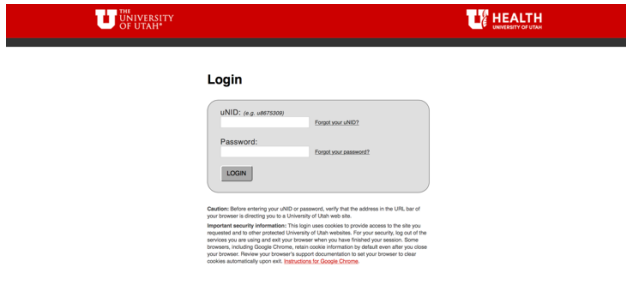
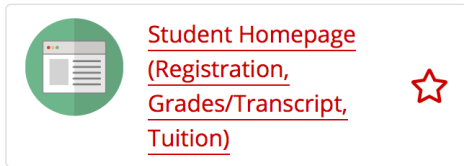


# Registration

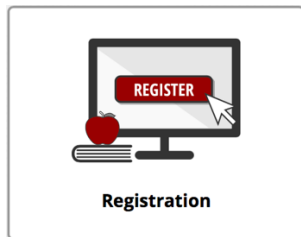
1. Begin by logging on to CIS. (If you are unsure on how to do this, check out our video called CIS Login: <https://vimeo.com/419053361>)



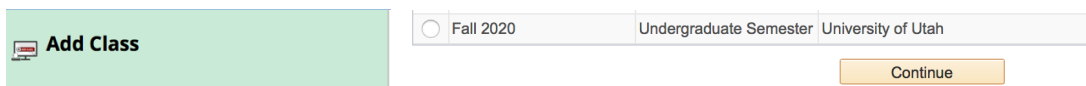
2. Once you have logged in, click the tab called "Student Homepage".



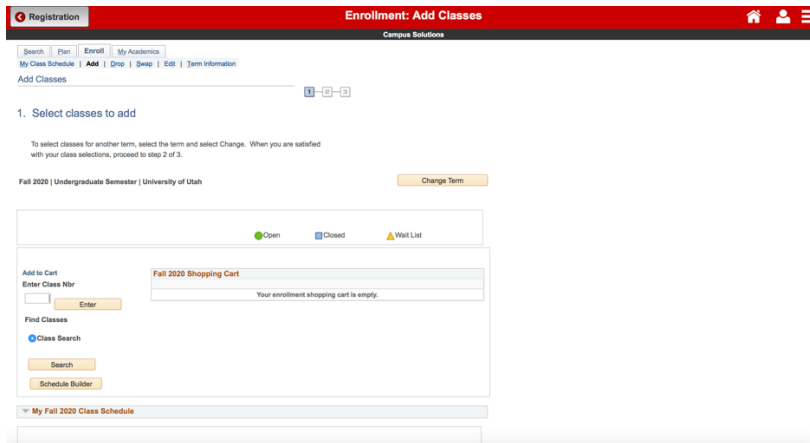
3. Scroll down to the Registration tile and click on it.



4. Making sure you are on the Add Class tab, you may be prompted to select the term you wish to add classes for. Check the Fall 2020 box and click continue.



- This page is where you can add classes by their Class Numbers. You can find the class numbers in the General Course Catalog for the U. (If you are unsure on how to do this, check out our video called Class Schedule: <https://vimeo.com/419031119>)



- Once you have found the Class Number you are looking for, enter it in to the slot that says Enter Class Nbr and click Enter.

Add to Cart  
Enter Class Nbr

- This will take you to a page that shows you if the class is open and available. If the class is already full, you can click the button on the right-hand corner that says “wait-list if class is full”. Then click Next.

Search | Plan | Enroll | My Academics  
My Class Schedule | Add | Drop | Swap | Edit | Term Information  
Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2020 | Undergraduate Semester | University of Utah  
WRTG 1010 - Introduction To Writing

**Class Preferences**

WRTG 1010-001 Seminar ● Open Wait List  Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Semester Grading Graded (A-E, I)

**Enrollment Information** Units 3.00

• Writing Requirement 1 Requirement Designation Writing Requirement 1

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Seminar	MoWeFr 7:30AM - 8:20AM	GC 1790	Staff	08/24/2020 - 12/10/2020

8. Now your class has been added to your Shopping Cart. You can continue to add more classes to your cart in this same way by class number, or if you are finished, click “Proceed to Step 2 of 3” at the bottom of the page.

✔ WRTG 1010 has been added to your Shopping Cart.

Fall 2020 | 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](#)

Fall 2020 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	WRTG 1010-001 (1239)	MoWeFr 7:30AM - 8:20AM	GC 1790	Staff	3.00	●

[Proceed to Step 2 of 3](#)

9. You will then be asked to confirm your classes. Click “Finish Enrolling”.

[←](#) [📧](#) [→](#)

2. Confirm classes

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

Fall 2020 | Undergraduate Semester | University of Utah

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
WRTG 1010-001 (1239)	Introduction To Writing (Seminar)	MoWeFr 7:30AM - 8:20AM	GC 1790	Staff	3.00	●

[Cancel](#)    [Previous](#)    [Finish Enrolling](#)

If adding the class was a success, then you will see a check mark next to it. If something went wrong, with will be an X and a description as to why.

✔ Success: enrolled                      ✘ Error: unable to add class

To view your classes, click on My Class Schedule at the top of the page. This will show you a list view. You can also choose to see a weekly calendar view.

If you ever want to drop or change a class, just go back to your Student Homepage and click the Registration tile again. On the left side of the screen you will see a list of options such as Add, Drop, Edit, or Swap a class. You can also get to your class schedule from this list as well.