# **Class Scheduler Instructions**

Office of the Registrar

**Registration Helpline** 

312-996-8600



#### REGISTRATION

### What would you like to do?



#### Browse Classes Looking for classes2 In this section you can

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



#### <u>Prepare for Registration</u> View registration status, update student term data, and complete preregistration requirements.



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



#### View Registration Information View your past schedules and your ungraded classes.



<u>Plan Ahead</u> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



### View Class Scheduler



# Click on View Class Scheduler

Sche	dule Planner	Text Only				Help	🕀 Sign out
			UIC	THE UNIVERSITY OF ILLINOIS AT CHICAGO			
		Se	elect Term				
			Term				
		۲	Summer 2017 - Chio	cago			
		2	Fall 2017 - Chicago				
		Ī	~	Save And Continue			
S	Select	a Terr	n and (	Click Sav	e and Co	onti	nue



Click on "+Add Course" to start adding courses

## Add Course

By Subject	Search E Attr	By Section ibute	tion Search By Instructor		Courses			
1	Subject	Select Subj	ect	Ŧ	(1) Choose a Course and click Add Course			
	Course	Select Cour	rse	v				
		< Back		+ Add Course				

# Select a Course by Subject,

# Search By Subject

Add Course

## Add Course



1. Select the Subject from the dropdown

# 2. Select the Course from the dropdown

## Add Course



## Click on "+Add Course" to add it to the Courses List

## Add Course



After adding all of your courses, click on the Back Button (not the browser button) to return to the main page

< Back	Print	🖂 Email	ेन्न Send to	o Shopping Ca	rt	Schedule Schedule	3 of 41 👌
(1) You	are viewing a	potential sch	e ale only an	d you must sti	ll register.		×
∋	CRN	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Credits
Linked	27385	CSB	CHEM	101	1	F 3:00pm - 3:50pm - 2SES 270	0
i	32940	CL1	CHEM	101	43	MW 4:00pm - 4:50pm - 2LCA A001	4
i Linked	32941 Course	CQ1	CHEM	101	43	F 4:00pm - 4:50pm - 2LCA A001	0
Linked	10745	CL	ECON	120	1	TTh 12:30pm - 1:45pm - 2BSB 145	4
Linked	37461 Course	CD4	ECON	120	1	T 11:00am - 11:50am - 2LCA A003	0
Linked	35603	AL1	HIST	100	1	MW 9:00am - 9:50am - 2LCC C004	3
i	35605 Course	AD1	HIST	100	1	F 10:00am - 10:50am - 2ETMSW 2433	0
EIIIKEG	course						11

After finding the perfect schedule, click the "Send to Shopping Cart" button. You will be taken back to the XE Registration Menu. Warning: You are not registered for classes until you go through the XE Registration process.



# Click OK to go back to the menu.

## What would you like to do?



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



<u>Prepare for Registration</u> View registration status, update student term data, and complete preregistration requirements.









View Registration Information View your past schedules and your ungraded classes.



View Class Scheduler Class Scheduler will allow you to build the optimal class schedule based on course preferences and setting aside time for breaks during the week. Use Class Scheduler to generate the class schedule that fits your schedule.

Click on Register for Classes. Remember, you are not registered for classes until you complete the registration process.

SELECT A TERM	
Terms Open for Registration	
Fall 2017 - Chicago	
Continue	

# Select the Term and click on Continue.

REGISTER FOR CLASSES	
Find Classes Enter CRNs	Plans Schedule and Options
Enter Your Search Criteria Term: Fall 2017 - Chicago	0
Subject	
Class Title	
Course Number	
Open Sections Only	
	Search Clear Advanced Search

Click on Plans

### Register from a plan.

Term: Fall 2017 - Chicago

Details	Title	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	☆.				
CHEM 101, CSB	Preparatory Chemistry	0	27385	Lecture-Discu		Linked Section - NG		Q View Sections Add				
CHEM 101, CL1	Preparatory Chemistry	4	32940	Lecture	Stec. Ewa (Primary)	Standard Letter		Q View Sections Add				
CHEM 101, CQ1	Preparatory Chemistry	0	32941	Quiz	Stec. Ewa (Primary)	Linked Section - NG		Q View Sections Add				
ECON 120, CL	Principles of Microeconomics	4	10745	Lecture	Rauscher, William F. (Prim	Standard Letter		Q View Sections Add				
ECON 120, CD4	Principles of Microeconomics	0	37461	Discussion/R	Rauscher, William F. (Prim	Linked Section - NG		Q View Sections Add				
HIST 100, AL1	Western Civilization to 1648	3	35603	Lecture	Abbott, John (Primary)	Standard Letter		Q View Sections Add				
HIST 100, AD1	Western Civilization to 1648	0	35605	Discussion/Re	Abbott, John (Primary)	Linked Section - NG		Q View Sections Add				

Click on "Add All" to Add your sections to the "Summary" for the Plan named – Schedule Planner Shopping Cart..

Schedule	1	Schedule Det	tails				<b>^</b>		Summary						Tuition ar	nd Fees	
s Schedule for Fall 2017 - Chicago								Title	Details	Hour	CRN	Schedule	Status	Action	3%	1	
Sur	nday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		100	Details	Thous.	- Ortin	Concodic	013105	A GLOT	Mr.	
9am		Western Divilization to 1648		Western Civilization to 1648	-		-	•	Principles of Micro	ECON 12	4	10745	Lecture	Pending	**Web Registered**	Ŧ	l
Jam	2	2222223		2222222		Western		- [	Preparatory Chem	CHEM 10	0	27385	Lectu	Pending	**Web Registered**	Ŧ	
1000			Principles of					-	Western Civilizatio	HIST 100,	0	35605	Discu	Pending	**Web Registered**	w	
Idm			Microeconomics						Principles of Micro	ECON 12	0	37461	Discu	Pending	**Web Registered**	v	
2pm			Principles of		Principles of				▶ <u>Western Civilizatio</u>	HIST 100,	3	35603	Lecture	Pending	**Web Registered**	v	
1pm			<u>Microeconomics</u>		<u>Microeconomics</u>				Preparatory Chem	CHEM 10	0	32941	Quiz	Pending	**Web Registered**	Ŧ	l
0	1 h				X				Preparatory Chem	CHEM 10	4	32940	Lecture	Pendina	**Web Reaistered**	v	1
Open and c	lose bott	om panels to (	display extra re	gistration inform	nation.			-	Total Hours   Registe	ered: 0   Billing	g:0 C	EU: 0   M	in: 0   Max:	18			
Panels 👻															Submit		4

Click on "Submit" to register for the sections.

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hedule 📳 Schedule Details								Summary						Tuition an	d Fees
chedule for Fall 2017 - Chicago							Title	Details	Hours	CRN	Schedule 1	Status	Action	- t	
Sunda	y Monday	Tuesday	Wednesday	Thursday	Friday	Saturday									- 1
	Western Civilization to		Western Civilization to				•	Principles of Micro	ECON 12	4	10745	Lecture	Registered	None	*
	1046		1040		Western		- [.	Western Civilizatio	HIST 100,	0	35605	Discu	Registered	None	*
		Principles of			1648		-	Principles of Micro	ECON 12	0	37461	Discu	Registered	None	v
		Microeconomics					-	Western Civilizatio	HIST 100,	3	35603	Lecture	Registered	None	v
													1		

You are not registered until the status states "Registered". Correct any errors.

# Questions or Help

 Please contact the Registration Help Line during normal business hours Monday through Friday – 8:30am – 5:00pm.

•Help Line: (312) 996-8600