

MyUI Registration Guide

The Fastest Way to Register

Complete registration with just two clicks!
Have an approved study plan in **Degree Works**? Pull it into **Schedule Planner** to choose your sections ahead of time.

On registration day, open **Cart & Plans**, then click **Add All**. Your pre-selected sections are pulled into the **Summary** panel. Verify these courses are available, then click **Submit** to register.

See the [last page](#) for more details.

Looking for detailed information on registration?

This guide provides an overview of MyUI's registration pages, including hints on how to register quicker. It also serves as a visual guide for advisors who do not have access to their own student information screens.

To log into MyUI, enter your username and password, then click the Sign in button. If you are a new user, visit support.uidaho.edu to activate your account. Users needing assistance with their login should contact the ITS Help Desk.

Registration Landing Page



[Student](#) • [Registration](#)

The landing page has 5 options. Click the blue boxes below to jump to that page's instructions.

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, including your registration start time.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Multiple Banner Roles

If you have more than one of these roles, you must choose Student to view the registration screens.

Quick Links

[How to...](#)

[Schedule Planner](#)

[Action Item Processing](#)

[Hold Codes](#)

[Registration Errors](#)

Please select a role*

Your account has been assigned multiple roles. How would you like to begin?


- Student
- Faculty
- Advisor
- Faculty And Advisor

OK

*Remember you can switch between roles at any time.

Registration

To begin registration, view, or manage your schedule, click **Register for Classes**.



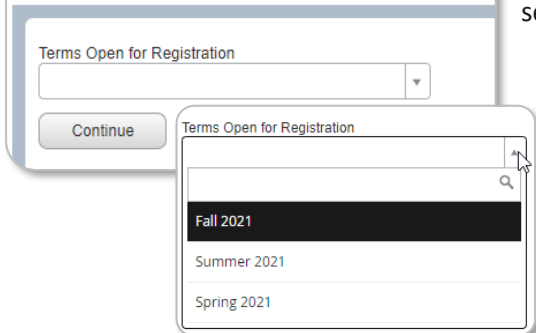
[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

Twice a year [Action Item Processing](#) opens, allowing you to complete registration requirements. The *Financial Terms and Conditions* and *Health Insurance Requirement* agreements must be completed before registration.

Select a Term – Class Search

[Student](#) • [Registration](#) • [Select a Term](#)

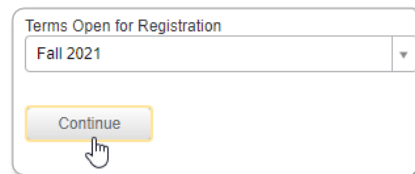
Select a Term - Class Search



Schedules are term-based. Only terms open for registration are displayed in the dropdown. There are [registration deadlines](#) each semester. Registration actions are not allowed beyond these deadlines.

Multiple terms may be available for registration depending on the time of year.

Click **Continue**.



Register for Classes

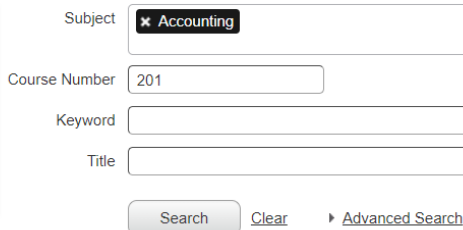
Register for Classes has 4 tabs: **Find Classes**, below. Enter CRNs, **Cart and Plans**, and **Schedule and Options**, [p.4](#).

Find Classes | Enter CRNs | Cart and Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2021

Click **Search** to return sections for the courses that meet your criteria.



Find Classes

Search by picking **Subjects** from the drop-down menu, entering a **Course Number (101)**, **Keyword (writing, outdoor)**, or a full or partial **Title (%early%)**.

Click **Advanced Search** for more [search options](#).

Search Results — 2 Classes

Term: Fall 2021 Subject: Accounting Course Number: 201

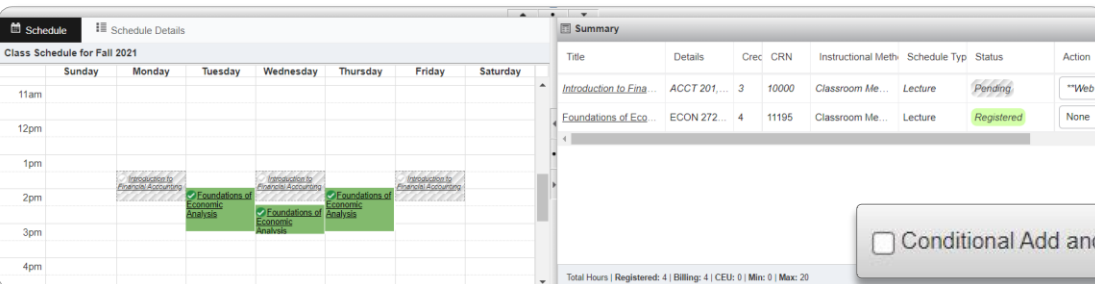
[Search Again](#)

CRN	Subject Des	Subject	Course	Section	Title	Credits	Instructional Methods	Meeting Details	Campus	Status	Instructor	Linked Sections	
10000	Account...	AC...	201	01	Introduction to Fi... Lecture	3	Classroom Meeting	S M T W T F S 01:30 PM - 02:2	Mo...	110 of 110... 999 of 99...	Hatheway Dial...		Add
32763	Account...	AC...	201	02	Introduction to Fi... Lecture	3	Online (Web)	S M T W T F S - Type: Class	CB...	110 of 110... 999 of 99...	Hatheway Dial...		Add

Page 1 of 1 | 10 Per Page

Records: 2

Click **Add** to pull the section into the **Schedule & Summary** panels. *Widen the window if the **Add** button is hidden.*



Click **Submit** if registration is open.

*Successfully registered courses have a status of **Registered**.*

Conditional Add and Drop

Submit

Advanced Search Criteria

Subject

Course Number

Keyword

Title

In addition to the **Subject** drop-down, **Course Number**, **Keyword**, and **Title** searches, course sections can be filtered by **Campus**, **Instructional Methods** and more.

Campus

Moscow
 Coeur d'Alene
 Twin Falls
 Idaho Falls (IFCHE)
 Boise
 Engineering Outreach

All UI Campuses are listed in the drop-down menu.

Instructional Methods

Hybrid
 Online (Web)
 Virtual Meeting
 Videoconferencing

Methods listed may vary by term selected.

Attribute

Current Attributes:

American Diversity
 Communications
 English
 Honors Course
 Humanities
 International Course
 Mathematics
 Natural Science
 Natural Science (w/o lab)
 Social Science

Part Of Term

Early 8 Week
 Full Term
 Late 8 Week

Fall/Spring have 3 **Parts Of Term** each, Summer has 9.

Instructor

All instructors are listed, some may not have a class in the active term.

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Checking one or more day of the week will return sections where at least one meeting pattern exactly matches your selection.

Credit Hour Range: 3 to 4 returns 3- and 4-credit courses, along with variable credit sections that can be set at 3 or 4 credits.

Entering '4' in the 1st box returns ≥ 4 credits, while '4' in the 2nd box finds sections ≤ 4 . Both results will include variable credit courses extending beyond the given range.

Entering 4 in both boxes returns 4-credit courses and any variable credit courses where the top or bottom number in the range is 4.

Credit Hour Range to

Starts at (or after):

Ends at (or before):

Open Sections Only

When searching by time, always add AM/PM. Use both rows to limit the results to a range of time, or one alone to limit the start or end time.

Open Sections Only hides full classes that do not have a waitlist. It does not hide those with waitlists or sections that meet the search criteria but may not be available to you, such as sections past their Add/Drop date or Dual Credit courses for High School students.

Enter CRNs

Find Classes **Enter CRNs** Cart and Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Fall 2021

CRN Introduction to Financial Accounting ACCT 201, 02

CRN Introduction to Managerial Accounting ACCT 202, 01

CRN Foundations of Economic Analysis ECON 272, 01

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Multiple courses can be added at once on the **Enter CRNs** tab. Add to Summary places those courses as Pending in both the Summary and Schedule.

Schedule Schedule Details

Summary

Class Schedule for Fall 2021

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Introduct...		Introduct...		Introduct...	
10am							
11am							
12pm							
1pm							
2pm			Foundatio...	Foundatio...			
3pm							

Title	Details	Crec	CRN	Instructional Meth	Schedule Typ	Status	Action
Foundations of Eco...	ECON 272...	4	11195	Classroom Mee...	Lecture	Pending	**Web Registered**
Introduction to Man...	ACCT 202...	3	10004	Classroom Mee...	Lecture	Pending	**Web Registered**
Introduction to Fine...	ACCT 201...	3	32763	Online (Web)	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

Conditional Add and Drop [Submit](#)

Cart and Plans

Cart and Plans lets you register quickly from an approved plan. Your Schedule Planner cart is available from this tab.

Find Classes Enter CRNs **Cart and Plans** Schedule and Options

Register from a plan.
Term: Fall 2021

An empty cart without plans defaults to these screens

Find Classes Enter CRNs **Cart and Plans** Schedule and Options

Register from a plan.
Term: Fall 2021

Checking 3rd party plans...

Find Classes Enter CRNs **Cart and Plans** Schedule and Options

Register from a plan.
Term: Fall 2021

To register for every class in the cart, click **Add All** and **Submit**.

Plan: Schedule Planner Shopping Cart

Created by: You [+ Add All](#)

Title	Details	Credits	CRN	Grade Mode	Course Sections	
Writing and Rheto...	ENGL 101, 04	3	21198	Engl 101 (198...	View Sections	+ Add
Elementary French I	FREN 101, 02	4	15671	Normal A/B/C/...	View Sections	+ Add
Introduction to Ps...	PSYC 101, 03	3	15594	Normal A/B/C/...	View Sections	+ Add

[Submit](#)

Records: 3

Schedule and Options

If you have registered for classes that have variable **Credits**, adjust the number of credits in the **Credit Hour** field.

Click **Submit** to save.

Find Classes Enter CRNs Cart and Plans **Schedule and Options**

Summary
Term: Fall 2021

Title	Details	Credits	CRN
Opera/Musical Theatre Studio	MUSA 180, 01	<input type="text" value="1"/> Must be from 1 to 3	39593

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 20

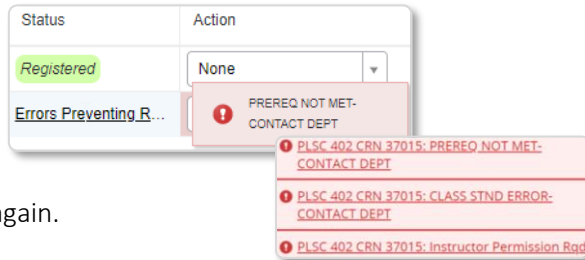
How To...

Schedule changes are managed from the **Register for Classes** page. Here are the most common actions.

Register, Add, or Wait List

Once classes have been added to the **Summary** panel using the tabs at the top of **Register for Classes**:

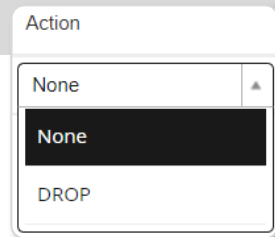
1. Inspect your classes in the **Schedule** and **Summary** panes.
2. Click **Submit**.
3. Check for [errors preventing registration](#).
4. Verify all classes show as **Registered** in the **Status** column.
5. If a class is full, you can reserve your spot in line by selecting **Wait List** from the **Action** column drop-down menu. Click **Submit** again.



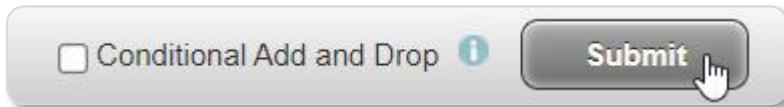
Drop or Withdraw

Before the Add/Drop deadline, you can remove classes from your schedule using the **Summary** panel.

1. Select **DROP** or **WEB WITHDRAW** from the **Action** column drop-down menu.
2. Click **Submit**.



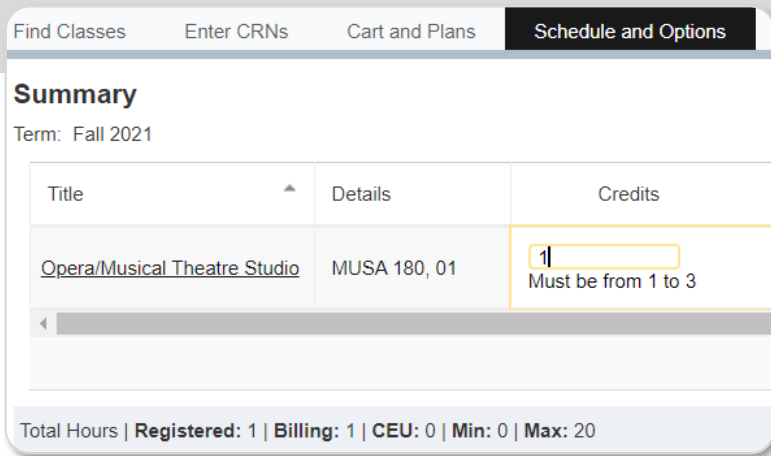
Note: when adding and dropping at the same time, check the Conditional Add and Drop to prevent dropping a class if the class to be added is no longer available.



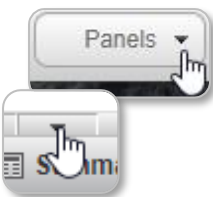
Change Variable Credits

Variable credit classes first show as only one credit. The number of credits can be changed until the Add/Drop date.

1. Select the **Schedule and Options** tab.
Note: Only variable credit classes are shown. (The Summary panel will be hidden.)
2. Type the desired number of credits.
3. Hit enter on your keyboard.
4. Click Submit in the bottom right corner.
5. Choose one of the other 3 tabs to view the Summary Panel.



Use Panel Navigation



Panels and the down triangle toggle both lower panels.



Drag bars to adjust the panel size.



Other triangles toggle from full to split screens. Circles reset the panels.

Prepare for Registration

Registration Status

Registration Status

Term: Summer 2021

- ✔ Your Student Status permits registration.
- ✔ Your academic status Good Standing permits registration.
- i You have holds which do not prevent registration.

Trnscrpt/Diploma Hold Bal Due
 Reason: No Trnsc/Diploma until Bal Pd
 From Date: 08/06/2019
 To Date: 12/31/2099
 Originator: Acct Balance Due call 885-7447
 Processes Affected: Transcript, Accounts Receivable

- i Time tickets allow registration at this time. Please register within these times: 04/05/2021 07:00 PM - 07/30/2021 11:59 PM

Earned Hours

- i You have Earned Hours for Level: Graduate, Institution Hours: 208, Transfer Hours: 0
- i You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 16
- i Your class standing for registration purposes is Freshman

Prepare for Registration shows your student and academic status, holds, registration time ticket.

Primary Curriculum

Level: Undergraduate
College: Letters Arts & Social Sciences
Degree: B.A.
Program: Bachelor of Arts - CLASS
Catalog Term: Summer 2021
Admit Term: Summer 2021
Admit Type: New Applicant
Major: Psychology
Department: Psychology & Communication

It also contains your primary curriculum information, including catalog term.

You can also view your earned hours and class standing.

View registration information

Look up current schedules, past terms, or check details of active registrations.

Look up a Schedule Active Registrations

Class Schedule

Term: Fall 2021

Title	Details	Credits	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Elementary French I	FREN 101, 02	4	15671	Lecture	Normal A/B/C/D/F/I	Undergraduate	Full Term	07/14/2021	Registered	**Web Registe...
Introduction to Psychology	PSYC 101, 03	3	15594	Lecture	Normal A/B/C/D/F/I	Undergraduate	Full Term	07/14/2021	Registered	**Web Registe...
Writing and Rhetoric I	ENGL 101, 04	3	21198	Lecture	Engl 101 (198510)	Undergraduate	Full Term	07/14/2021	Registered	**Web Registe...

Records: 3

Schedule Schedule Details

Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am		✔ Writing and Rhetoric I	✔ Introduction to Psychology	✔ Writing and Rhetoric I	✔ Introduction to Psychology	✔ Writing and Rhetoric I	
11am				✔ Elementary French I	✔ Elementary French I	✔ Elementary French I	

Look up a Schedule Active Registrations

The following classes are not officially considered complete for transcript purposes

Elementary French I, French 101, Section 02

Term: Fall 2021
CRN: 15671
Status: **Web Registered** 07/14/2021
Schedule Type: Lecture
Credits: 4

Instructional Methods: Classroom Meeting
Campus: Moscow
Start Date: 08/23/2021
End Date: 12/17/2021
Level: Undergraduate

Instructor: Penriquey, Anne M.
Grade Mode: Normal A/B/C/D/F/I

Introduction to Psychology, Psychology 101, Section 03

Term: Fall 2021
CRN: 15594
Status: **Web Registered** 07/14/2021
Schedule Type: Lecture
Credits: 3

Instructional Methods: Classroom Meeting
Campus: Moscow
Start Date: 08/23/2021
End Date: 12/17/2021
Level: Undergraduate

Instructor: Pugliese, Brian J.
Grade Mode: Normal A/B/C/D/F/I

World History I, History 101, Section 01

Term: Summer 2021
CRN: 84157
Status: **Web Registered** 08/28/2021
Schedule Type: Lecture
Credits: 3

Instructional Methods: Online (Web)
Campus: CLASS Outreach
Start Date: 06/29/2021
End Date: 08/06/2021
Level: Undergraduate

Instructor: Roy, Alyson
Grade Mode: Normal A/B/C/D/F/I

Writing and Rhetoric I, English 101, Section 04

Term: Fall 2021
CRN: 21198
Status: **Web Registered** 07/14/2021
Schedule Type: Lecture
Credits: 3

Instructional Methods: Classroom Meeting
Campus: Moscow
Start Date: 08/23/2021
End Date: 12/17/2021
Level: Undergraduate

Instructor: Kirchner, Barbara A.
Grade Mode: Engl 101 (198510) P/N/F/I

Schedule Schedule Details

Class Schedule for Fall 2021

- ✔ **Elementary French I |** French 101 Section 02 | **Class Begin:** 08/23/2021 | **Class End:** 12/17/2021 Registered
 08/23/2021 – 12/17/2021 | **S M T W T F S** | 12:30 PM - 01:20 PM **Type:** Class **Location:** Moscow **Building:** ADMINISTRATION BUILDING **Room:** 307
Instructor: Penriquey, Anne M. (Primary)
CRN: 15671
- ✔ **Introduction to Psychology |** Psychology 101 Section 03 | **Class Begin:** 08/23/2021 | **Class End:** 12/17/2021 Registered
 08/23/2021 – 12/17/2021 | **S M T W T F S** | 09:30 AM - 10:45 AM **Type:** Class **Location:** Moscow **Building:** AG SCIENCE **Room:** 106
Instructor: Pugliese, Brian J. (Primary)
CRN: 15594
- ✔ **Writing and Rhetoric I |** English 101 Section 04 | **Class Begin:** 08/23/2021 | **Class End:** 12/17/2021 Registered
 08/23/2021 – 12/17/2021 | **S M T W T F S** | 09:30 AM - 10:20 AM **Type:** Class **Location:** Moscow **Building:** TEACHING LEARNING CENTER **Room:** 247
Instructor: Kirchner, Barbara A. (Primary)
CRN: 21198

Browse Pages

These are the only two pages non-students can access.

Browse Classes

Browse Classes is identical to the **Find Classes** tab under **Register for Classes**, except it is Read Only and visible to non-students.

[Student](#) • [Registration](#) • [Select a Term](#) • Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Fall 2021

Subject

Course Number

Keyword

Title

[Advanced Search](#)

[Student](#) • [Registration](#) • [Select a Term](#) • Browse Classes

Browse Classes

Search Results — 2 Classes
Term: Fall 2021 Subject: Accounting Course Number: 201

CR#	Subject Descri	Subject	Course	Section	Title	Credits	Instructional Methods	Meeting Details	Campus	Status	Instructor	Linked Sections
10000	Accounting	ACCT	201	01	Introduction to Financial Accounting Lecture	3	Classroom Meeting	S M T W T F S 01:30 PM - 02	Moscow	FULL: 0 of 110 seats remain. 996 of 999 waitlist seats remain.	Hathe...	
32763	Accounting	ACCT	201	02	Introduction to Financial Accounting Lecture	3	Virtual Meeting	S M T W T F S 01:30 PM - 02	CBE Outreach	24 of 110 seats remain. 999 of 999 waitlist seats remain.	Hathew...	

Page 1 of 1 | 10 Per Page Records: 2

Browse Course Catalog

You will be prompted to select a term from the drop-down menu.

Search by choosing a **Subject** from the drop-down menu, entering a course number (*101*), **Keyword** (*writing, outdoor*), or a full or partial **Title** (*%early%*).

[Student](#) • [Registration](#) • [Select a Term](#) • Browse Courses

Browse Courses

Enter Your Search Criteria
Term: Fall 2021

Subject

Course Number

Keyword

Title

[Advanced Search](#)

Advanced Search adds **Attribute** and **Credit Hour Range** filters.

Use the **Search Again** button to return to the search criteria. There can be a short delay before the new search results replace those of a previous search.

Browse Courses

Search Results — 1 Courses
Term: Fall 2021 Subject: Accounting Course Number: 201

Title	Subject Description	Subject	Course Number	Credits	Description	Course Sections
Introduction to Financial Accounting	Accounting	ACCT	201	3	3 credits Overview of the natur...	<input type="button" value="View Sections"/>

Page 1 of 1 | 10 Per Page Records: 1

Up to 50 results can be shown per page. **View Sections** shows details for any course sections offered this term. Use the gear icon to remove or show columns.

In the results, click on a course **Title** to open **Course Details**.

Title

Subject Description

Subject

Course Number

Credits

Description

Course Sections

Course Details for ACCT 201, Introduction to Financial Accounting

Term: 202110

Catalog

Course Description

Attributes

Restrictions

Prerequisites

Title: Introduction to Financial Accounting
College: Business & Economics 13
Department: Accounting 078
Hours: Credit Hours: 3
Levels: Independent Study in Idaho CO Graduate GR

Course Details for ACCT 201, Introduction to Financial Accounting

Term: 202110

Catalog

Course Description

Attributes

Restrictions

Prerequisites

3 credits Overview of the nature and purpose of general purpose financial statements provided to external decision makers, emphasis on use of financial statement information. May involve evening exams.

Lower-division LNCV

Course Details for ACCT 201, Introduction to Financial Accounting

Term: 202110

Catalog

Course Description

Attributes

Restrictions

Prerequisites

Cannot be enrolled in one of the following Majors: WOL (0999)

Catalog Prerequisites

No prerequisite information available

Action Item Processing

Depending on the time of year,
Winter/Spring or Summer/Fall,
you will be prompted to complete two or more
action items, such as:

- **Emergency Contact Information**
- **Financial Terms and Conditions**
- **Student Health Insurance (SHIP)**

Action Item Processing

You have Action Items pending that halt
access to this process.

Continue to resolve your Action Items.
Cancel to return to previous page.

CANCEL

CONTINUE

To view the **Action Item Processing** page, click **CONTINUE**.

Action Item Processing

Welcome

You have the following items that require your attention.

Continue

Student Registration Action Items

0 of 3

[Instructions](#)

End Date:09/30/2022

[Emergency Contact and Cell Phone Verification](#)

Halt Processes:

Register for Classes

Please review and update your Emergency Contact and Cell
Phone Information before proceeding to Registration.

End Date:09/30/2022

[Financial Terms and Conditions for Registration](#)

Halt Processes:

Register for Classes

Students are required to acknowledge the Financial Terms
and Conditions before registering for classes. These
Financial Terms and Conditions apply to any term(s) the
student is registering for during this registration period
which includes the 2022 Summer Session and the 2022 Fall
Term.

End Date:09/30/2022

[Health Insurance Requirement \(SHIP\) for Registration](#)

Halt Processes:

Register for Classes

Students are required to acknowledge the Health
Insurance requirements before registering for classes. The
Health Insurance requirements apply to any term(s) the
student is registering for which includes the 2022 Summer
Session and the 2022 Fall Term. Registering for Summer
Session - no insurance information required, follow
directions to review and acknowledge insurance
requirements. Registering for Fall Term - follow
directions to submit insurance information, and review and
acknowledge insurance requirements.

Status bar tracks completed items.

Incomplete items show as **Pending**.

Click a card to open the detail view.

modification is specifically limited to those policies and/or terms addressed in the
modification. You can review the full Terms and Conditions Agreement on the Student
Accounts website at: <http://www.uidaho.edu/current-students/student-accounts/general-information>

Please contact Student Accounts at 208-885-7447 with any questions.

By clicking here you are accepting the financial terms and conditions as
outlined above for the Summer 2021 Term and/or Fall 2021 Term.

Save

Accept the terms and click **Save**.

Pending will change to **Completed**.

End Date:06/01/2021

[Financial Terms and Conditions for Registration](#)

Response saved on: 04/05/2021

Current Response: By clicking here you are accepting the financial
terms and conditions as outlined above for the Summer 2021 Term
and/or Fall 2021 Term.

When all items are complete, click **Continue**
at the top of the page to register for classes.

Continue

Questions?

Student Accounts

208-885-7447

acctrec@uidaho.edu

Student Health Services

208-885-2210

health@uidaho.edu

Academic Hold Codes		Reason	Resolution
AB	Account Balance Hold	Balance owed on account	Student Accounts 208-885-7447
AD	Admissions Hold	Missing admission information	Undergraduate Admissions 208-885-6326; Graduate Admissions 208-885-4001
AH	Account Dept Charge hold	Account balance owed to department	Student Accounts 208-885-7447
AM	Account Miscellaneous	Student account issues-ask for manager	Student Accounts 208-885-7447
AN	Admission Reqs Not Met	Not eligible for further enrollment	Undergraduate Admissions 208-885-6326; Graduate Admissions 208-885-4001
AR	Collection Hold	Student account sent to collections	Student Accounts 208-885-7447
AV	Advisor Hold	Must complete academic advising	Academic advisor or major department
BA	Bad Address-AR	Invalid address on account	Student Accounts 208-885-7447
BD	Bad Debt Write Off	Student account not paid-written off	Student Accounts 208-885-7447
BL	Bad Student Loan Write Off	Student loan not paid-written off	Student Loans 208-885-5571
CO	Correspondence Only-Not Admitted	ISI only, not admitted as student	Apply for Admission
CP	CEU Hold-Not Admitted	CEU only, not admitted as student	Apply for Admission
DN	Disciplinary Hold	Disciplinary action	Dean of Students 208-885-6757
DS	Disciplinary Suspension	Disciplinary action	Dean of Students 208-885-6757
FG	Financial Guarantee Review	Financial guarantee required to enroll	Student Accounts 208-885-2132
HS	Housing Hold	Student housing conduct matter	Housing & Residence Life 208-885-6571
ID	Conditional Admission Hold	Must meet language requirement	Undergraduate Admissions 208-885-6326; Graduate Admissions 208-885-4001
LC	ALCP Hold-Not Admitted	ALCP only, not admitted as student	Apply for Admission
LN	Short Term Loan Hold	Student loan past due	Student Loans 208-885-5571
LW	College of Law Hold	College of Law requirements	College of Law Dean's Office 208-885-4977
MD	Medical Withdrawal Hold	Medical release required to enroll	Dean of Students 208-885-6757
ND	Perkins Loan Hold	Student loan sent to collections	Student Loans 208-885-5571
NS	Non-Sufficient Funds	Check returned for non-payment	Student Accounts 208-885-7447
OE	New Student Online Education	Online training not completed	Dean of Students 208-885-6757
PE	Perkins Exit Interview	Perkins exit interview not completed	Student Loans 208-885-5571
PL	Promissory Note Late	Promissory note >30 days past due	Student Accounts 208-885-7447
PN	Promissory Note	Current promissory note not set up	Student Accounts 208-885-7447
PR	Probation Hold	Academic standing is probation	Academic advisor or major department
RR	Registrar Registration Hold	Not eligible for registration	Registrar's Office 208-885-6731
SA	Student Athlete Hold	Registration review required	Athletic Compliance 208-885-5561
VH	Veteran Hold	Veteran Office approval required	Veteran's Advisor 208-885-7989
WS	WSU Coop Hold	Coop student not eligible to register	WSU Registrar's Office 509-335-5346

Common Registration Errors

ERROR MESSAGE	RESOLUTION
<p>CLASS STND ERROR-CONTACT DEPT Enrollment restricted to specific class standing only (e.g., freshmen are not allowed in courses 300-499)</p>	<p>Contact instructor or offering department for permission to register. If they waive this restriction, a Registration Override will allow you to register.</p>
<p>CLASS FULL-CONTACT DEPT Class is currently full, with no wait list available</p>	<p>Contact instructor or offering department to request a Registration Override for permission to register.</p>
<p>COHORT RESTRICTION Class restricted to specific cohort of students (e.g., Honors Program)</p>	<p>Check the Class Schedule for other sections that are available to all students. Honors students: call the Honors Program 208-885-6147</p>
<p>COREQUISITE REQUIRED Must also enroll in required corequisite at same time</p>	<p>Add the chosen course and its corequisite course in the same operation. Alternatively, contact instructor or offering department to request an override.</p>
<p>DEPT PERMISSION REQUIRED Class requires departmental permission to enroll</p>	<p>Contact the department for permission via Registration Override.</p>
<p>FULL-SELECT WAIT LIST & SUBMIT Class enrollment is currently full, but you may opt to join the wait list to be eligible for registration if space becomes available.</p>	<p>Select Wait List from the Action column drop-down menu. Click Submit. When a seat is available, an email notification will be sent to your VandalMail account. You have up to 24 hours to officially register.</p>
<p>INSTRUCTOR PERMISSION REQUIRED Class requires instructor permission to enroll</p>	<p>Contact instructor for permission. If they issue a Registration Override you can register for the class.</p>
<p>MAJORS ONLY-CONTACT DEPT Class restricted to specific majors</p>	<p>Contact instructor or offering department to request a Registration Override for permission to register.</p>
<p>MUTUAL EXCLUSION WITH xxx You have already earned credit for this course as a joint-listed class. It cannot be taken again.</p>	<p>There is no override. Credit is only granted once for joint-listed classes.</p>
<p>OPEN TO SPECIFIC DEGREES ONLY Class restricted to specific degrees, (e.g., only doctoral students can take 600-level classes)</p>	<p>No overrides. Enrollment in degree program required. Check the Class Schedule or contact the academic department for alternate classes.</p>
<p>OPEN TO GRAD/LAW STUDENTS ONLY Class restricted to graduate or law students only; undergraduates cannot register for the class</p>	<p>Check the Class Schedule for undergraduate classes in the same discipline or Contact College of Graduate Studies 208-885-6243 or College of Law 208-885-2255 for permission to register.</p>
<p>PREREQ NOT MET-CONTACT DEPT Class requires specific prerequisites to register (e.g., another class or a higher test score)</p>	<p>Contact instructor or offering department to request a Registration Override for permission to register.</p>
<p>TIME CONFLICT A class on your schedule overlaps the meeting time of the section you've selected.</p>	<p>Check the Class Schedule for alternate sections or contact the instructor for a separately granted specific time conflict override.</p>

Schedule Planner

Plan semesters out ahead of time!
Finalize your schedule before registration opens by adding your courses and breaks into Schedule Planner.

Registration

- Schedule Planner**
Plan out your courses for upcoming semesters.
- Course Catalog**
View the current or previous course catalogs

Click **+ Add Course** to search for courses by **Subject, Attribute, Instructor** or **Degree Audit Plan**.

Add Courses for Fall 2021

By Subject Search By Section Attribute Search By Instructor Degree Audit Plan

Degree Plan B.A.

Plan Term Fall 2021

Select All Courses

- Select All
- English 101 - Writing and Rhetoric I
- French 101 - Elementary French I
- Psychology 101 - Introduction to Psychology

Done + Add

Course Status Open Classes Only Term Fall 2021

Campuses 1 of 5 Selected Parts of Term All Parts of Term Selected

Instruction Modes All Instruction Modes Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

Add any **Breaks**, then click **Generate Schedules**.

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Your Degree Audit Plan shows 3 courses for Fall 2021, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for Fall 2021 are not included in the course count above and will not be loaded into your course list.

Breaks

+ Add Break

Select All

- Practice TTh - 5:00pm to 6:00pm
- Pick up Joe MTWThF - 3:00pm to 4:00pm
- travel

Click **Options** on a course to enable and disable sections.

Current Schedule

Status	Subject	Course	Section	CRN #	Component	Instructor	Day(s) & Location(s)
Enrolled	MUSH	201	05	38309	Lecture	Not Assigned	

PSYC 101 Introduction to Psychology

Enabled (2 of 3) Disabled (1)

CRN #	Title	Section
<input type="checkbox"/> 15581	HON:Introduction to Psychology	01
<input checked="" type="checkbox"/> 15588	Introduction to Psychology	02
<input checked="" type="checkbox"/> 15594	Introduction to Psychology	03

Shopping Cart

Subject	Course	Section	CRN #	Component	Instructor	Day(s) & Location(s)
MUSH	201	05	38309	Lecture	Not Assigned	

Unchecking the **HON** section reduces the number of schedules returned next time they are generated.

Generate Schedules

You have modified your course settings or filters. Click **Generate Schedules** for your changes to take effect.

Schedules

Generate Schedules

Class Padding: 15 minutes

Restore Default Scheduling Options

View opens a schedule's details, allowing you to lock sections, favorite schedules, and finalize your selection.

View 1 Practice, Pick

View 2 Pract

Click to lock this class for PSYC 101

PSYC-101 AG SCIENCE 106

Advanced Options sets pad time between classes.

Compare displays 2-4 schedules.

Compare Select at least two schedules to compare side by side

Compare Schedules

Close

Potential Schedule for Fall 2021

Back Print Email **Send to Shopping Cart**

You are viewing a potential schedule only and you must still register.

Once you have decided which schedule to keep, click **Send to Shopping Cart**.
When registration opens, go to the **Cart and Plans** tab to find your selections and register quickly.

The fastest way to register?

Pull your Degree Audit Plan into Schedule Planner

When registration opens, preparation now will allow you to complete registration with just two clicks!

Have an approved study plan in **Degree Works?**
Pull it into **Schedule Planner** to choose your sections ahead of time.

AUDITS **PLANS**

Make sure you have an approved plan in **Degree Audit.**

Academic Year 2021-2022

--- Fall 2021, Total Credits: 10.0	
ENGL 101	3.0
PSYC 101	3.0
Selected: FREN 101	4.0
Mathematical Ways of Knowing Course	

Open **Schedule Planner**. Select "click here" (in blue) to add all courses from your plan.

Courses + Add Course

Add the courses you wish to take for the upcoming term.

Your Degree Audit Plan shows 3 courses for Fall 2021, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for Fall 2021 are not included in the course count above and will not be loaded into your course list.

Add Courses for Fall 2021

By Subject Search By Section Attribute Search By Instructor Degree Audit Plan

Degree Plan: B.A. Plan Term: Fall 2021

Select All Courses

Select All

- English 101 - Writing and Rhetoric I
- French 101 - Elementary French I
- Psychology 101 - Introduction to Psychology

< Done + Add

Alternatively, click the **+ Add Courses** button and choose the **Degree Audit Plan** tab. Check **Select All**, click **+ Add**.

Verify they show in **Desired Courses**, then select **< Done**.

They appear in the **Courses** section of the **Schedule Planner** page.

Courses + Add Course

Select All

- ENGL 101 Writing and Rhetoric I
- FREN 101 Elementary French I
- MUSH 201 History of Rock and Roll
- PSYC 101 Introduction to Psychology

Breaks + Add Break

Select All

- Practice TTh - 5:00pm to 6:00pm
- Pick up Joe MTWTF - 3:00pm to 4:00pm
- travel Sa - 8:00am to 11:00am
- return Su - 8:00am to 11:00am

Schedules Advanced Options View Schedules

+ Generate Schedules

Add other course selections. Use the **Breaks** section to block out work, practice, or commitments.

Generate, compare, and view individual schedules until one works for you.

Compare Schedules

Q Open #1 Q Open #6 Q Open #9 Q Open #12

Close

Have a favorite **Potential Schedule**? Click **View** to see details. Decided? Click **Send to Shopping Cart**.

Compare Select at least two schedules to compare side by side

View 1 Practice, Pick up Joe, travel, return, 101-ENGL-04, 101-FREN-02, 101-PSYC-03

Potential Schedule for Fall 2021

< Back Print Email Send to Shopping Cart

You are viewing a potential schedule only and you must still register.

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

Cancel Continue

You will be taken to Registration.
If registration is closed, your cart has been saved.

On registration day

Open **Registration** and choose tab **Cart and Plans**

Register for Classes

Find Classes Enter CRNs **Cart and Plans** Schedule and Options

Register from a plan. Term: Fall 2021

Plan: Schedule Planner Shopping Cart Created by: You + Add All

Title	Details	Credits	CRN	Schedule Type	Instructor	Grade Mode	Instructional Methods	Course Sections
Writing and Rhetoric I	ENGL 101	3	21	Lecture	Kitchener, Bar	Engl 101 (Classroom Meeting	View Sections Add
Elementary French I	FREN 101	4	15	Lecture	Paroquey, Jose	Normal A	Classroom Meeting	View Sections Add
Introduction to Psych	PSYC 101	3	15	Lecture	Engle, Brian	Normal A	Classroom Meeting	View Sections Add

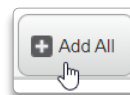
Summary

Title	Details	Credit	CRN	Instructional Methods	Schedule Type	Status	Action
Introduction to Psychology	PSYC 101, 03	3	15594	Classroom Meeting	Lecture	Pending	"Web Registered"
Elementary French I	FREN 101, 02	4	15671	Classroom Meeting	Lecture	Pending	"Web Registered"
Writing and Rhetoric I	ENGL 101, 04	3	21198	Classroom Meeting	Lecture	Pending	"Web Registered"

Total Hours: Registered: 0 | Pending: 0 | CRN: 0 | Min: 0 | Max: 20

Conditional Add and Drop Submit

1 **Select Add All.**



Your pre-selected sections are pulled into the **Summary** panel. Verify these courses are available, then click **Submit** to register.

Conditional Add and Drop Submit

2

Schedule Summary

Class Schedule for Fall 2021

Day	Time	Section	Status
Sunday	8am	Introduction to Psychology	Registered
Sunday	10am	Elementary French I	Registered
Sunday	11am	Writing and Rhetoric I	Registered

Successfully registered courses are in color on the **Schedule** and have a status of **Registered**.

Registered