



University  
of Idaho

# PREP FOR REGISTRATION

UIDAHO BOUND 2020

# GRADUATION REQUIREMENTS

**I** 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

**I** 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

**I 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

ON TIME, ON TRACK.

**THINK 30**

THINK 30 CREDITS PER YEAR TO SAVE MONEY, REDUCE DEBT AND GRADUATE EARLIER.

30 FIRST-YEAR CREDITS +  
30 SECOND-YEAR CREDITS +  
30 THIRD-YEAR CREDITS +  
30 FOURTH-YEAR CREDITS =

University of Idaho

# 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"

The image shows two screenshots of the VandalWeb interface. The left screenshot shows the 'Students' menu highlighted in red, with the 'Registration' option also highlighted in red. A large grey arrow points from the 'Registration' option in the left screenshot to the right screenshot. The right screenshot shows the 'Registration' page with the 'Schedule Planner' option highlighted in red.

**Personal Information** **Students** **Financial**

Search

## Registration

**Select Term**

**Check Registration Status**  
View current major(s), standing, and advise

**Add/Drop Classes**  
Register or add and drop classes to change

**Schedule Planner**  
Create the perfect class schedule.

**Schedule Planner Registration Cart**



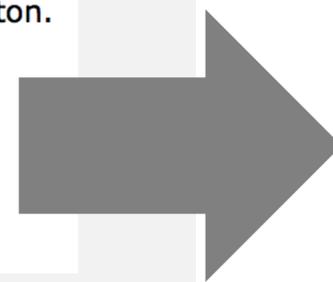
# REGISTRATION

3. Select "Term" and "Campus"

**Select Term**

Select the Term for processing then press the Submit Term button.

**Select a Term:**



Schedule Planner Help Back to VandalWeb

**University of Idaho**

**Select Campus**

- Select All Campuses
- Boise
- Coeur d'Alene
- Idaho Falls (IFCHE)
- Moscow
- Twin Falls



# REGISTRATION

4. Select "Add Courses" and search by "Subject" or "Attribute"

The screenshot displays the 'Schedule Planner' interface for the University of Idaho. The main header includes the university logo and name. Below this, there are several filter sections: 'Course Status' (Open & Full), 'Campuses' (1 of 5 Selected), 'Instruction Modes' (All Instruction Modes Selected), 'Term' (Fall 2020), and 'Parts of Term' (All Parts of Term Selected). Each filter has a 'Change' button. A yellow notification box contains the text: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this, there are sections for 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button circled in red. The 'Breaks' section has a '+ Add Break' button. At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button, 'Advanced Options', and 'View Schedules' buttons. A large grey arrow points from the 'Add Course' button in the 'Courses' section to a detailed view of the 'Add Course' modal. This modal has a 'Schedule Planner' header and navigation links for 'Help' and 'Back to VandalWeb'. It features a 'By Subject' search filter, a 'Search By Section Attribute' button, a 'Search By Instructor' button, and a 'Degree Audit Plan' button. Below these are two dropdown menus for 'Subject' and 'Course', both with 'Select' options. At the bottom of the modal, there is a '< Done' button and a '+ Add Course' button circled in red.

# REGISTRATION

5. After you've added each of your classes, select "Done" to return to Schedule Planner's home screen

Schedule Planner Help Back to VandalWeb

## Add Course

**By Subject** | Search By Section Attribute | Search By Instructor | Degree Audit Plan

Subject:

Course:

### Courses

- ENGL 102  
Writing and Rhetoric II
- MATH 143  
College Algebra
- SOC 101  
Introduction to Sociology
- ENVS 101  
Introduction to Environmental Science
- ENVS 102  
Field Activities in Environmental Sciences
- COMM 101  
Fundamentals of Oral Communication



# REGISTRATION

6. Select “Generate Schedules” to begin viewing schedule options

The screenshot shows the 'Schedule Planner' interface. At the top, there are navigation links for 'Help' and 'Back to VandalWeb'. The University of Idaho logo is prominently displayed. Below the logo, there are several filter sections: 'Course Status' (Open Classes Only), 'Term' (Fall 2020), 'Campuses' (1 of 5 Selected), 'Parts of Term' (All Parts of Term Selected), and 'Instruction Modes' (All Instruction Modes Selected). Each filter has a 'Change' button. A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this, there are two main sections: 'Courses' and 'Breaks'. The 'Courses' section has a '+ Add Course' button and a list of selected courses: COMM 101 (Fundamentals of Oral Communication), ENGL 102 (Writing and Rhetoric II), ENVS 101 (Introduction to Environmental Science), ENVS 102 (Field Activities in Environmental Sciences), MATH 143 (College Algebra), and SOC 101 (Introduction to Sociology). Each course has an 'Options' button and a 'Prerequisites' link. The 'Breaks' section has a '+ Add Break' button and a text box for adding times during the day you do not wish to take classes. At the bottom left, the 'Schedules' section has a 'Generate Schedules' button circled in red. At the bottom right, there are 'Advanced Options' and 'View Schedules' buttons.

The screenshot shows the 'Schedules' view. At the top right, there are 'Advanced Options' and 'View Schedules' buttons. Below these, there are 'Generate Schedules' and 'Shuffle' buttons. A green message box states: 'Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results. Generated 1000+ Schedules'. Below the message box, there is a list of 10 schedule options. Each option is labeled 'View' followed by a number (1-10) and a magnifying glass icon. The first option, 'View 1', is circled in red. The course codes for each option are: 101-COMM-01, 102-ENGL-07, 101-ENVS-01, 102-ENVS-01, 143-MATH-01, 101-SOC-01.



# REGISTRATION

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

You are viewing a potential schedule only and you must still register.

Title	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
Fundamentals of Oral Communication	20977	COMM	101	01	27	MW 8:30am - 9:20am - TEACHING LEARNING CENTER 244	Moscow	2
Writing and Rhetoric II	15915	ENGL	102	07	26	MWF 10:30am - 11:20am - MCCLURE HALL 415	Moscow	3
Introduction to Environmental Science	11731	ENVS	101	01	300	MWF 9:30am - 10:20am - AG SCIENCE 106	Moscow	3
Field Activities in Environmental Sciences	11732	ENVS	102	01	46	T 1:30pm - 5:00pm - TO BE ANNOUNCED TBA	Moscow	1
College Algebra	15518	MATH	143	01	240	T 8:00am - 8:50am - JANSSEN ENGINEERING BLDG 104	Moscow	3
Introduction to Environmental Science							Moscow	3
								15

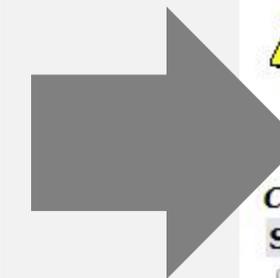
This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

Cancel **Continue**

Week 2 (08/31/2020)

Week	14	15	16	17
COMM 101	[Bar]			
ENGL 102	[Bar]			
ENVS 101	[Bar]			
ENVS 102	[Bar]			
MATH 143	[Bar]			
SOC 101	[Bar]			

Monday	Tuesday	Wednesday	Thursday	Friday
8am				
8:15				
8:30				
8:45				
9am				
9:15				
9:30				
9:45				



Personal Information **Students** Financial Aid & Scholarships Faculty & Advisors

Search  Go

## Schedule Planner Registration Cart

**!** Welcome to the Schedule Planner Registration Cart.  
**WARNING:** classes in registration cart are not registered yet; click Register

### Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	11731	ENVS	101	01	Intro Environmntl Sci	-
<input checked="" type="checkbox"/>	11732	ENVS	102	01	Fld Activ/Environmtl Sci	-
<input checked="" type="checkbox"/>	15518	MATH	143	01	College Algebra	-
<input checked="" type="checkbox"/>	15565	SOC	101	01	Introduction to Sociology	-
<input checked="" type="checkbox"/>	15915	ENGL	102	07	Writing and Rhetoric II	-
<input checked="" type="checkbox"/>	20977	COMM	101	01	Fndmntls Oral Communication	-

**Register** Add to WorkSheet Save Cart Clear Cart

# 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'

I acknowledge receipt and understanding of the University of Idaho requirement for proof of health insurance as a condition of enrollment.

✓ SUBMIT HEALTH INSURANCE INFORMATION

✓ 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.

Please contact Student Accounts at 208-885-7447 with any questions.

I agree -

By clicking "I agree" and "Update" you are accepting the financial terms and conditions of your registration as outlined above.

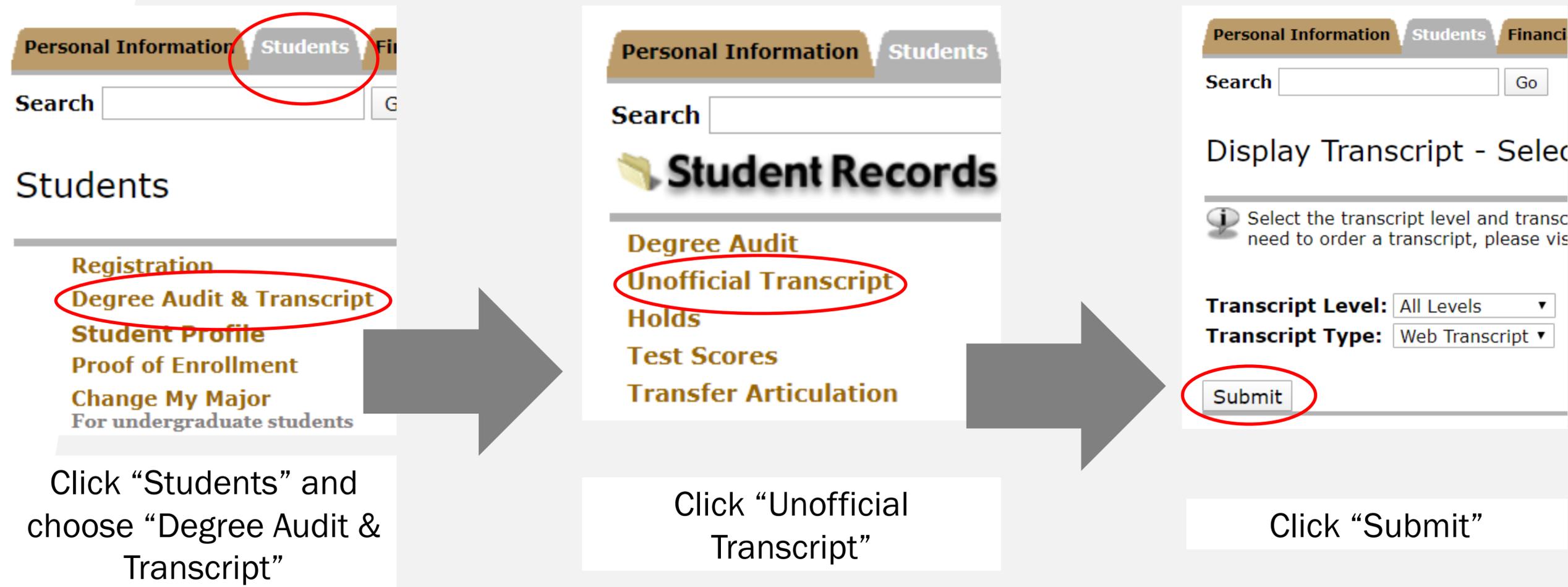
I do not agree -

By clicking "I do not agree" and "Update" you do not accept the terms above and will not be able to continue with course registration for this term.

Update for Fall 2017

# CHECK FOR SUCCESSFUL REGISTRATION

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



# 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

**Registration Add Errors**

You must select the Wait List option and click the Submit Changes button to officially put yourself on a course wait list after you receive this registration error message.

Status	Action	CRM	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
FULL-SELECT WAIT LIST & SUBMIT	Wait List	20977	COMM	101	01	Undergraduate	Normal	A/B/C/D/F/I		Oral Communication

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

Wait List on Jun 11, 2019	None	20977	COMM	101	01	Undergraduate	Normal	A/B/C/D/F/I	Oral Communication Classroom Meeting
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**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!**

