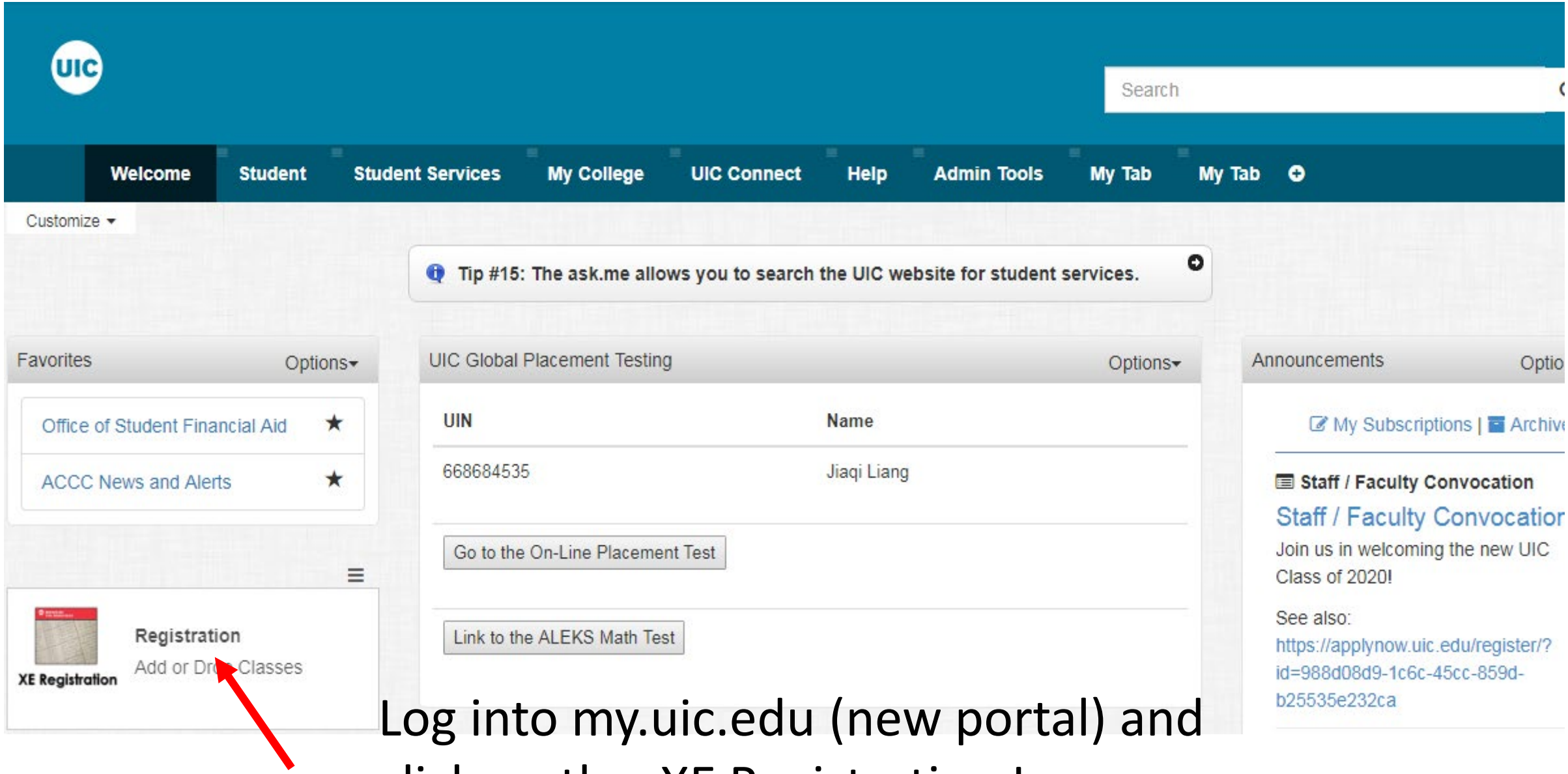
Class Scheduler Instructions

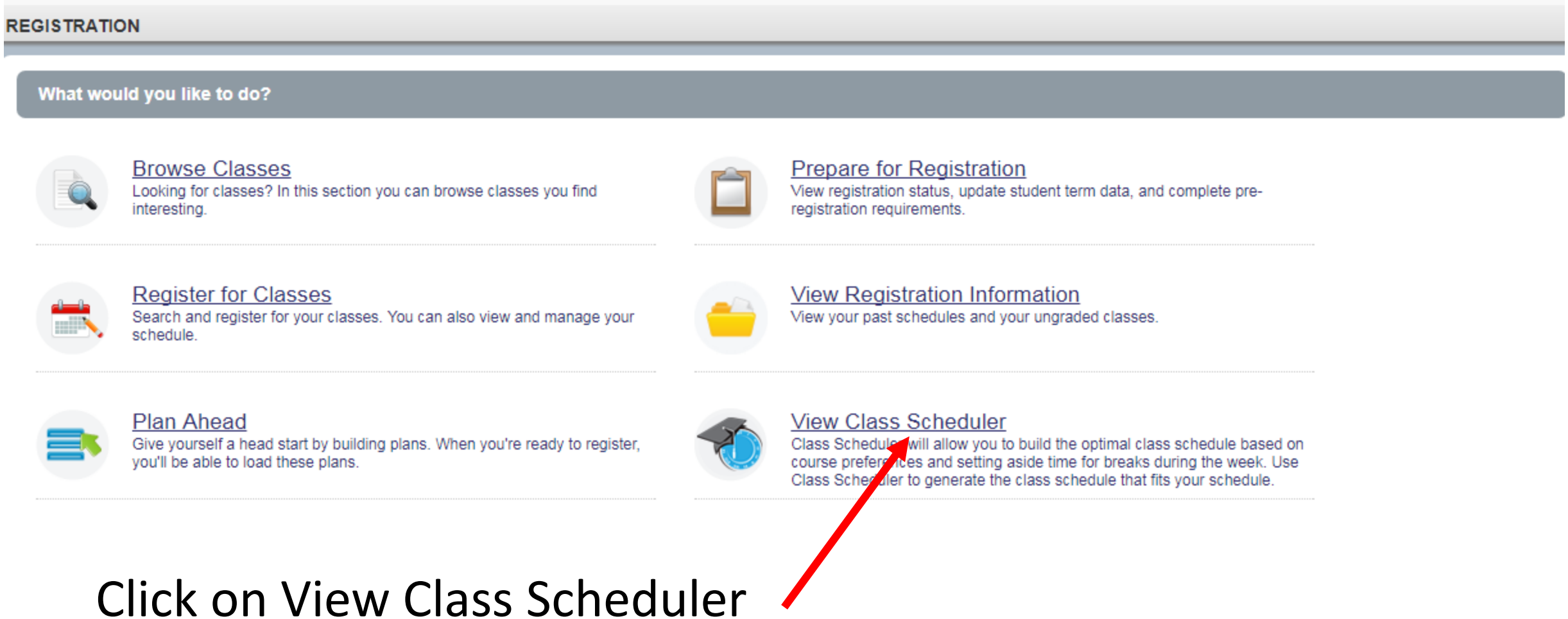
Office of the Registrar

Registration Helpline

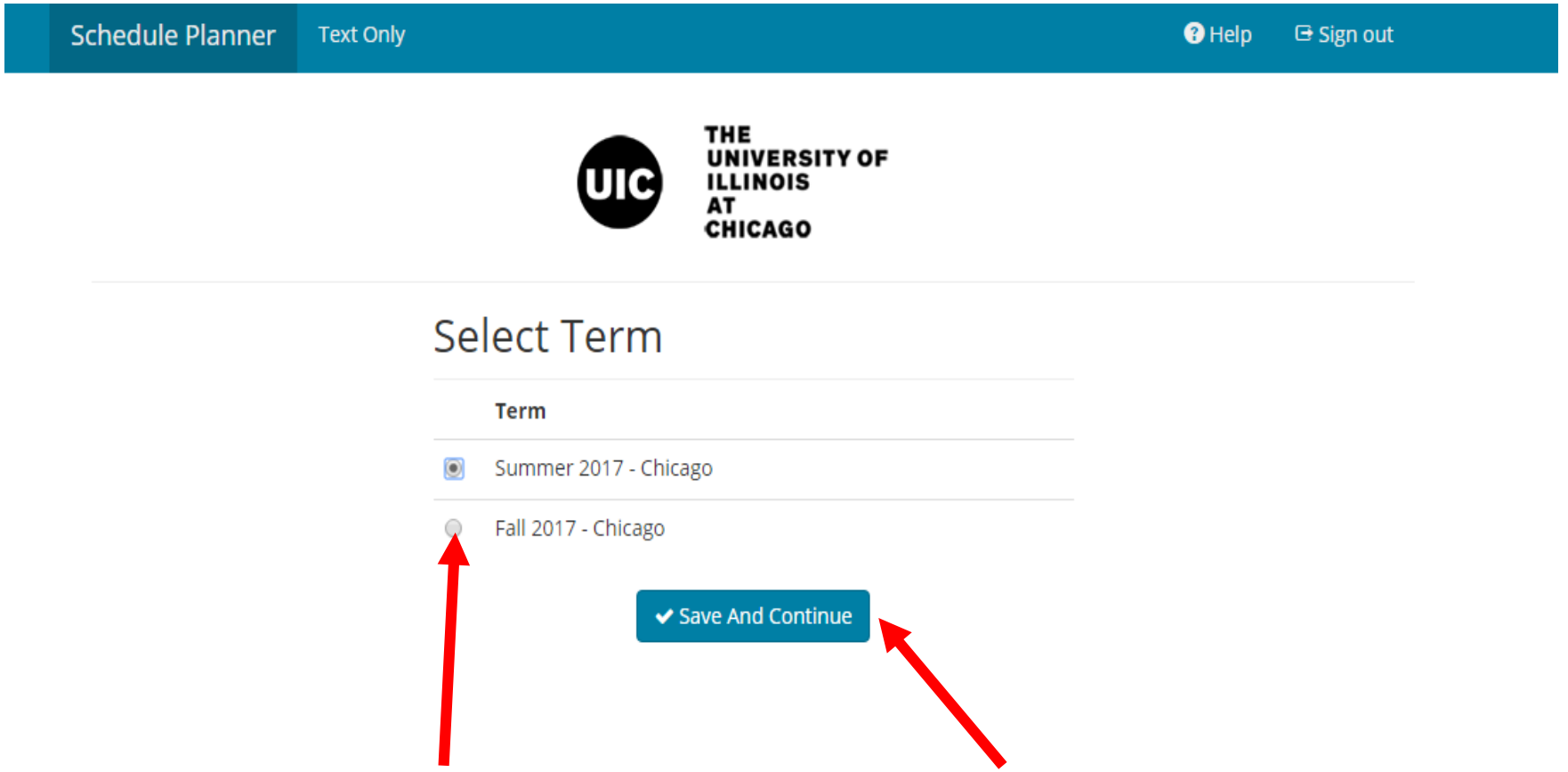
312-996-8600



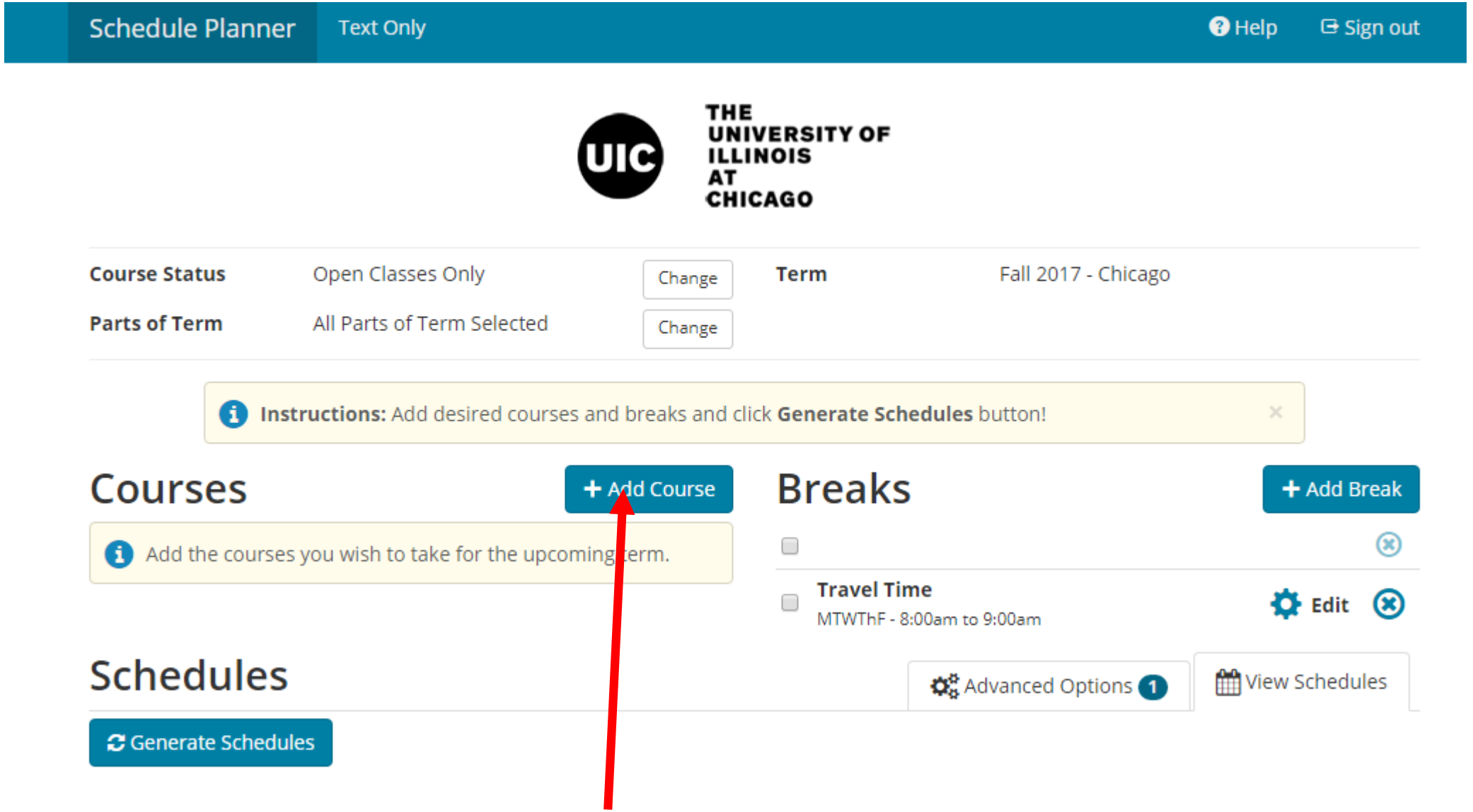
Log into my.uic.edu (new portal) and click on the XE Registration Icon



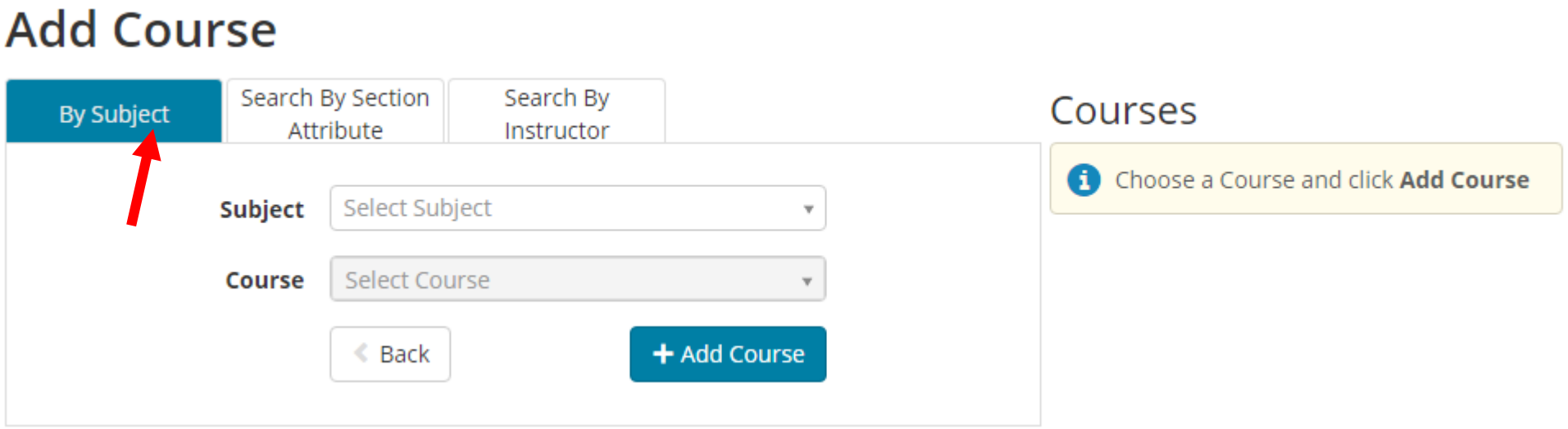
Click on View Class Scheduler



Select a Term and Click Save and Continue

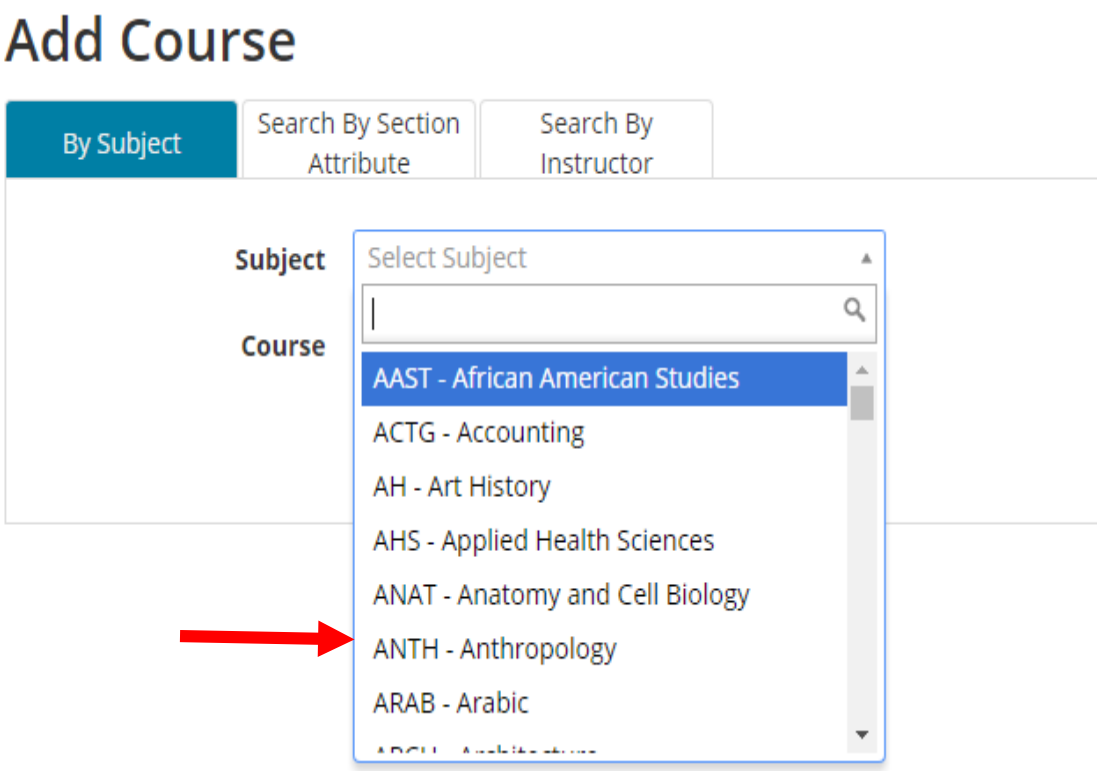


Click on “+Add Course” to start adding courses

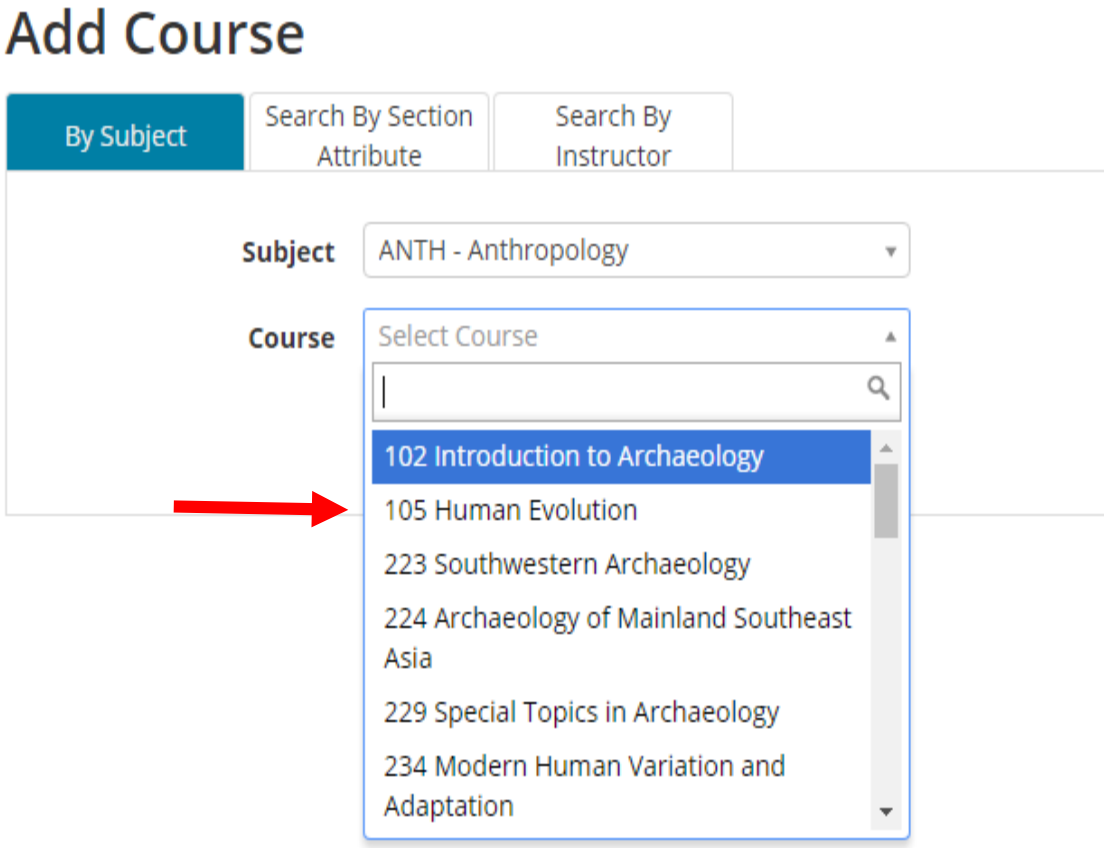


Select a Course by Subject,

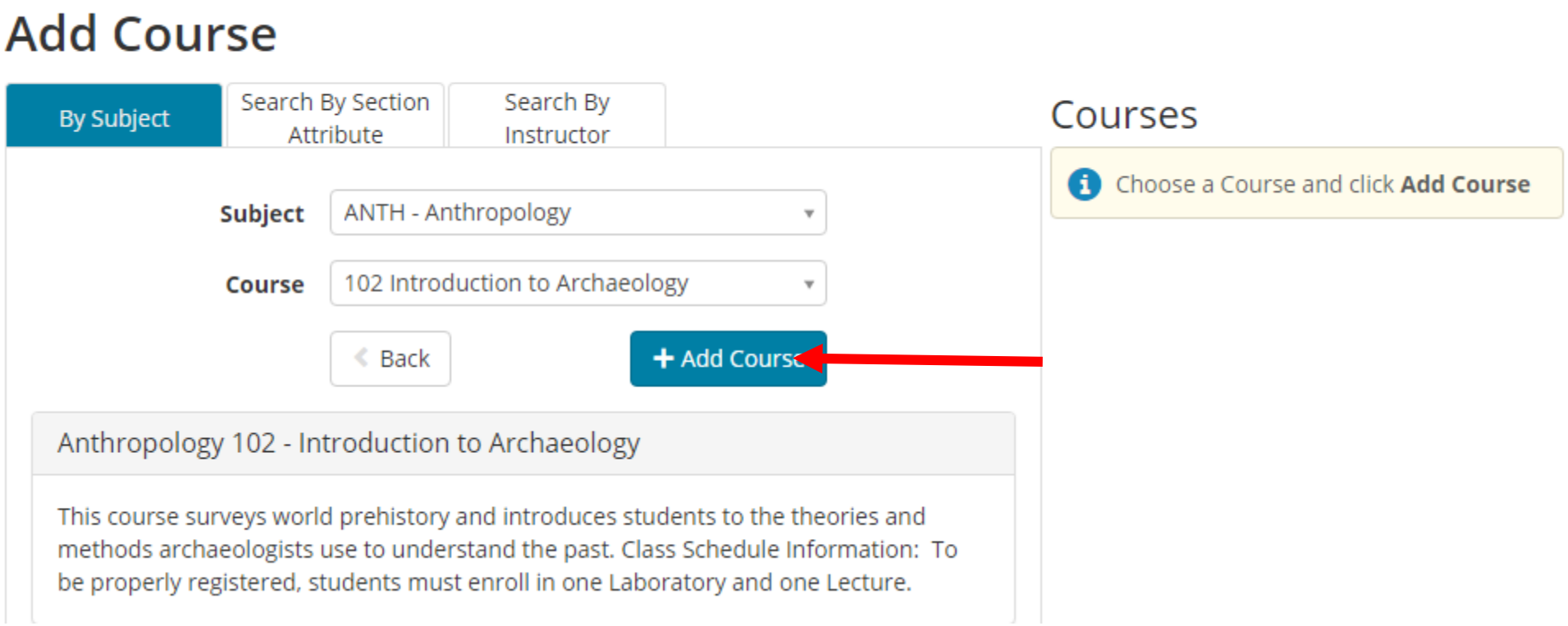
Search By Subject



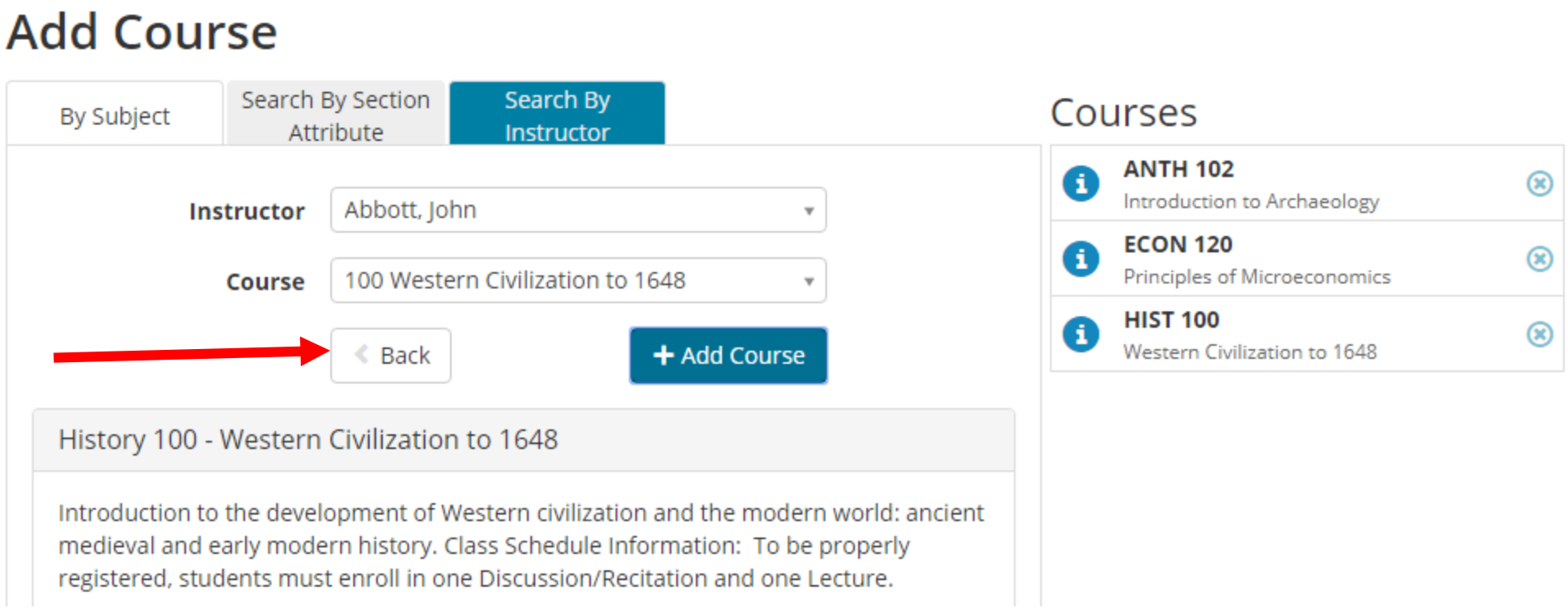
1. Select the Subject from the dropdown



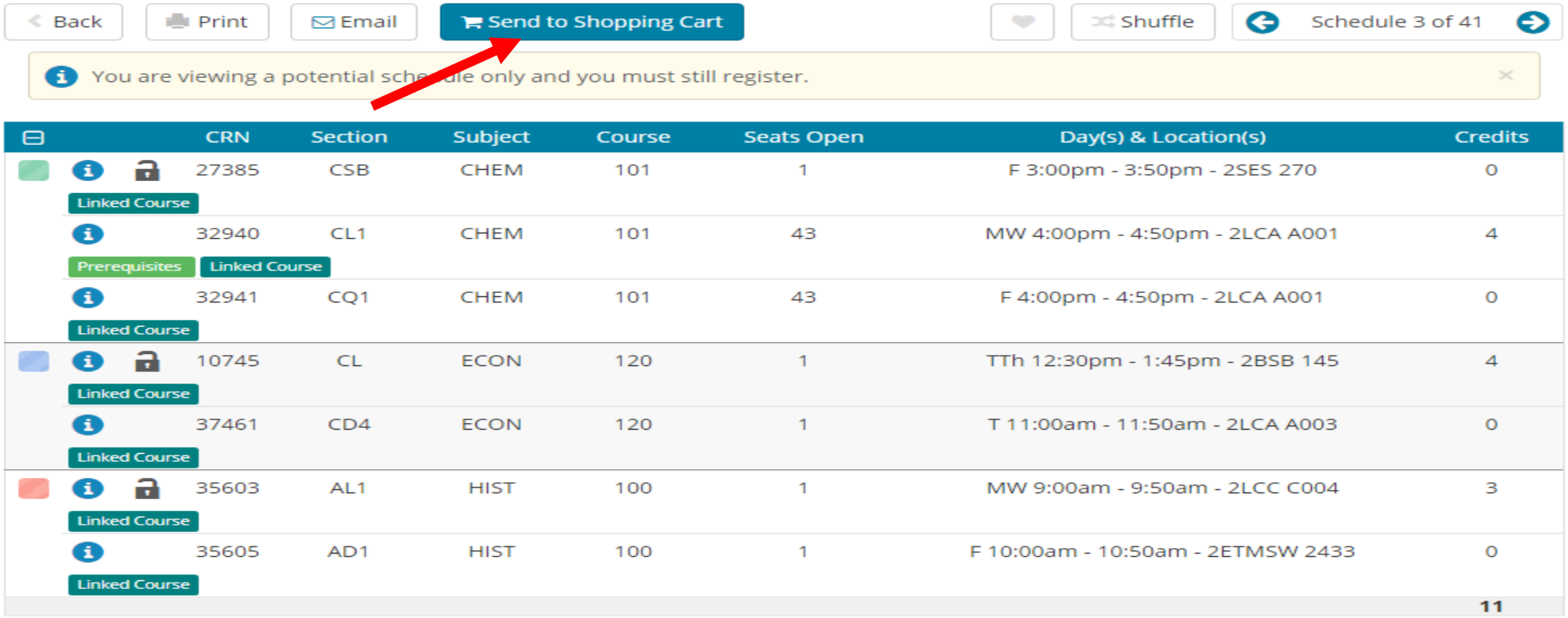
2. Select the Course from the dropdown



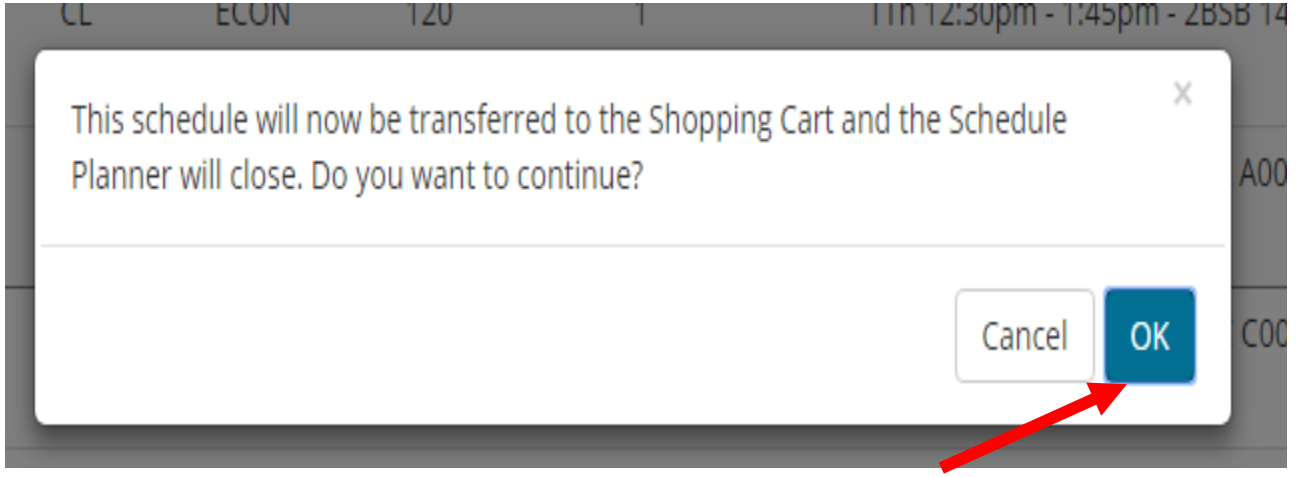
Click on “+Add Course” to add it to the Courses List



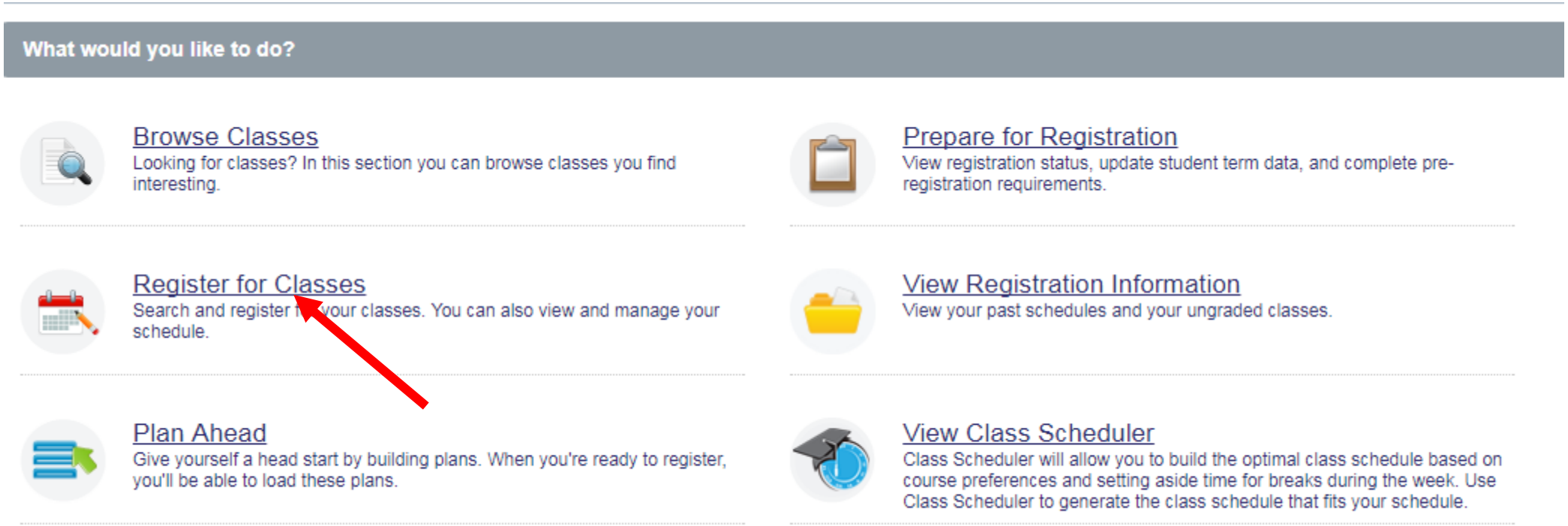
After adding all of your courses, click on the Back Button (not the browser button) to return to the main page



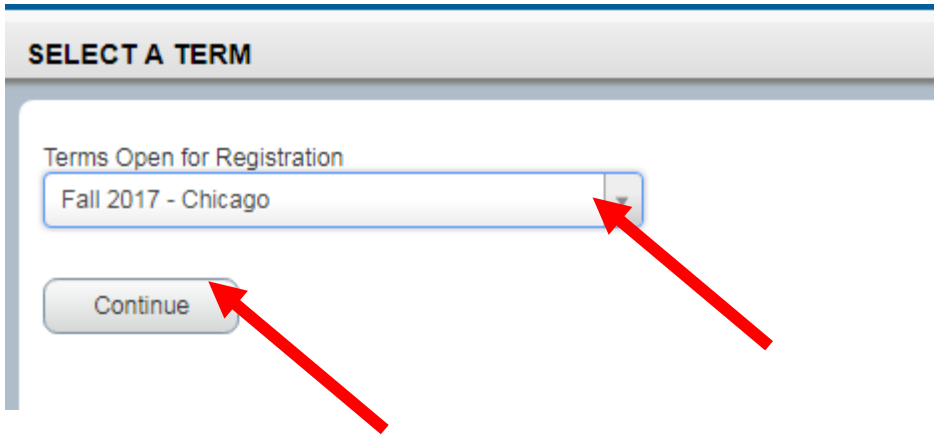
After finding the perfect schedule, click the “Send to Shopping Cart” button. You will be taken back to the XE Registration Menu. Warning: You are not registered for classes until you go through the XE Registration process.



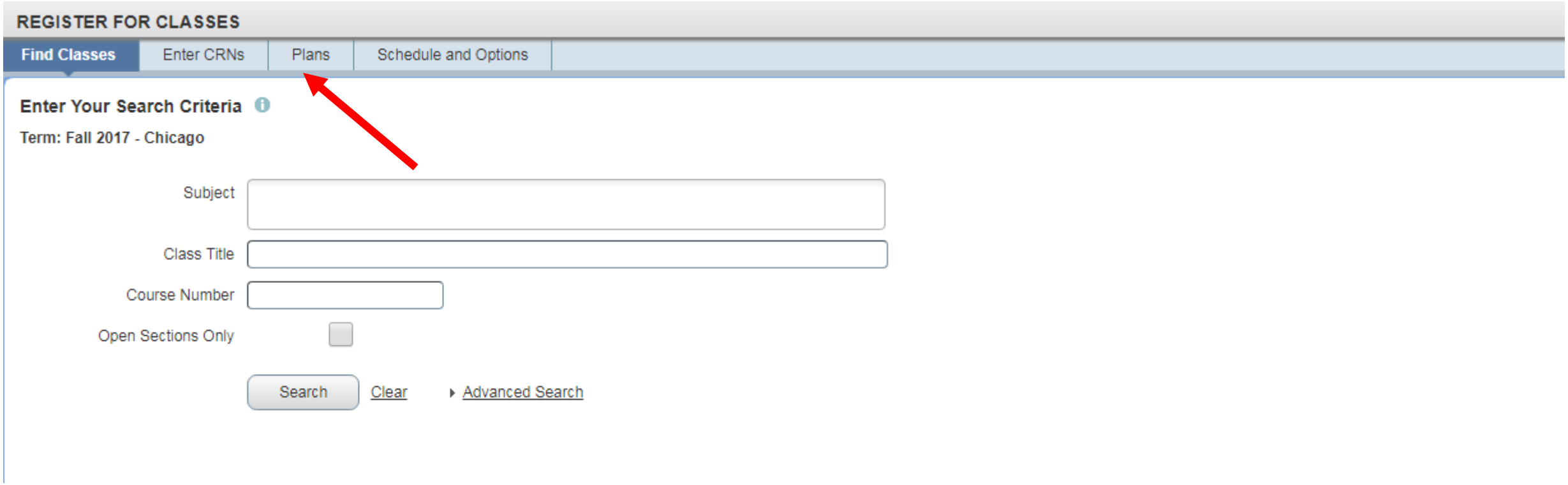
Click OK to go back to the menu.



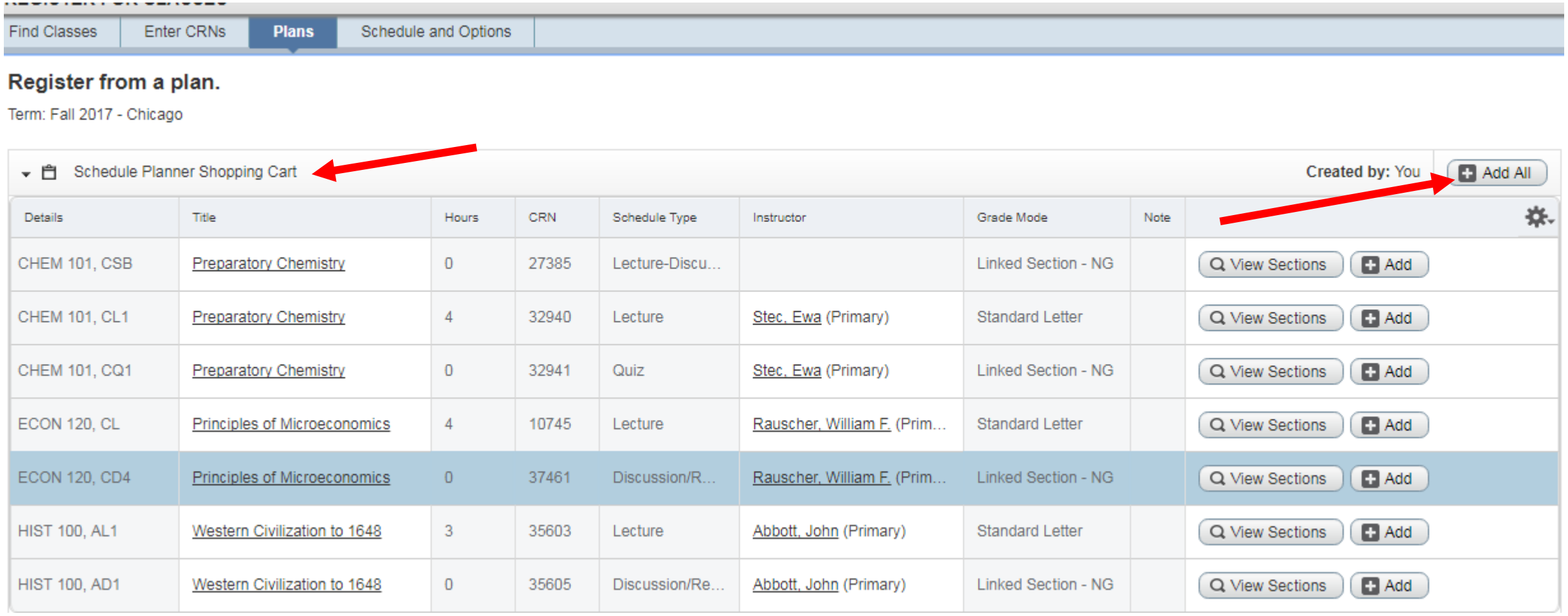
Click on Register for Classes. Remember, you are not registered for classes until you complete the registration process.



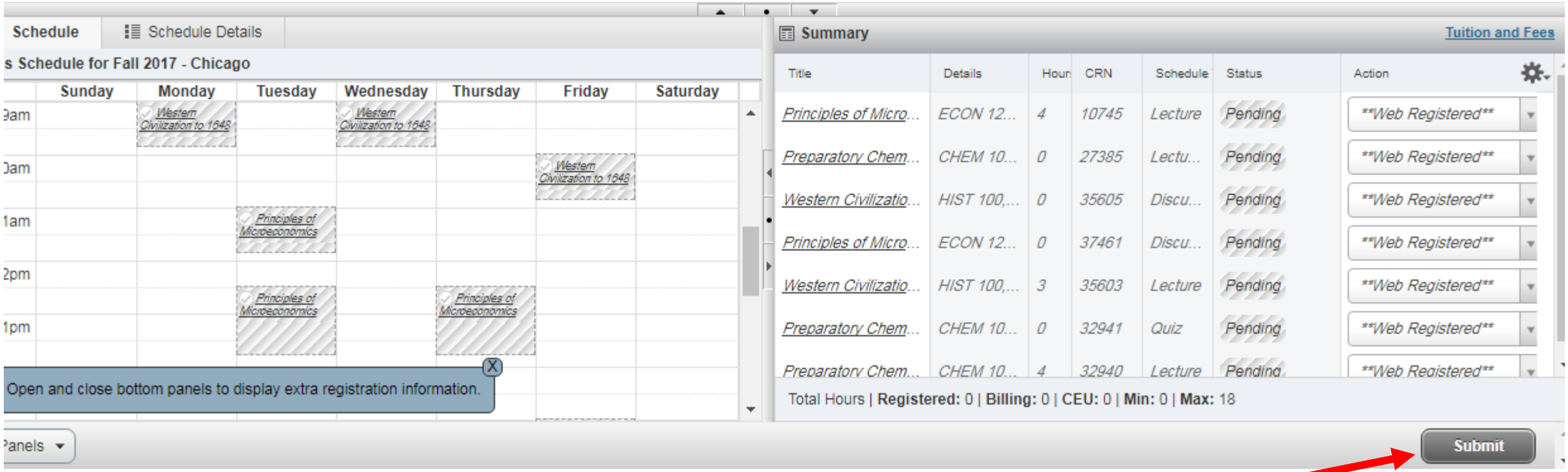
Select the Term and click on Continue.



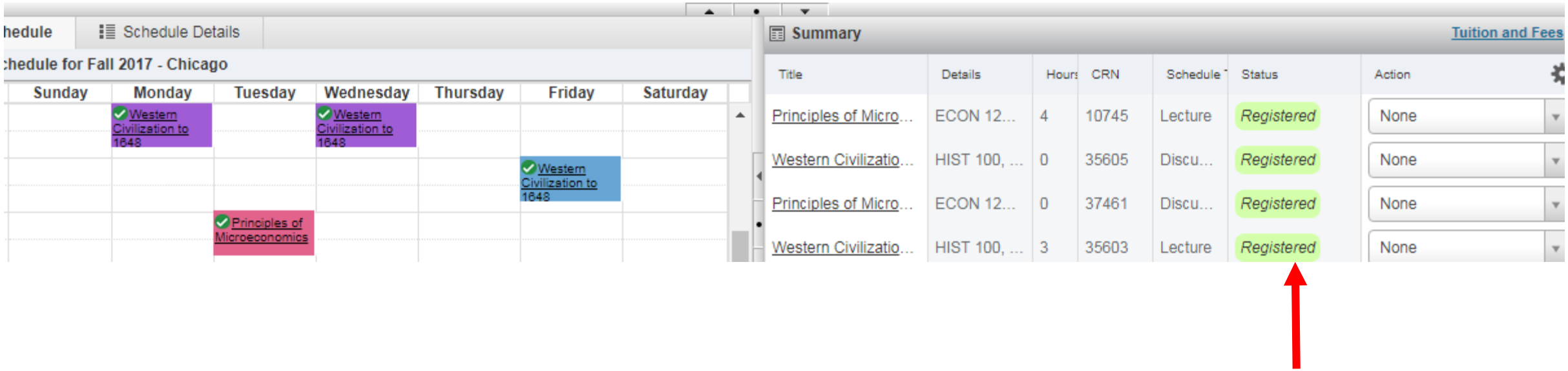
Click on Plans



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



Click on “Submit” to register for the sections.



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