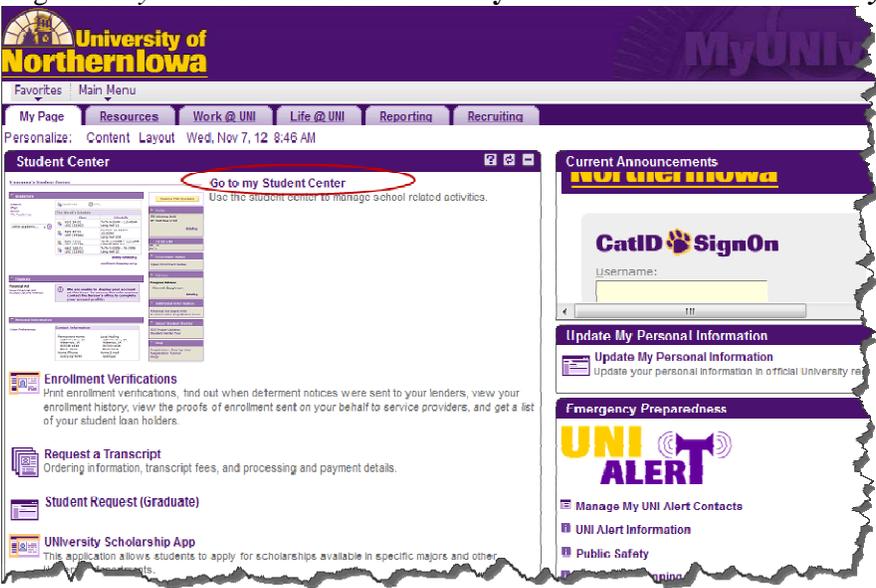
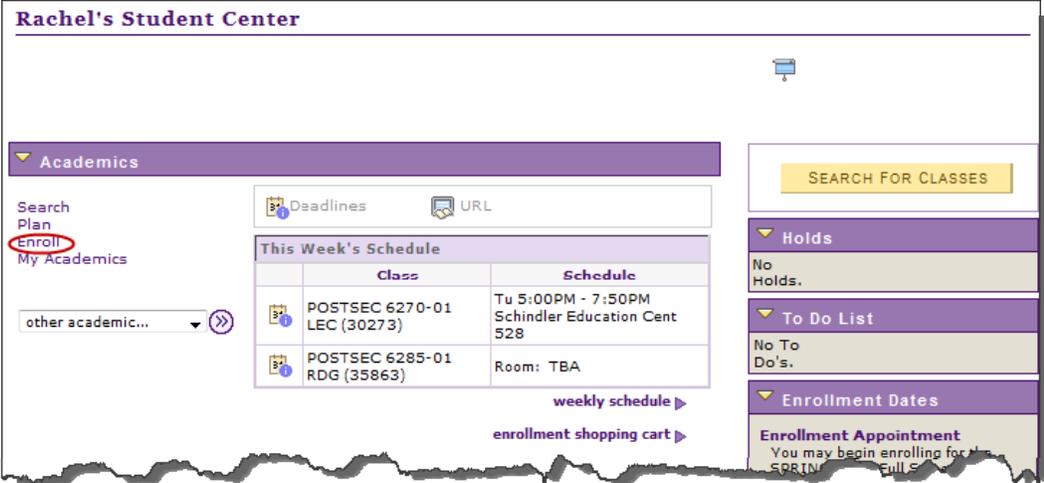
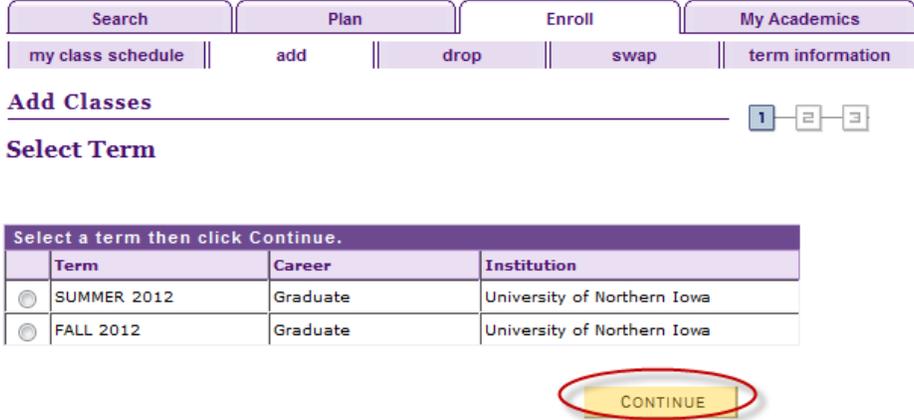


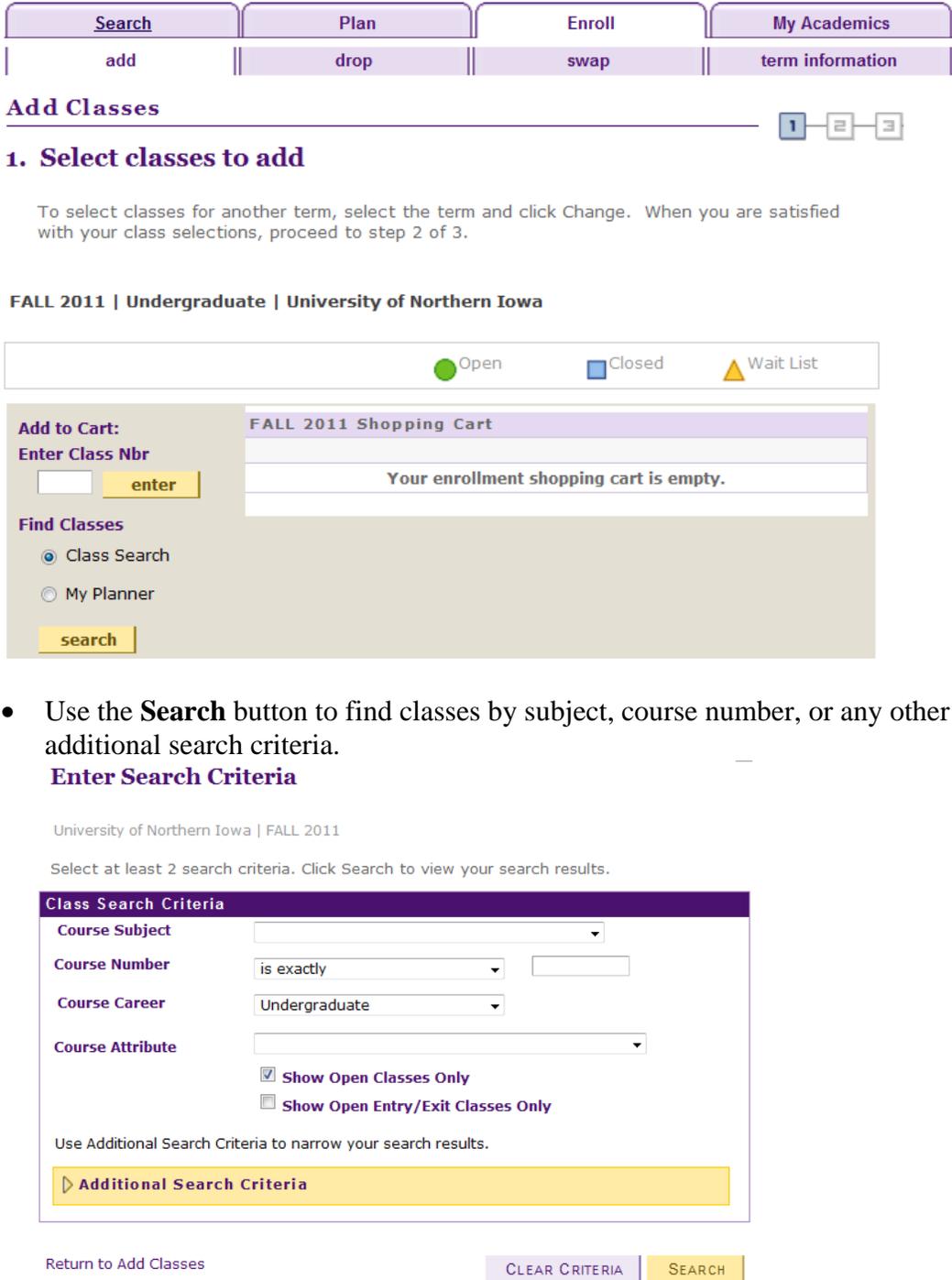
Registration: Step-by-step

Purpose: The following instructions describe how to register for classes following three basic steps: **Select classes to add, Confirm classes, and View results**

NOTE: Prior to registering for classes, you may use *My Planner* and *Shopping Cart* to add courses classes. When registration opens, you'll return to **Student Center** and complete your enrollment from *My Planner* or *Shopping Cart*.

Step	Action
1.	<p>Log onto <i>My Universe</i>. Click the Go to my Student Center link on the <i>My Page</i> tab.</p>  <p><i>Note:</i> The thumbnail image is also a link to Student Center.</p>

Step	Action									
2.	<p>In the <i>Academics</i> section, a message displays “You are not enrolled in classes”. Click the Enroll link.</p>  <p>Rachel's Student Center</p> <p>Academics</p> <p>SEARCH FOR CLASSES</p> <p>SEARCH Plan Enroll My Academics</p> <p>other academic... >></p> <p>Deadlines URL</p> <p>This Week's Schedule</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>POSTSEC 6270-01 LEC (30273)</td> <td>Tu 5:00PM - 7:50PM Schindler Education Cent 528</td> </tr> <tr> <td>POSTSEC 6285-01 RDG (35863)</td> <td>Room: TBA</td> </tr> </tbody> </table> <p>weekly schedule ▶ enrollment shopping cart ▶</p> <p>Holds No Holds.</p> <p>To Do List No To Do's.</p> <p>Enrollment Dates Enrollment Appointment You may begin enrolling for SPRING Full S...</p>	Class	Schedule	POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528	POSTSEC 6285-01 RDG (35863)	Room: TBA			
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3.	<p>Select the <i>Term</i> you wish to enroll in, and click the Continue button.</p>  <p>Search Plan Enroll My Academics</p> <p>my class schedule add drop swap term information</p> <p>Add Classes</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> SUMMER 2012</td> <td>Graduate</td> <td>University of Northern Iowa</td> </tr> <tr> <td><input type="radio"/> FALL 2012</td> <td>Graduate</td> <td>University of Northern Iowa</td> </tr> </tbody> </table> <p>CONTINUE</p>	Term	Career	Institution	<input type="radio"/> SUMMER 2012	Graduate	University of Northern Iowa	<input type="radio"/> FALL 2012	Graduate	University of Northern Iowa
Term	Career	Institution								
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Step	Action
4.	<p>In the Enroll/add feature, complete step 1 – Select classes to add</p>  <p>1. Select classes to add</p> <p>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.</p> <p>FALL 2011 Undergraduate University of Northern Iowa</p> <p>Open Closed Wait List</p> <p>Add to Cart: Enter Class Nbr <input type="text"/> enter</p> <p>Find Classes <input checked="" type="radio"/> Class Search <input type="radio"/> My Planner search</p> <p>FALL 2011 Shopping Cart Your enrollment shopping cart is empty.</p> <ul style="list-style-type: none"> Use the Search button to find classes by subject, course number, or any other additional search criteria. <p>Enter Search Criteria</p> <p>University of Northern Iowa FALL 2011</p> <p>Select at least 2 search criteria. Click Search to view your search results.</p> <p>Class Search Criteria</p> <p>Course Subject <input type="text"/></p> <p>Course Number is exactly <input type="text"/> <input type="text"/></p> <p>Course Career Undergraduate <input type="text"/></p> <p>Course Attribute <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Open Classes Only <input type="checkbox"/> Show Open Entry/Exit Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>Additional Search Criteria</p> <p>Return to Add Classes CLEAR CRITERIA SEARCH</p>

Step	Action																								
5.	<p>Enroll/add, step 1 – Select classes to add (continued)</p> <ul style="list-style-type: none"> Please make sure you select the appropriate Career and check or uncheck the Show Open Classes Only box as needed. Notice by default only the first 3 sections of a course display. Click the View All Sections in the class header bar to see all sections. <ul style="list-style-type: none"> ▼ ACCT 2120 - Principles of Financial Accounting <div data-bbox="391 625 1344 1201" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">View All Sections First 1-3 of 12 Last</p> <p>Section 01-LEC(30186) Status ● select class</p> <p>Session Full Sem</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Days & Times</th> <th style="width: 15%;">Room</th> <th style="width: 25%;">Instructor</th> <th style="width: 30%;">Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 8:00AM - 8:50AM</td> <td>TBA</td> <td>Cheryl Tatman</td> <td>08/22/2011 - 12/16/2011</td> </tr> </tbody> </table> <hr/> <p>Section 02-LEC(30187) Status ● select class</p> <p>Session Full Sem</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Days & Times</th> <th style="width: 15%;">Room</th> <th style="width: 25%;">Instructor</th> <th style="width: 30%;">Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 9:00AM - 9:50AM</td> <td>TBA</td> <td>Cheryl Tatman</td> <td>08/22/2011 - 12/16/2011</td> </tr> </tbody> </table> <hr/> <p>Section 03-LEC(30188) Status ● select class</p> <p>Session Full Sem</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Days & Times</th> <th style="width: 15%;">Room</th> <th style="width: 25%;">Instructor</th> <th style="width: 30%;">Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 10:00AM - 10:50AM</td> <td>TBA</td> <td>A Gerald Smith</td> <td>08/22/2011 - 12/16/2011</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Once you decide on the section you wish to take, click the select class button for that section. The class is added. Click the Next button. <ul style="list-style-type: none"> ▼ ACCT 2120 - Prin Of Financial Acctng <div data-bbox="391 1417 1242 1719" style="border: 1px solid black; padding: 5px;"> <p>Class Preferences</p> <p>ACCT 2120-01 Lect/Disc ● Open Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Session Full Semester Permission Nbr <input type="text"/></p> <p>Career Undergraduate Grading Graded</p> <p>Units 3.00</p> <p style="text-align: right;">CANCEL NEXT</p> </div>	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 8:00AM - 8:50AM	TBA	Cheryl Tatman	08/22/2011 - 12/16/2011	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 9:00AM - 9:50AM	TBA	Cheryl Tatman	08/22/2011 - 12/16/2011	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 10:00AM - 10:50AM	TBA	A Gerald Smith	08/22/2011 - 12/16/2011
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6.	<p>Enroll/add, step 1 – Select classes to add (continued)</p> <ul style="list-style-type: none"> The following message displays with your Fall 2011 Shopping Cart. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  ACCT 2120 has been added to your Shopping Cart. </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th colspan="7">FALL 2011 Shopping Cart</th> </tr> <tr style="background-color: #e6e6fa;"> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>ACCT 2120-01 (30186)</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>TBA</td> <td>C. Tatman</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Continue to use the search button to find and add classes to your shopping cart. Once all classes are added, click the PROCEED TO STEP 2 of 3 button <div style="border: 1px solid black; padding: 5px; margin: 5px 0; text-align: center;"> PROCEED TO STEP 2 OF 3 </div>	FALL 2011 Shopping Cart							Delete	Class	Days/Times	Room	Instructor	Units	Status		ACCT 2120-01 (30186)	MoWeFr 8:00AM - 8:50AM	TBA	C. Tatman	3.00	●							
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7.	<p>Enroll/add, step 2 – Confirm classes</p> <ul style="list-style-type: none"> Click the FINISH ENROLLING button confirm your classes. <p>2. Confirm classes</p> <p>Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.</p> <p>FALL 2011 Undergraduate University of Northern Iowa</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> ● Open ■ Closed ▲ Wait List </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ACCT 2120-01 (30186)</td> <td>Prin Of Financial Acctng (Lect/Disc)</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>TBA</td> <td>C. Tatman</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> <tr> <td>AT 3000-01 (31814)</td> <td>Athletc Training Practicum (Lect/Disc)</td> <td></td> <td>TBA</td> <td>K. Snyder</td> <td>1.00</td> <td style="text-align: center;">●</td> </tr> <tr style="background-color: #ffff00;"> <td>BUSINESS 1000-02 (30171)</td> <td>All About Business (Lect/Disc)</td> <td>Tu 9:30AM - 10:20AM</td> <td>TBA</td> <td>J. Smothers</td> <td></td> <td style="text-align: center;">●</td> </tr> </tbody> </table> <div style="margin-top: 10px; text-align: right;"> CANCEL PREVIOUS FINISH ENROLLING </div>	Class	Description	Days/Times	Room	Instructor	Units	Status	ACCT 2120-01 (30186)	Prin Of Financial Acctng (Lect/Disc)	MoWeFr 8:00AM - 8:50AM	TBA	C. Tatman	3.00	●	AT 3000-01 (31814)	Athletc Training Practicum (Lect/Disc)		TBA	K. Snyder	1.00	●	BUSINESS 1000-02 (30171)	All About Business (Lect/Disc)	Tu 9:30AM - 10:20AM	TBA	J. Smothers		●
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8.	<p>Enroll/add, step 3 – View results</p> <p>A status report displays for your classes. Class will either show:</p> <p> Success: enrolled or  Error: unable to add class</p> <p>3. View results</p> <p>View the following status report for enrollment confirmations and errors:</p> <p>FALL 2011 Undergraduate University of Northern Iowa</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">  Success: enrolled  Error: unable to add class </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Class</th> <th style="width: 50%;">Message</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>ACCT 2120</td> <td>Success: This class has been added to your schedule.</td> <td style="text-align: center;"></td> </tr> <tr> <td>AT 3000</td> <td>Success: This class has been added to your schedule.</td> <td style="text-align: center;"></td> </tr> <tr> <td>BUSINESS 1000</td> <td>Success: This class has been added to your schedule.</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> MY CLASS SCHEDULE ADD ANOTHER CLASS </p> </div>	Class	Message	Status	ACCT 2120	Success: This class has been added to your schedule.		AT 3000	Success: This class has been added to your schedule.		BUSINESS 1000	Success: This class has been added to your schedule.	
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9.	<p>The Message section describes what action must be taken. There are 200+ possible error messages. To review all error messages, go to the SIS Project web site: http://www.uni.edu/sis/, select How will it Change, For Students, click the Registration (Enrollment) Error Messages link.</p> <p>Here are a few of the most common error messages/actions to be taken:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Error Message</th> <th style="width: 50%;">Action</th> </tr> </thead> <tbody> <tr> <td>A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.</td> <td>Select another class, or override the time conflict.</td> </tr> <tr> <td>The requested enrollment add was not processed. The enrollment limit for the class has been reached, and there is no room on the wait-list.</td> <td>Select another section</td> </tr> <tr> <td>Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.</td> <td>Review requirements</td> </tr> <tr> <td>There is a hold on this record, preventing the add from being processed. You must remove the hold to process the add transaction.</td> <td>Check your Holds in your Student Center</td> </tr> <tr> <td>Consent is needed to enroll in the class. The add transaction was not processed.</td> <td>The student must have permission to enroll in this class. Request permission from the department.</td> </tr> </tbody> </table>	Error Message	Action	A scheduling conflict exists with a currently enrolled class. Select another class, or override the time conflict.	Select another class, or override the time conflict.	The requested enrollment add was not processed. The enrollment limit for the class has been reached, and there is no room on the wait-list.	Select another section	Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.	Review requirements	There is a hold on this record, preventing the add from being processed. You must remove the hold to process the add transaction.	Check your Holds in your Student Center	Consent is needed to enroll in the class. The add transaction was not processed.	The student must have permission to enroll in this class. Request permission from the department.
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