

Enrolling in Classes

Enrolling in a class is a multi-step process that includes selecting and confirming your course selections along with verification that Class Notes have been read. In addition, all classes that are not taught face-to-face must have a predominant location identified where the course will be taken.

Adding Classes

1. Log in to UAConnect and navigate to your Student Center.
2. Click the **Enroll** link to start the enrollment process.
 - a. If you want assistance building your schedule, click Schedule Planner. See Using Schedule Planner documents at Help-UAConnect > Student Help Center > Academics

Academics		
Search Enroll My Academics Schedule Planner	Deadlines URL	<input type="text" value="SEARCH FOR"/>
This Week's Schedule		
Class	Schedule	
CVEG 4203-001 LEC (2186)	MoWeFr 9:30AM - 10:20AM Classroom BELL 2286	
CVEG 4513-001 LEC (2205)	TuTh 9:30AM - 10:50AM Classroom BELL 2286	
Testing Optional Math Placement	Alerts No Alerts	To Do List No To Do's.
	Enrollment D...	

NOTE: If you are already enrolled, you will see your current schedule displayed on your Student Center.

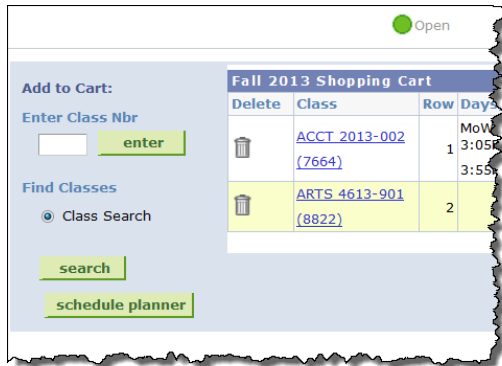
3. Click the **add** tab to begin your class search

NOTE: If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options given and click **Continue**.

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> Summer 2013	Undergraduate	The University of Arkansas
<input type="radio"/> August Intersession 2013	Undergraduate	The University of Arkansas
<input checked="" type="radio"/> Fall 2013	Undergraduate	The University of Arkansas



- If you know the class number of the course, type it in the **Enter Class Nbr** field and click **Enter**.
- To find all classes, click the **Class Search** radio button.



Note: There is a difference between the class number and the course number.

- The **class** number is a unique number tied to a specific section of a class and can be found in parenthesis next to a class. The **class number** for ACCT 2013 – 002 (7664) is **7664**
- The **course** number is a four-digit number that will immediately follow the subject. The **course number**

- Click **Search** to open the Class Search page.

Entering Search Criteria

The *Add Classes|Enter Search Criteria* page is now open. The **Class Search Criteria** section requires at least two search criteria to perform your search.

- Select your Course Career from the drop-down menu. The choices are **Agriculture Law, Continuing Education, Graduate, Law, and Undergraduate**.
- Type the value in **Course Subject** field, if known (see above). If unknown, click the **Select Subject** button to see a listing of course subjects.

These fields offer options to narrow your search.

Open Classes Only is automatically checked.



- Click the first letter of the desired subject.

- The Select a Subject page displays all the subjects that fall under the letter you selected.
- Click the Select button next to the subject. You are then returned to the Enter Search Criteria page with the course Subject field populated with your selection.
- Click **Search**.
- The Search Results page opens with the results of your course subject search.

MATH 1203C - College Algebra (Sp, Su, Fa)					
					View All Sections
					First 1-3 of 16 Last
Section	001-LEC(5245)	Instruction Mode	P	Status	<input type="button" value="select class"/>
Session	Regular	View Materials			
Days & Times	Room	Instructor	Meeting Dates	Location	
MoWeFr 7:30AM - 8:20AM	Classroom SCEN 0405	Kathleen Morris	08/26/2013 - 12/19/2013	University of Arkansas, Fay	
Section	008-LEC(5249)	Instruction Mode	P	Status	<input type="button" value="select class"/>
Session	Regular	View Materials			
Days & Times	Room	Instructor	Meeting Dates	Location	
MoWeFr 3:05PM - 3:55PM	Classroom SCEN 0405	Elizabeth Keiffer	08/26/2013 - 12/19/2013	University of Arkansas, Fay	
Section	009-LEC(5250)	Instruction Mode	P	Status	<input type="button" value="select class"/>
Session	Regular	View Materials			
Days & Times	Room	Instructor	Meeting Dates	Location	
MoWeFr 4:10PM - 5:00PM	Classroom SCEN 0405	Elizabeth Keiffer	08/26/2013 - 12/19/2013	University of Arkansas, Fay	
MATH 1204 - College Algebra with Review (Sp, Su, Fa)					
MATH 1213 - Plane Trigonometry (ACTS Equivalency = MATH 1203) (Sp, Su, Fa)					

NOTE: To see more details about the class, click the **Section** link. The *Class Detail* page appears and provides more information about the class, such as enrollment limits, meeting time, and course description.

In addition to course information, you can view the required textbooks for the course. Click the **View Materials** link to see textbook information.



14. Click **Select Class** button to add the course to your shopping cart.
 - a. Some classes have required drill or labs associated with the lecture class. Make your selection from the options listed and click **Next** to continue.

Add Classes

1. Select classes to add - Related Class Sections

Fall 2013 | Undergraduate | The University of Arkansas

MATH 1203C - COLLEGE ALGEBRA
Lecture selected: Section 008
MoWeFr 3:05PM - 3:55PM Classroom SCEN 0405

Open Closed Wait List

Select Drill section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/> 4382	D001		TBA	D. Korth	<input checked="" type="radio"/>
<input type="radio"/> 9333	D002		TBA	D. Korth	<input checked="" type="radio"/>

View All Sections | First | 1-2 of 2 | Last

15. After making your selection, the Enrollment Preferences page opens providing additional class information.

1. Select classes to add - Enrollment Preferences

Fall 2013 | Undergraduate | The University of Arkansas

MATH 1203C - COLLEGE ALGEBRA

Class Preferences

MATH 1203C-008 Lecture Open
MATH 1203C-D001 Drill Open

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Requirement Designation
University Core Mathematics

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- Corequisite: Drill component. Prerequisite: MATH 0003 with a grade of C or better, or a score of 80% UA Preparedness for Algebra Exam, or a score of 23 on the math component of the ACT exam, or 540 on the math component of the SAT exam.

Section	Component	Days & Times	Room	Instructor	Start/End Date
008	Lecture	MoWeFr 3:05PM - 3:55PM	Classroom SCEN 0405	[REDACTED]	08/26/2013 - 12/19/2013
D001	Drill		TBA	[REDACTED]	08/26/2013 - 12/19/2013

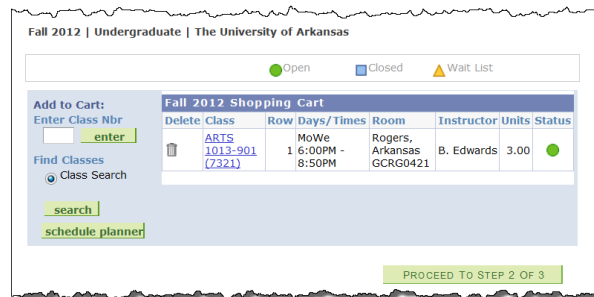
NOTES

Class Notes Attendance and access to class materials at uark.mylabplus.com are required on the first day. See <http://mrtc.uark.edu/> for details. All MRTC courses are under the direction of Dr. [REDACTED]. This section is reserved for first year students living in the dormitories.

16. Click **Next** to select additional classes or to complete your registration.



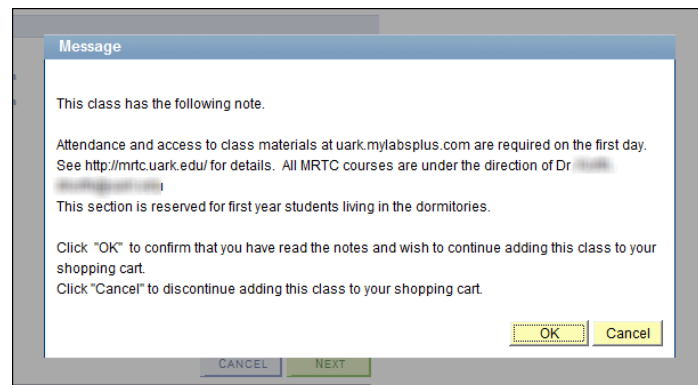
17. When you are satisfied with your selections, click **Proceed to Step 2 of 3** to confirm your selection.



Class Notes

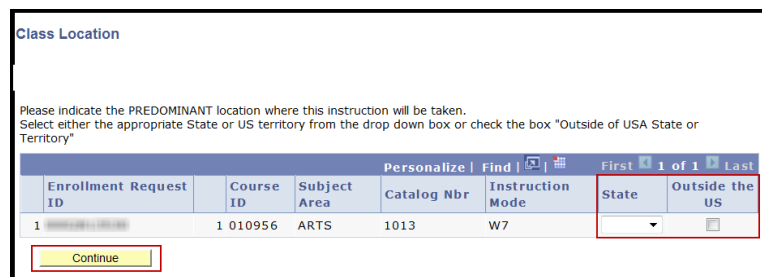
If the class or classes you have selected have class notes attached, you will see this message.

Click **OK** to confirm that you have read the notes and wish to continue your enrollment process.



Class Location

If you are enrolling in a class that is not taught face-to-face, the **Class Location** page opens. This page requires you to indicate the predominant geographical location in which the class or classes will be taken. This step is *required*. You may not proceed any further until this step is completed.



Select the appropriate **State** or **US Territory** from the drop-down menu or check the **Outside the US** checkbox for all the indicated classes.

Click **Continue** to confirm these classes and finish the enrollment process.



18. Click **Finish Enrolling** to complete your enrollment.

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2012 | Undergraduate | The University of Arkansas

● Open
■ Closed
▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTS 1013-901 (7321)	DRAWING FUNDAMENTALS I (Lecture)	MoWe 6:00PM - 8:50PM	Wright, Student, (textbook)	Dr. Silvestri	3.00	●

CANCEL
PREVIOUS
FINISH ENROLLING

NOTE: A green checkmark ✔ in the **Status** column indicates the class was added successfully. Had there been an error, a red **X** would appear in its place and would require an action to correct it.

Search
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2010 | Undergraduate | The University of Arkansas

✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
PEAC 1831	Success: This class has been added to your schedule.	✔

MY CLASS SCHEDULE
ADD ANOTHER CLASS

Search
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Edit
Term Information

go to ...

19. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.

