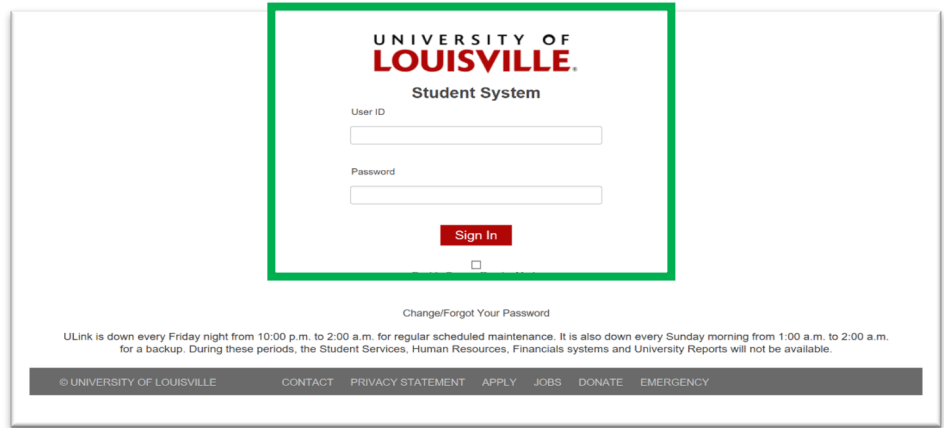
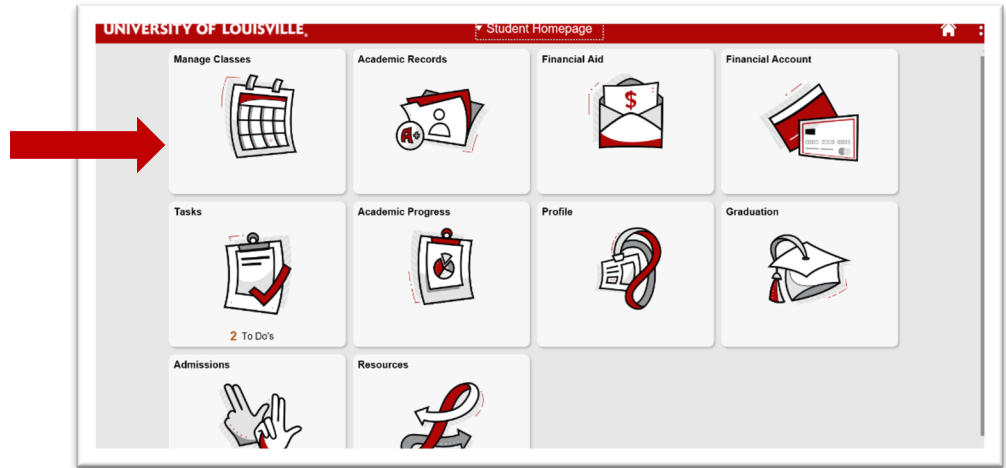


# HOW TO REGISTER

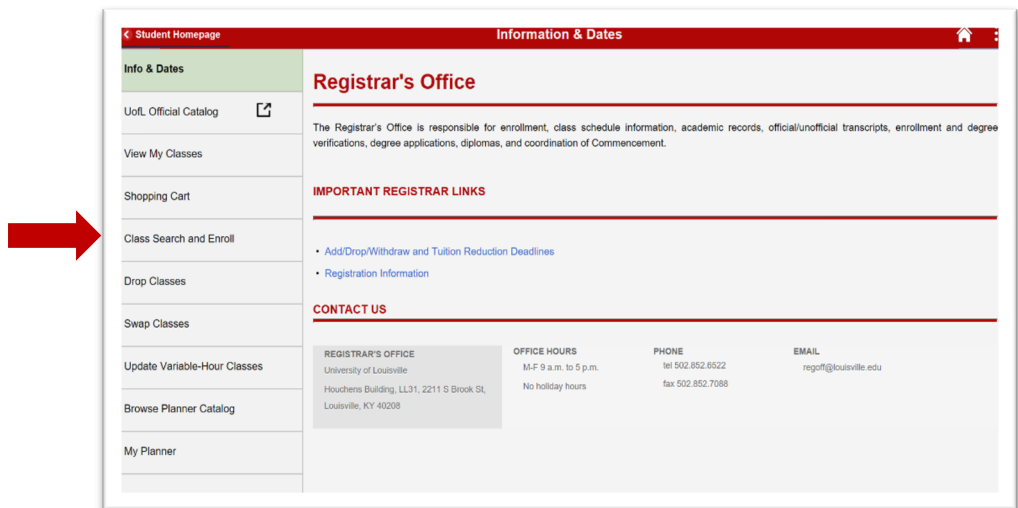
Go to [ULink](#) and enter your UofL User ID and Password in the space provided.



Select **Manage Classes** tile in the top left.

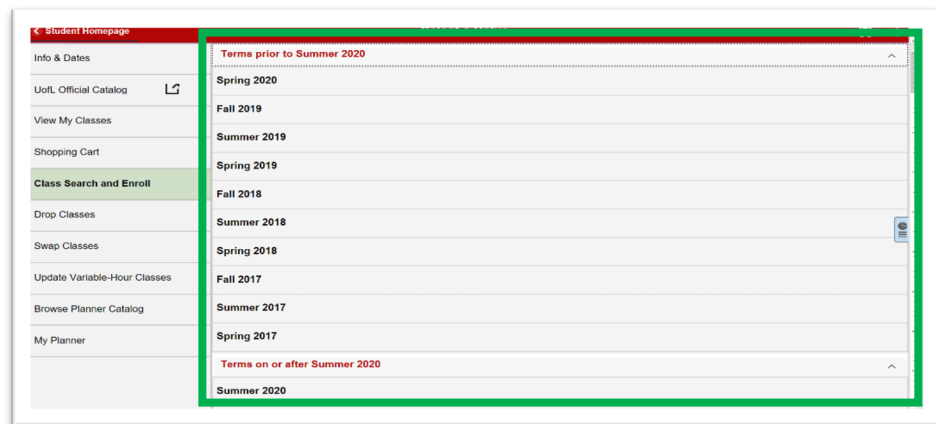


Select **Class Search and Enroll** from the sidebar.

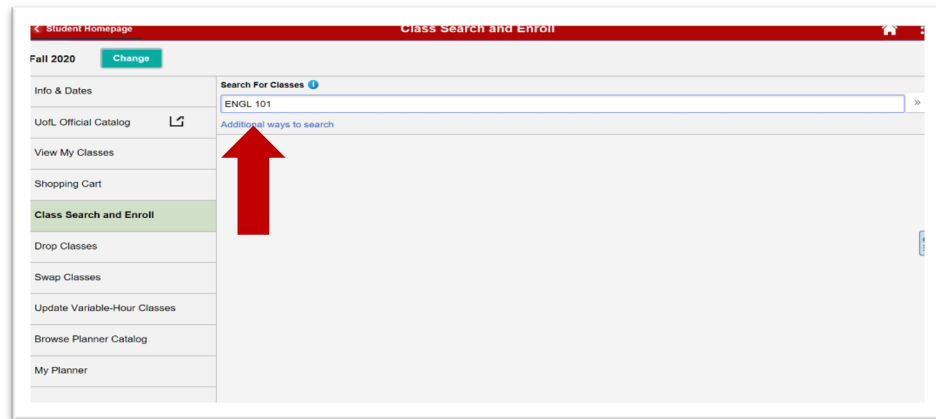


# HOW TO REGISTER

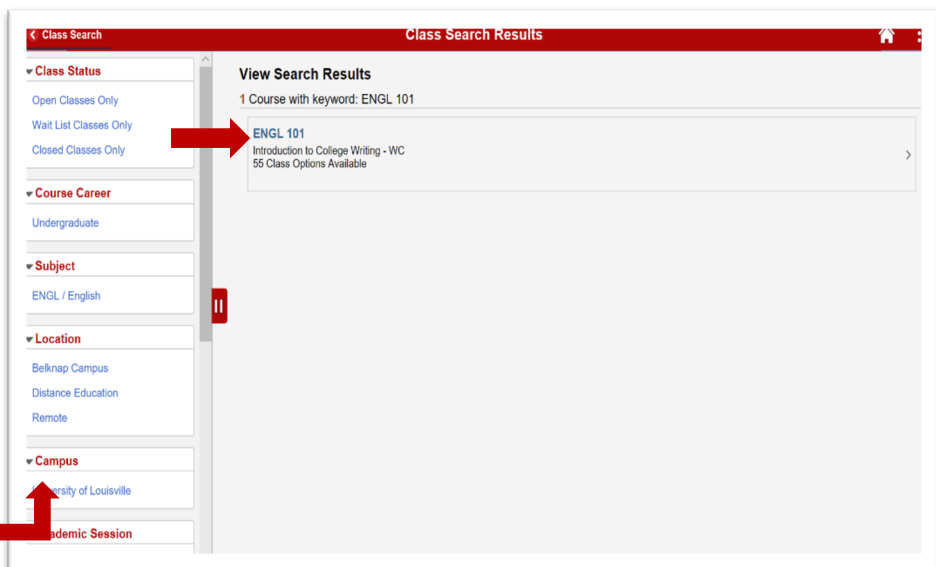
Specify the **term** you wish to take the class by selecting from the provided options.



Enter the class you wish to **search** for using course, subject, class, or topic (e.g. ENGL 101).



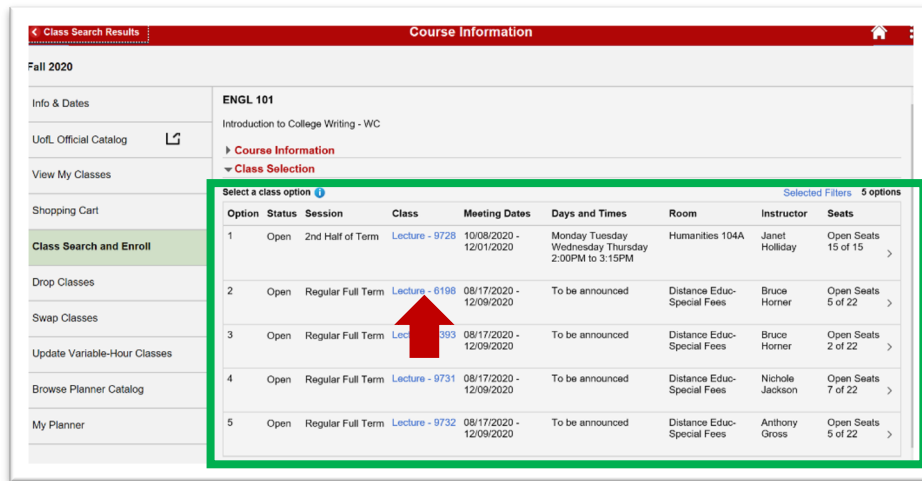
Once your search results appear click the corresponding course.



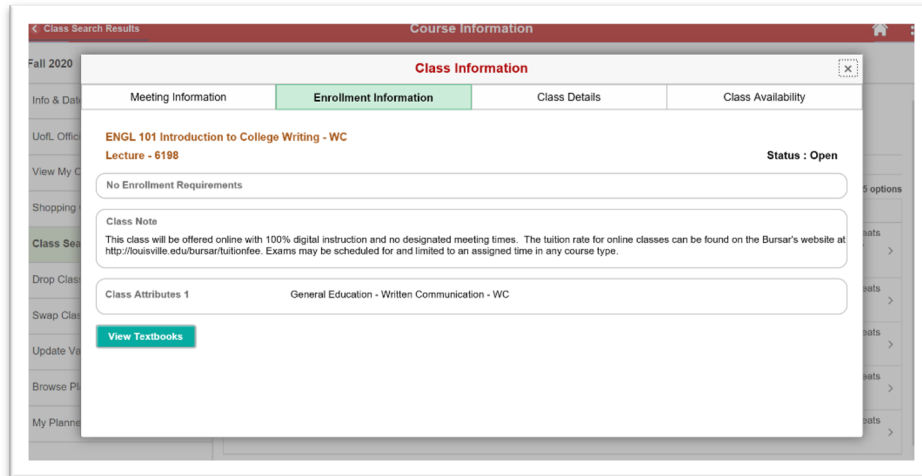
\*Note the sidebar has options to filter your results with: Class Status, Course Career, Subject, Location, Campus, Academic Session, Class Component, Instruction Mode, or Class Attribute.

# HOW TO REGISTER

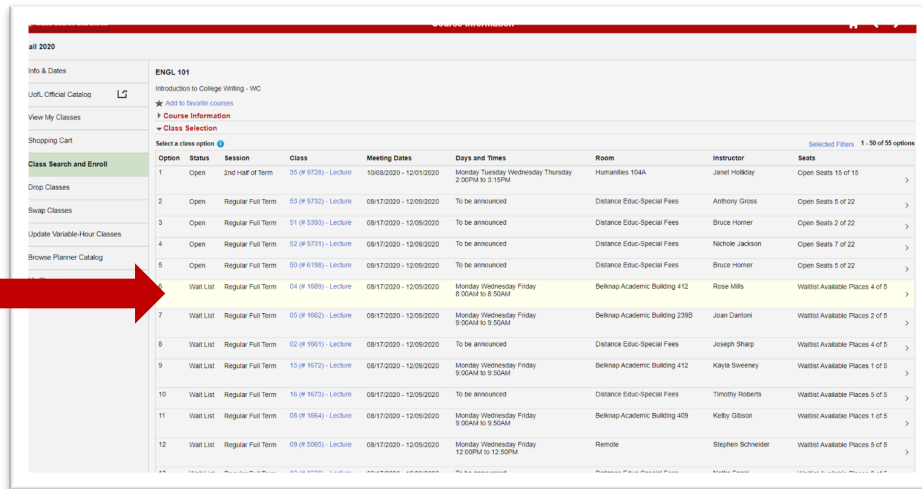
You will be asked to specify a class option based off of your search criteria. The class number will be listed in blue text that opens a new window with additional class information.



**Class Information.** Here you can view Meeting Information, Enrollment Information, Class Details, and Class Availability. Close the window to return to the previous screen.

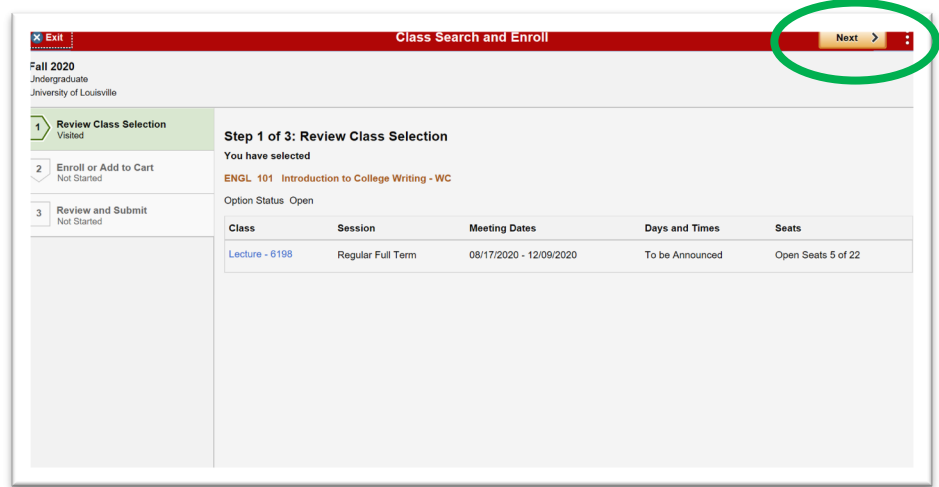


You will now choose the class you wish to enroll in by clicking on the line that is highlighted.



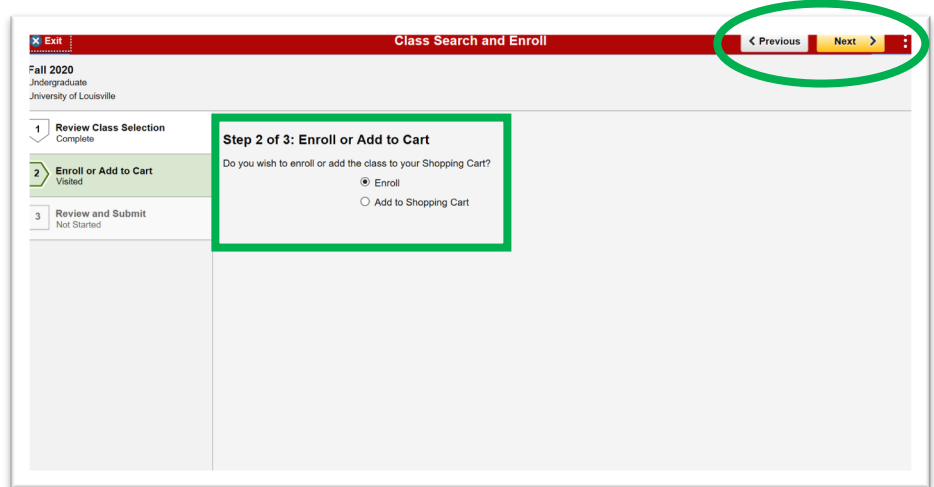
# HOW TO REGISTER

The class you selected will appear for you to review. If you are satisfied with your choice click the **Next** button in the upper right corner.

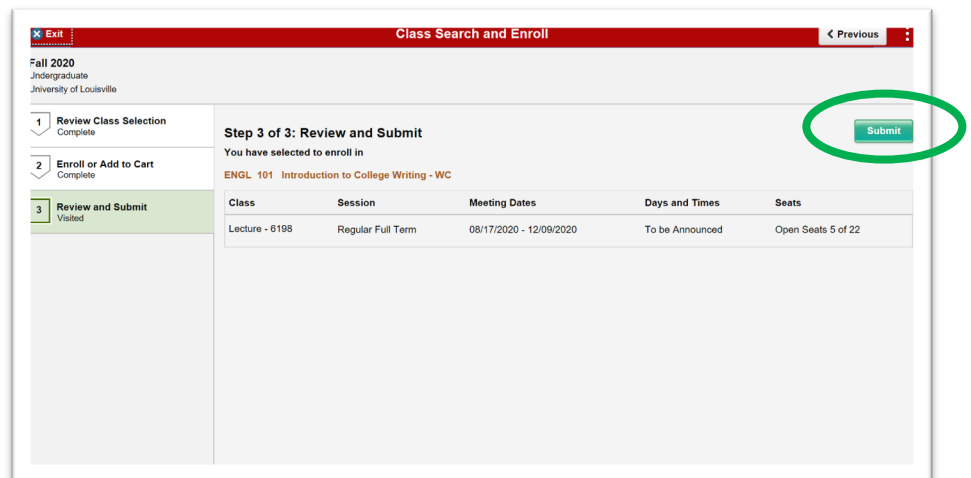


You can now **Enroll** in your selected course or **Add to Shopping Cart** (see pg. 6) to enroll at another time.

If you are satisfied with your choice you will click Next in the upper right corner. You also have the option of returning to the previous screen.

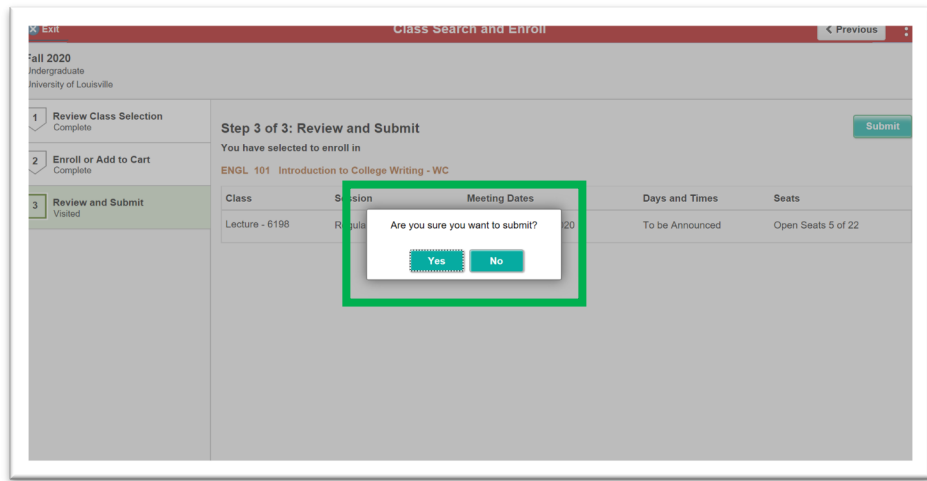


With your class chosen you will now review the information and click **Submit**.

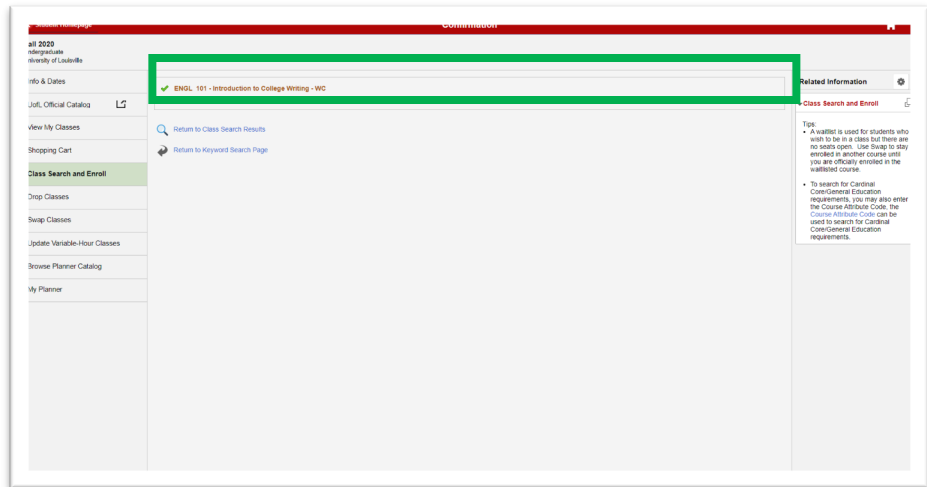


# HOW TO REGISTER

After clicking submit a new window will appear asking if you are sure you want to submit.



After submitting your request, you will receive confirmation you are enrolled in the course.



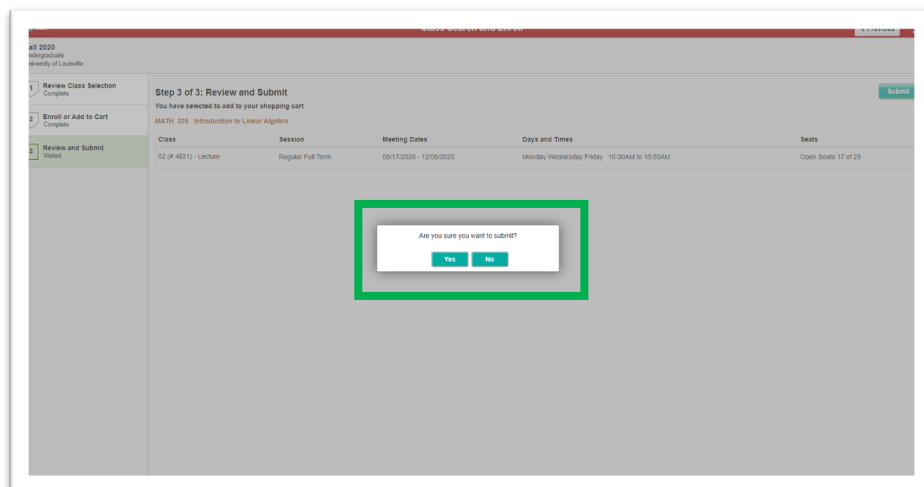
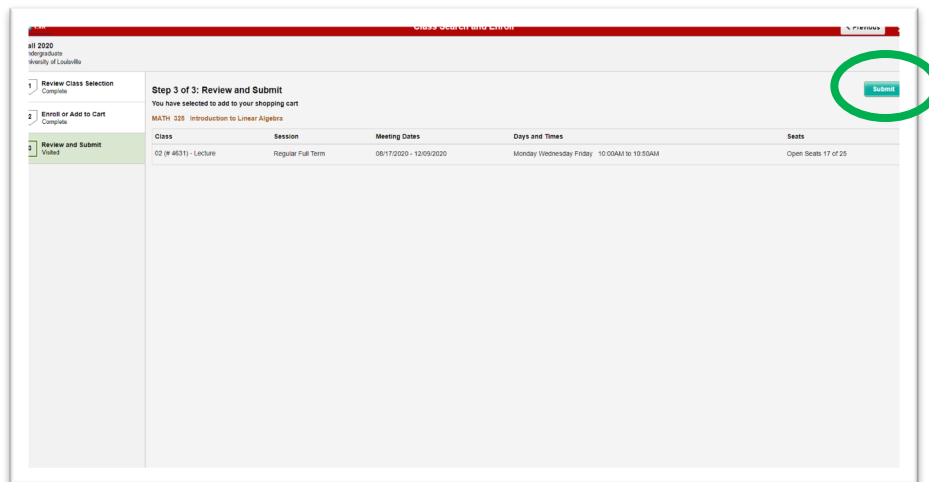
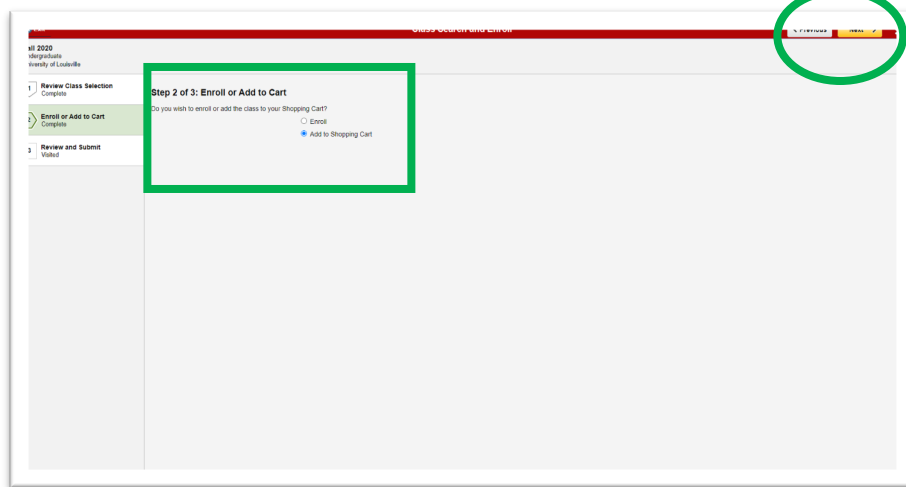
# HOW TO REGISTER

**Shopping Cart** allows you to select a course, and review it at a later time, without being enrolled. Simply mark the circle next to **Add to Shopping Cart** and click next in the upper right corner.

\*Please note adding a course to your shopping cart does NOT guarantee you will be able to enroll if the roster is full prior to your enrollment.

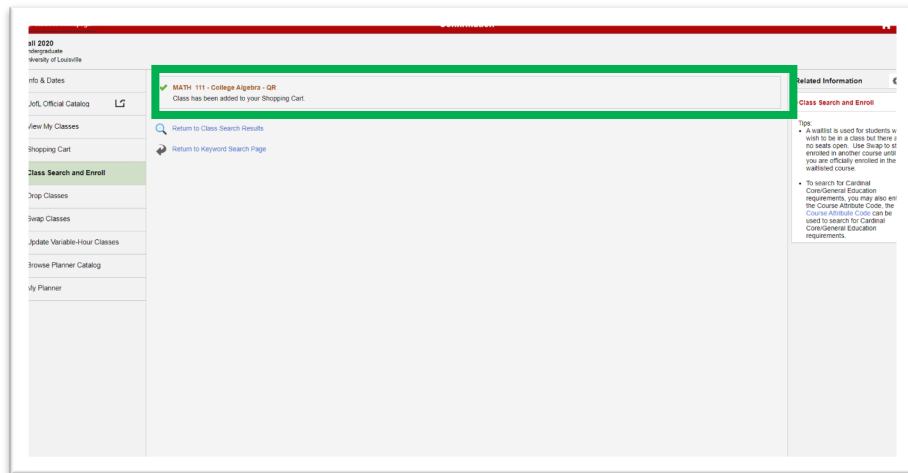
With your shopping cart class chosen you will now review the information and click **Submit** in the upper right corner.

After clicking submit a new window will appear asking if you are sure you want to submit the course to your shopping cart.

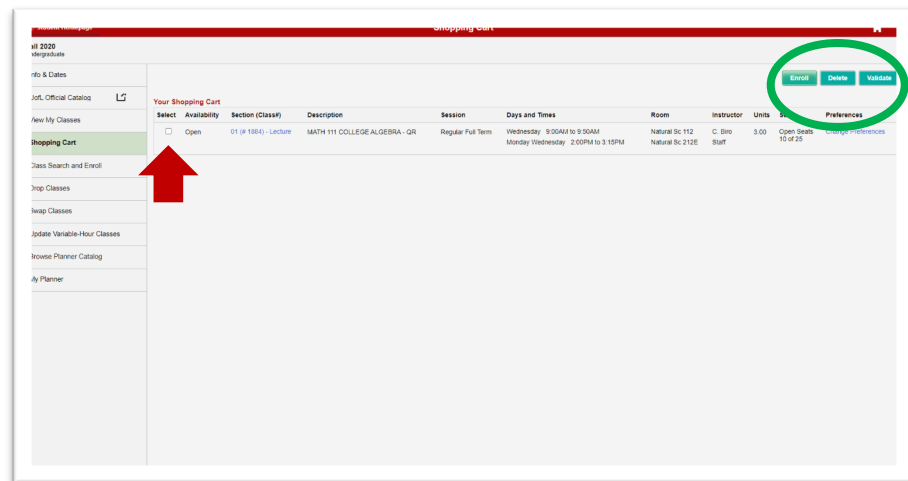


# HOW TO REGISTER

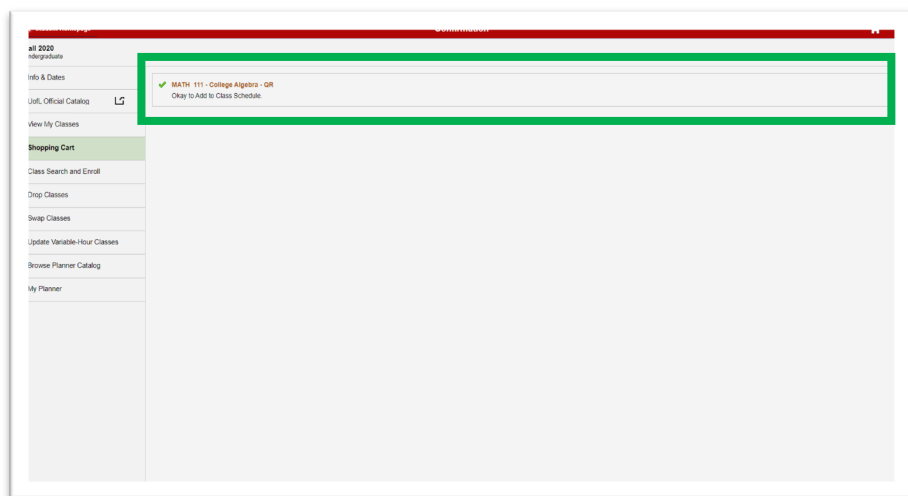
After submitting your request, you will receive confirmation you have placed the course in your shopping cart.



When you return to your Shopping Cart you will first need to **Validate** the selected course to ensure there are no pre-requisites or scheduling conflicts. First, place a **check mark in the box** next to the course and then click the **Validate** button in the upper right corner.

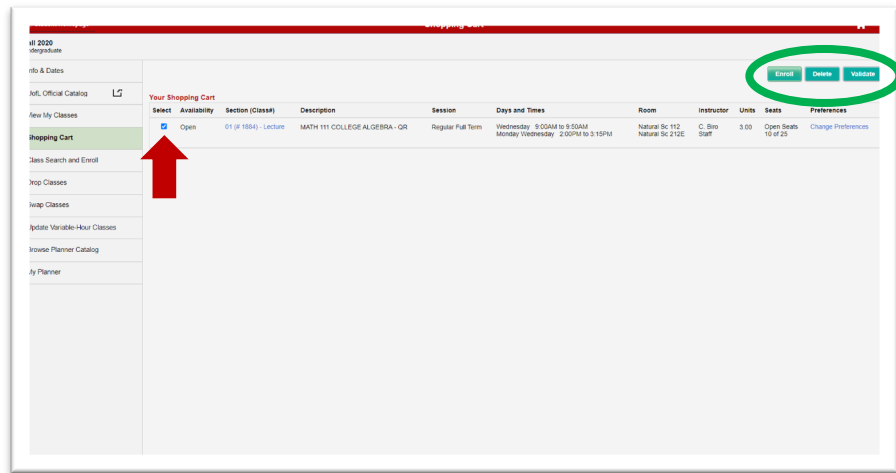


Once you have validated the course you will receive notification that the course is okay to be added to your schedule.

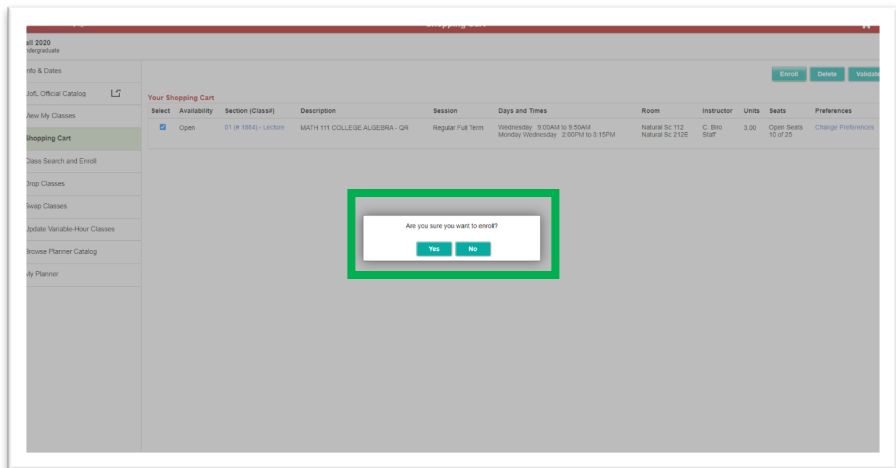


# HOW TO REGISTER

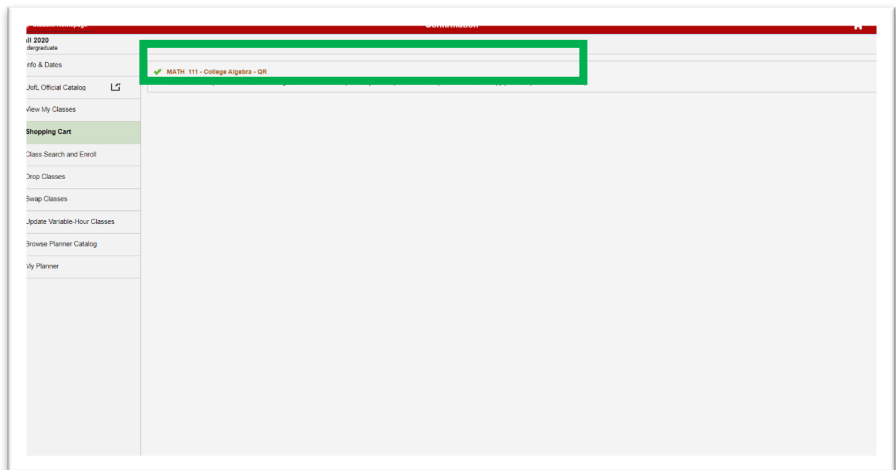
Once the course has been validated return to your Shopping Cart, place a check mark next to the course, and then click the **Enroll** button in the top right corner.



After selecting to enroll a new window will appear asking if you are sure. Click yes to add the course to your schedule or no to return to the previous screen.



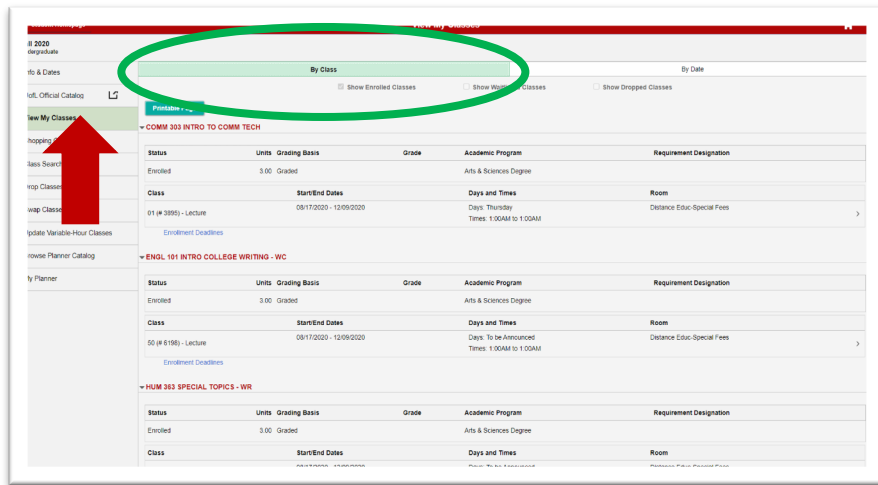
Once the course is added to your schedule you will receive notification that you have successfully enrolled in the course.



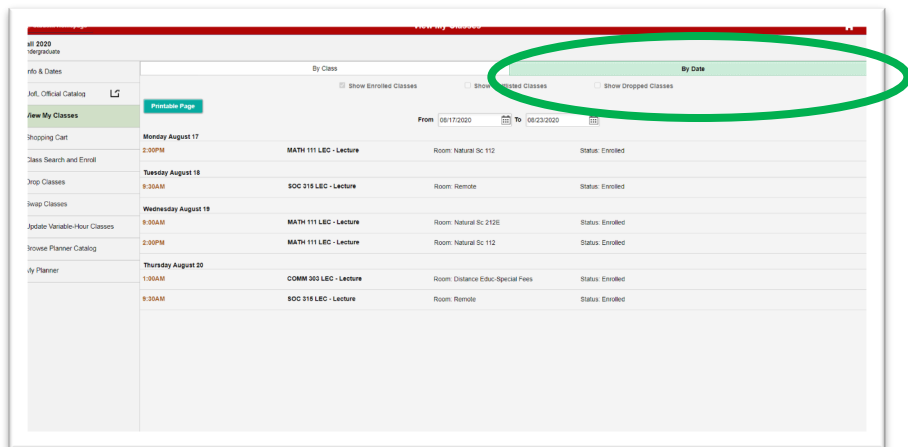


# HOW TO REGISTER

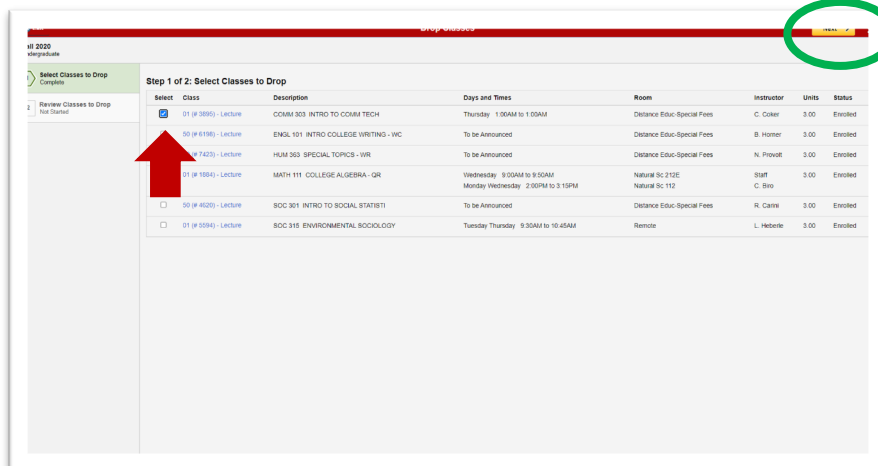
You can also use **View My Classes** to see additional details about courses you have enrolled in along with **Waitlisted** and **Dropped Classes**. Use the side bar and click on **View My Classes**. Here, you can view your classes arranged by **Class** (shown at the right) or **by Date** (shown below).



View My Classes shown by **Date**.

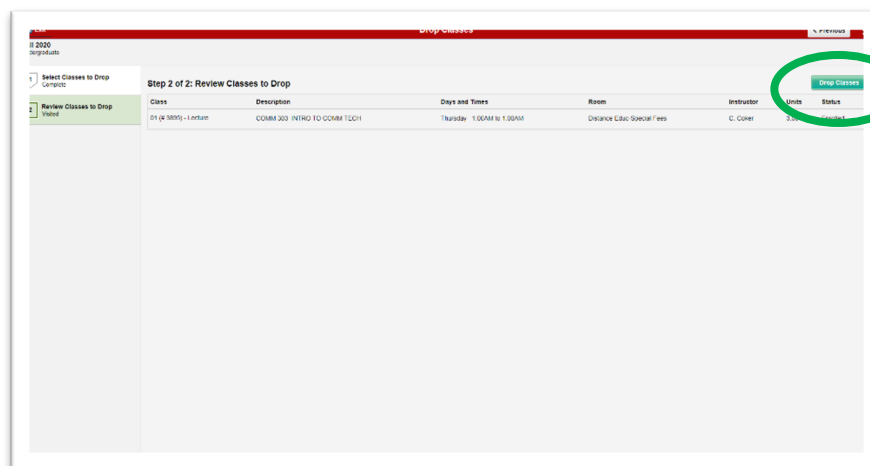


If you wish to Drop a course this is also an option on your side bar. Select **Drop Classes** and the courses you are currently enrolled in will appear. Place a check mark next to the course you wish to drop and then click next in the upper right corner.

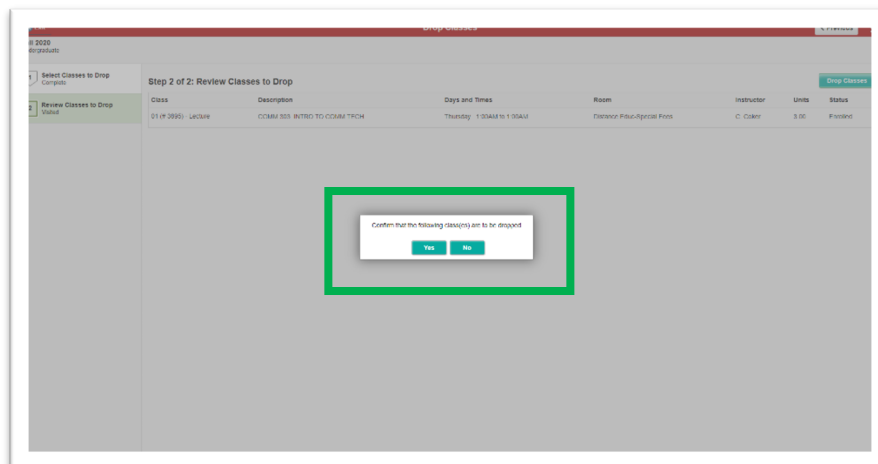


# HOW TO REGISTER

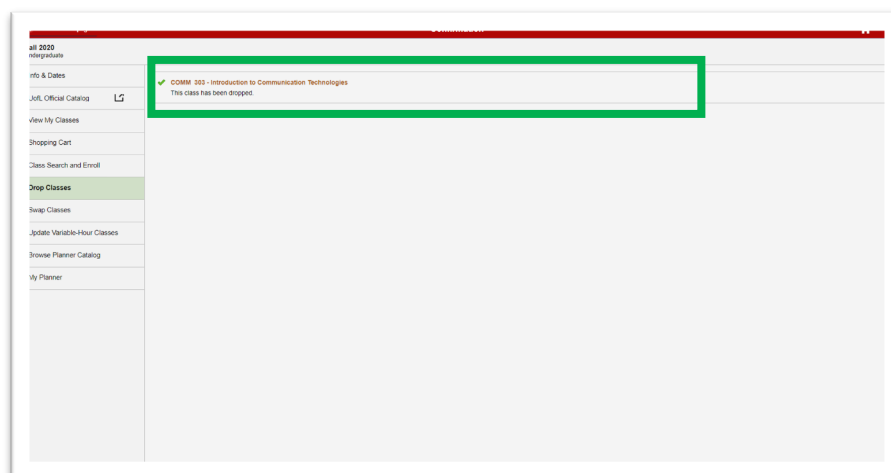
Your class to be dropped will be displayed and you will click the **Drop Classes** button in the upper right corner.



A new window will appear asking you to confirm that you wish to drop the class.

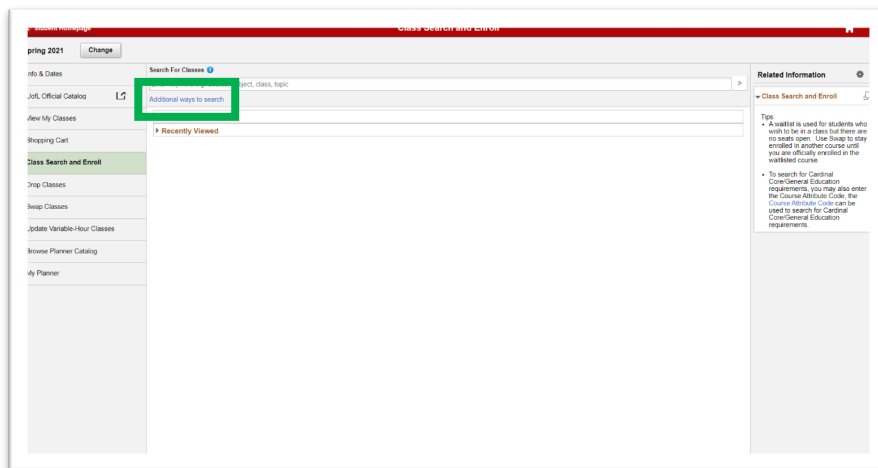


You will receive confirmation that the class has been successfully dropped.

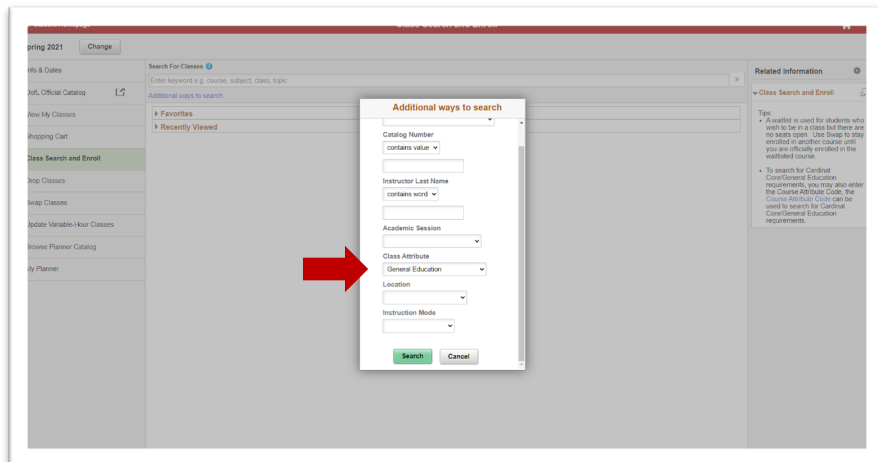


# HOW TO REGISTER

You also have the option to search for classes using **Additional Ways to Search** menu. Here, you can filter results using categories: Available Subjects, Catalog Number, Instructor Last Name, Academic Session, Class Attribute, Location, or Instruction Mode.



For this example, we will filter our results using the Class Attribute of General Education



Once your search results appear you will select your class and continue with the remaining steps, listed above (pg.4), until you have successfully registered in the course.

