Every student must complete the following minimum requirements to earn a Bachelors Degree from the University of Idaho:

- 120 credits
- 40 upper division credits
- 30 upper division credits in residence at UI

All students will need to complete Major requirements and General Education requirements

**Note:** University Honors Program students should complete 6 honors credits during first year

**Tip:** When you register for and complete 15 credits per semester, you are more likely to:

- Graduate in four years
- Reduce loan debt
- Achieve academic goals
THE REGISTRATION PROCESS

1. Talk with an advisor to discuss your major and outline courses.
2. Use “Schedule Planner” or other VandalWeb tools to add your classes.
3. Confirm you have successfully registered!

Common Registration Terms:
- **Wait list**: Created when a class reaches its maximum enrollment capacity.
- **Time Conflict**: Class time conflicts with another registered class.
- **Department Permission**: In certain cases, permission is necessary for course enrollment. Contact the department to request to add the course.
- **Override**: Some classes may require and override for registration. Contact the instructor, the department, or the college to ask for permission.
REGISTRATION

1. Log into VandalWeb
2. Select “Students” → ”Registration” → ”Schedule Planner”
3. Select "Term" and "Campus"
REGISTRATION

4. Select "Add Courses" and search by “Subject” or “Attribute”
5. After you’ve added each of your classes, select “Done” to return to Schedule Planner’s home screen.
6. Select “Generate Schedules” to begin viewing schedule options
7. Once you’ve selected your favorite schedule, select “Send to Shopping Cart”
   a. If you have too many options to choose from, use breaks, locks, and options to narrow results
REGISTRATION

7. Select “Continue” to move from to your Schedule Planner Registration Cart.
8. Click “Register” to complete the process!
INSURANCE & FINANCIAL AGREEMENTS

Health Insurance Form
• Must be completed before the first day of the semester
• Can wait until after registration
• Check the box and click ‘Continue with Registration’

Financial Obligation Agreement Form
• Must sign before you can register
• Read before you sign
• Highlights:
  • All important information is going to come to your VandalMail account. Check it regularly.
  • By registering for classes, you agree to pay tuition. If you are not able to attend UI, contact your advisor and make sure to drop your classes.
CHECK FOR SUCCESSFUL REGISTRATION

Review the “Add/Drop” screen in VandalWeb or complete the following steps to ensure you are registered:

1. Click “Students” and choose “Degree Audit & Transcript”
2. Click “Unofficial Transcript”
3. Click “Submit”
THE WAIT LIST PROCESS

If a class is full you may have the option to add your name to a waitlist. To do so:

1. Select “Wait List” from the Action menu

2. If successfully waitlisted, the course will appear with other register courses, but will show as “Wait List”

Note: You will be notified via VandalMail if a space opens for your waitlisted course. You must take action to register for the course within 24 hours. If no action is taken, you will be dropped from the wait list.
QUESTIONS?

PLEASE MAKE SURE TO ASK YOUR ADVISOR!