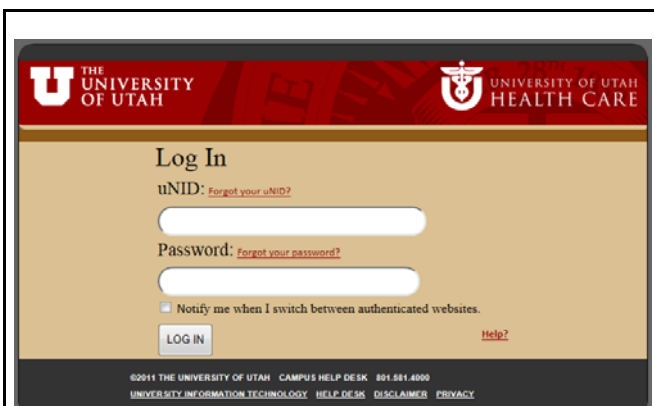## uEnroll
What's in your Shopping Cart?

ADD CLASSES
1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Add Class** link
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. Either use the **Class Nbr** or search for the class using the **Class Search**
6. Click the **Select Class** button to add the class
7. OPTIONAL: If you have a permission number for the class, enter it in the **Permission Nbr** box
8. Click the **Next** button
9. OPTIONAL: if registering for multiple classes, repeat steps 5 through 8
10. When finished, click the **Proceed to Step 2 of 3** button
11. Click **Finish Enrolling**

DROP CLASSES
1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Drop Class** link
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 System
2. Locate the Registration box
3. Click the **View your Class Schedule** link
4. OPTIONAL: If you wish to purchase your textbooks online, click the Text-books icon to visit the Bookstore website

SEARCH CLASSES
1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Add Class** link
4. Click **Search**
5. Search for class by **Course Subject** or **Course Number**
6. OPTIONAL: Click Additional Search Criteria
7. Select class from list

SWAP CLASSES
1. Log in to Campus Information System
2. Locate the Registration box
3. Click the **Swap Class** link
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 System
2. Locate the Registration box
3. Click the **Edit Class** link
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; see reverse.

For detailed instructions visit us online at:
http://registrar.utah.edu/register/index.php

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Key Definitions

<u>Shopping Cart</u>: 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.

<u>Swap</u>: students are able to swap a currently-enrolled course for a different course.

<u>Edit</u>: students may alter variable credit courses or elect Credit/No Credit for courses.

<u>Class Number</u>: each class is assigned an individual number students may use to register.

<u>Course Number</u>: this number designates the level of the class; i.e.: 1010, 2010, etc.

<u>Credit Career</u>: classes that are taken to fulfill degree requirements are to be taken on the student's credit career.

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

<u>Permission Number</u>: a number acquired by the student to enroll in a course requiring permission to register.

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

<u>Instructor Consent</u>: 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.

<u>Credit/No-Credit</u>: 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

Students may search for classes using the above search box

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:
http://registrar.utah.edu/register/index.php