HOW TO REGISTER

After logging in to ULink, click on the tile labeled Manage Classes.

On the left sidebar, select Class Search/Add to Cart.

Use the provided filters to narrow your search results. In the upper left corner of the screen you will see the term you are currently searching. If the term you wish to register in is not listed, click change, and select the correct term. Once you have made your selections, click Search to retrieve your results. If you wish to clear all of your options, click Reset.
Once your search results are returned, you can view class details by clicking the course label, listed in blue text, on the left. To add the course to your cart, click the Add button on the right.

You can continue to refine your results by using the provided checkboxes located on the left sidebar of your screen. The number in parenthesis represents the number of classes available for that specific selection.
If you would like to delete a class from your selection place a checkmark in the space provided on the right side of your screen. After designating the course(s) you want to remove, click **Delete**.

If you are satisfied with your choices, and are ready to view your cart, click **Go to Cart** or use the Blackboard & Follett links to verify course materials.

Once viewing your Shopping Cart you will see your selection of classes. You will have the option to **Enroll**, **Delete**, or **Validate** the classes you have placed in the cart. **Enrolling** in the course will register you, **Delete** will remove the course from your Shopping Cart, and **Validate** will confirm you have met any prerequisites for the selected course.
Once you have made your selections you can enroll in a class by placing a checkmark in the box for the respective course. A pop-up window will appear asking you to confirm your selection.

You will receive a confirmation message to notify you the course has been added to your schedule.

✔ COMM 201 - Introduction to Communication - SB
This class has been added to your schedule.
View Holds/To Do List.