

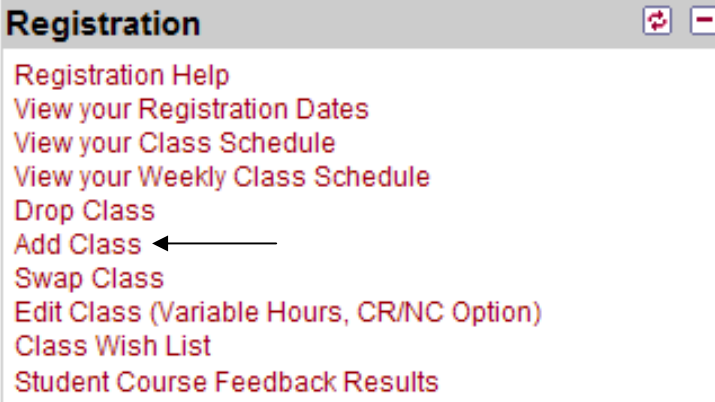
## Instructions:

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



The screenshot shows the 'Signon' page of the University of Utah Campus Information System. At the top is the university logo and the text 'CAMPUS INFORMATION SYSTEM THE UNIVERSITY OF UTAH'. Below this is a 'Signon' section with two input fields: 'uNID:' and 'Password:'. Each field has a black arrow pointing to its right side. Below the fields is a yellow 'Sign In' button with a black arrow pointing to its right side. Underneath the button are several links in red text: 'What is a uNID and Password?', 'Forgot your uNID?', 'Forgot your Password?', 'What's Available after Login?', 'Browser Support Information', and 'Problems? Email webmaster or Contact Us'.

2. Locate the Registration box on your Student tab. Click the "Add Class" link



The screenshot shows a 'Registration' box with a title bar and window controls. The box contains a list of links in red text: 'Registration Help', 'View your Registration Dates', 'View your Class Schedule', 'View your Weekly Class Schedule', 'Drop Class', 'Add Class', 'Swap Class', 'Edit Class (Variable Hours, CR/NC Option)', 'Class Wish List', and 'Student Course Feedback Results'. A black arrow points to the 'Add Class' link.

3. The "Add Classes" page is displayed.

**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 click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2011 | Law Semester | University of Utah [change term](#)

Open  Closed

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**Add to Cart:** **Summer 2011 Shopping Cart**

Enter Class Nbr  
 [enter](#)

Your enrollment shopping cart is empty.

**Find Classes**

Class Search

[search](#)

[HELP](#)

[PROCEED TO STEP 2 OF 3](#)

**My Summer 2011 Class Schedule** ← **Classes you are already enrolled in**

You are not registered for classes in this term.

- Enroll using the class number: If you know the class number of the course you wish to add, enter it directly in the “Enter Class Nbr” field and click the **Enter** button.

## Add Classes



### 1. Select classes to add

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

Summer 2011 | Law Semester | University of Utah [change term](#)

Open  Closed

**Add to Cart:**

Enter Class Nbr  [enter](#)

**Find Classes**

Class Search

[search](#)

**Summer 2011 Shopping Cart**

Your enrollment shopping cart is empty.

[HELP](#) [PROCEED TO STEP 2 OF 3](#)

- Enroll by using Search for Classes: To search for a class, verify the “Class Search” box is selected and click the **Search** button.

## Add Classes



### 1. Select classes to add

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

Summer 2011 | Law Semester | University of Utah [change term](#)

Open  Closed

**Add to Cart:**

Enter Class Nbr  [enter](#)

**Find Classes**

Class Search

[search](#)

**Summer 2011 Shopping Cart**

Your enrollment shopping cart is empty.

[HELP](#) [PROCEED TO STEP 2 OF 3](#)

The Search Page is returned. Keep the following in mind when searching:


- You must enter at least 2 search criteria, enter the “Course Subject” and “Course Number” greater than 1000 to return all class/sections offered under that subject for credit
- **OR** enter the “Course Subject” and exact “Course Number” to return sections for the course number entered
- Check the “Show Open Classes Only” box to limit your search results to only those classes which have seats available

After entering the search criteria click the “Search” button at the bottom of the page.

## Enter Search Criteria

University of Utah | Summer 2011

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**  
  
**Course Subject**    
**Course Number**  is exactly   
 **Show Open Classes Only**  
  
Use Additional Search Criteria to narrow your search results.  
**Additional Search Criteria**  
  
**Meeting Start Time**   (example: 1:00PM)  
**Meeting End Time**    
**Day of Week**  include only these days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun  
**Instructor Last Name**  is exactly   
**Class Nbr**  (example: 1136)  
**Course Title Keyword**  (example: statistics)  
**Minimum Units**    
**Maximum Units**    
**Session**   
**Location**

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

A list of classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course.



**NOTE:** If you select the option “Show Open Classes Only” on the search criteria page you will only see Open classes.

To select a specific class, click the “select class” button.

▼ **LAW 7260 - Environmental Practice** 1 Section

To view all sections for the course click on “View All Sections.” → **View All Sections** First 1 of 1 Last

Section [001-LEC\(6612\)](#) Status ● select class

Session Misc.

Days & Times	Room	Instructor	Meeting Dates	Fees
MTWHF 8:30AM - 3:30PM	<a href="#">LAW</a> <a href="#">CHC</a>	<a href="#">SANNE KNUDSEN</a>	05/16/2011 - 08/02/2011	

- **Classes with multiple components (i.e. lab, discussion, and lecture):** If you select a class and there are other components which must be selected, you will be provided a list of associated classes to select from or an indication that “You will be automatically be enrolled in the following related class.”

● Open    ■ Closed

	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input type="radio"/>	1030	<a href="#">002</a>	Discussion	F 7:30AM - 8:20AM	BU C 302		●
<input type="radio"/>	1031	<a href="#">003</a>	Discussion	F 8:35AM - 9:25AM	BU C 302		●
<input type="radio"/>	1683	<a href="#">004</a>	Discussion	F 9:40AM - 10:30AM	BU C 108		●
<input type="radio"/>	1684	<a href="#">005</a>	Discussion	F 10:45AM - 11:35AM	BU C 108		●
<input type="radio"/>	1685	<a href="#">006</a>	Discussion	F 11:50AM - 12:40PM	BU C 106		●
<input type="radio"/>	1686	<a href="#">007</a>	Discussion	F 12:55PM - 1:45PM	BU C 106		●
<input type="radio"/>	1687	<a href="#">008</a>	Discussion	F 9:40AM - 10:30AM	OSH 134		●

View All Sections | First 1-7 of 7 Last

**You will automatically be enrolled in the following related class:**

	Section	Schedule	Room	Instructor	Status
Lecture	<a href="#">001</a>	MTWH 9:40AM - 10:30AM	OSH WPRA		●

If the student selected the lecture component, a list of associated classes is displayed. To view the details of the associated component, click the section hyperlink. To select a class, click the radio button in the first column (on the left) and then click the “Next” button.

**OR** if the student selected a discussion/lab component, it indicates that the student will automatically be enrolled in to the related class.

4. The selected lecture section is shown. Click the “Next” button to continue.

**Add Classes**



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

Summer 2011 | Law Semester | University of Utah

**LAW 7260 - Environmental Practice**

**Class Preferences**

LAW 7260-001    Lecture    ● Open

Permission Nbr

If a “Permission Nbr” is required to register for the course, you have the ability to type in the number here

Grading    Graded

Session    Miscellaneous

Career    Law Semester

Units    2.00

**Enrollment Information**

- The prerequisite for LAW 7260 is LAW 7240 Environmental Law & Policy OR Law 7200 Natural Resources Law

“Enrollment Information” will list the prerequisite information or if the course requires instructor/department consent.

CANCEL    **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MTWHF 8:30AM - 3:30PM	LAW CHC		05/16/2011 - 08/02/2011

5. The course is added to your shopping cart. Continue to add additional courses by either typing in the class number or using the search function.

- When you have finished entering all of your classes click the “Proceed to Step 2 of 3” button.

**Add Classes**



**1. Select classes to add**

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

✔ LAW 7260 has been added to your Shopping Cart.

Summer 2011 | Law Semester | University of Utah   

Open     Closed

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**Add to Cart:**

Enter Class Nbr

Find Classes  Class Search

Summer 2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	LAW 7260-001 (6612)	MTWHF 8:30AM - 3:30PM	LAW CHC		2.00	<span style="color: green;">●</span>

**PROCEED TO STEP 2 OF 3**

6. You will be prompted to verify your course selections.
- If you still need to add courses click the “Previous” button and continue to add courses.
  - Click the “Finish Enrolling” button to continue.

## Add Classes



### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2011 | Law Semester | University of Utah

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 7260-001 (6612)	Environmental Practice (Lecture)	MTWHF 8:30AM - 3:30PM	LAW CHC		2.00	<span style="color: green;">●</span>

CANCEL PREVIOUS FINISH ENROLLING

7. The status of the enrollment is displayed. In the example below the class has been successfully added. Click the “My Class Schedule” button to view your updated class schedule.

## Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

Summer 2011 | Law Semester | University of Utah

<span style="color: green;">✓</span> Success: enrolled	<span style="color: red;">✗</span> Error: unable to add class
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Class	Message	Status
LAW 7260	<b>Success:</b> This class has been added to your schedule.	<span style="color: green;">✓</span>

MY CLASS SCHEDULE ADD ANOTHER CLASS

- **Classes with errors:** Any class which cannot be added, as indicated in the status column, will remain in your shopping cart until you remove it from the cart. In the example below LAW 7011 could not be added.

## Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

Summer 2011 | Law Semester | University of Utah

✓ Success: enrolled
✗ Error: unable to add class

Class	Message	Status
LAW 7011	<b>Error: Class 2249 is full.</b>	✗

MY CLASS SCHEDULE
ADD ANOTHER CLASS

- To delete an item from your shopping cart use the trash can icon to remove the class.

**Add to Cart:**

Enter Class Nbr

Find Classes  
 Class Search

Summer 2011 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	LAW 7011-001 (2249)		TBA		1.00	<input type="checkbox"/>