VandalWeb Registration Guide

Looking for detailed information on registration?

This guide provides an overview of VandalWeb’s registration pages, including hints on how to register quicker. It also serves as a visual guide for advisors who do not have access to their own student information screens.

To log into VandalWeb, enter your username and password, then click the Login button. If you are a new user, visit Vandal Setup to activate your account. Users needing assistance with their login should contact the ITS Help Desk.

Click the Students tab and select Registration. On the next menu click Registration: Add/Drop Classes.

The Fastest Way to Register

Complete registration with just two clicks! Have an approved study plan in Degree Works? Pull it into Schedule Planner to choose your sections ahead of time. On registration day, open Cart & Plans, then click Add All. Your pre-selected sections are pulled into the Summary panel. Verify these courses are available, then click Submit to register. See the last page for more details.

Registration Landing Page

The landing page has 5 options. Click the blue boxes below to jump to that page’s instructions.

Multiple Banner Roles

If you have more than one of these roles, you must choose Student to view the registration screens.

Quick Links

- How to...
- Schedule Planner
- Action Item Processing
- Hold Codes
- Registration Errors
Twice a year Action Item Processing opens, allowing you to complete registration requirements. The Financial Terms and Conditions and Health Insurance Requirement agreements must be completed before registration.

Select a Term – Class Search

Schedules are term-based. Only terms open for registration are displayed in the dropdown. There are registration deadlines each semester. VandalWeb will not allow registration actions beyond these deadlines.

Multiple terms may be available for registration depending on the time of year.

Click Continue.

Register for Classes

Find Classes

Search by picking Subjects from the drop-down menu, entering a Course Number (101), Keyword (writing, outdoor), or a full or partial Title (%early%).

Click Advanced Search for more search options.

Click Add to pull the selected section into the Schedule & Summary panels.

Make the window wider if you cannot see the Add button.
Advanced Search Criteria

- **Subject**, **Course Number**, **Keyword**, and **Title** searches can be used to filter course sections.
- Course sections can be filtered by **Campus**, **Instructional Methods**, and more.

**Open Sections Only** hides full classes that do not have a waitlist. It does not hide those with waitlists or sections that meet the search criteria but may not be available to you, such as sections past their Add/Drop date or Dual Credit courses for High School students.

**Credit Hour Range**: 3 to 4 returns 3- and 4-credit courses, along with variable credit sections that can be set at 3 or 4 credits.

Entering ‘4’ in the 1st box returns >=4 credits, while ‘4’ in the 2nd box finds sections <=4. Both results will include variable credit courses extending beyond the given range.

Entering 4 in both boxes returns 4-credit courses and any variable credit courses where the top or bottom number in the range is 4.

When searching by time, always add AM/PM. Use both rows to limit the results to a range of time, or one alone to limit the start or end time.

**Fall/Spring** have 3 **Parts Of Term** each, Summer has 9.

Checking one or more day of the week will return sections where at least one meeting pattern exactly matches your selection.

Methods listed may vary by term selected.

All UI Campuses are listed in the drop-down menu.
Schedule and Options

If you have registered for classes that have variable Credits, adjust the number of credits in the Credit Hour field.

Click Submit to save.

Cart and Plans

Cart and Plans lets you register quickly from an approved plan. Your Schedule Planner cart is available from this tab.

To register for every class in the cart, click Add All and Submit.

Multiple courses can be added at once on the Enter CRNs tab. Add to Summary places those courses as Pending in both the Summary and Schedule.

An empty cart without plans defaults to these screens.
How To…

Register, Add, or Wait List

Once classes have been added to the Summary panel using the tabs at the top of Register for Classes:
1. Inspect your classes in the Schedule and Summary panes.
2. Click Submit.
3. Check for errors preventing registration.
4. Verify all classes show as Registered in the Status column.
5. If a class is full, you can reserve your spot in line by selecting Wait List from the Action column drop-down menu. Click Submit again.

Drop or Withdraw

Before the Add/Drop deadline, you can remove classes from your schedule using the Summary panel.
1. Select DROP or WEB WITHDRAW from the Action column drop-down menu.
2. Click Submit.

Note: when adding and dropping at the same time, check the Conditional Add and Drop to prevent dropping a class if the class to be added is no longer available.

Change Variable Credits

Variable credit classes first show as only one credit. The number of credits can be changed until the Add/Drop date.
1. Select the Schedule and Options tab.
   Note: Only variable credit classes are shown. (The Summary panel will be hidden.)
2. Type the desired number of credits.
3. Hit enter on your keyboard.
4. Click Submit in the bottom right corner.
5. Choose one of the other 3 tabs to view the Summary Panel.

Use Panel Navigation

Panels and the down triangle toggle both lower panels. Drag bars to adjust the panel size. Other triangles toggle from full to split screens. Circles reset the panels.
Prepare for Registration

Your Student Status permits registration.
Your academic status Good Standing permits registration.

Time tickets allow registration at this time. Please register within these times: 04/05/2021 07:00 PM - 07/30/2021 11:59 PM

Earned Hours

You have Earned Hours for Level: Graduate, Institution Hours: 208, Transfer Hours: 0
You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 16
Your class standing for registration purposes is Freshman

Primary Curriculum
Level: Undergraduate
College: Letters Arts & Social Sciences
Degree: B.A.
Program: Bachelor of Arts - CLASS
Catalog Term: Summer 2021
Admit Term: Summer 2021
Admit Type: New Applicant
Major: Psychology
Department: Psychology & Communication

It also contains your primary curriculum information, including catalog term.

View registration information

Look up current schedules, past terms, or check details of active registrations.
Browse Classes is identical to the Find Classes tab under Register for Classes, except it is Read Only and visible to non-students.

Browse Course Catalog

You will be prompted to select a term from the drop-down menu.

Search by choosing a Subject from the drop-down menu, entering a course number (101), Keyword (writing, outdoor), or a full or partial Title (%early%).

Use the Search Again button to return to the search criteria. There can be a short delay before the new search results replace those of a previous search.

In the results, click on a course Title to open Course Details.

Up to 50 results can be shown per page. View Sections shows details for any course sections offered this term. Use the gear icon to remove or show columns.
Twice a year, before registering for Winter/Spring or Summer/Fall, you will be prompted to:

1. agree to the Financial Terms and Conditions
2. complete the Student Health Insurance (SHIP) acknowledgement.

To view the Action Item Processing page, click CONTINUE.

Status bar tracks completed items.

Incomplete items show as Pending.

Click a card to open the detail view.

Accept the terms and click Save.

Pending will change to Completed.

When both items are complete, click at the top of the page to register for classes.

Questions?

**Student Accounts** 208-885-7447  
acctrec@uidaho.edu

**Student Health Services** 208-885-2210  
health@uidaho.edu
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<td>Academic advisor or major department</td>
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<td>Athletic Compliance 208-885-5561</td>
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<td>Veteran's Advisor 208-885-7989</td>
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<td>WSU Registrar's Office 509-335-5346</td>
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| **CLASS STND ERROR-CONTACT DEPT**  
Enrollment restricted to specific class standing only  
(e.g., freshmen are not allowed in courses 300-499) | Contact instructor or offering department for permission to register. If they waive this restriction, a **Registration Override** will allow you to register. |
| **CLASS FULL-CONTACT DEPT**  
Class is currently full, with no wait list available | Contact instructor or offering department to request a **Registration Override** for permission to register. |
| **COHORT RESTRICTION**  
Class restricted to specific cohort of students  
(e.g., Honors Program) | Check the [Class Schedule](#) for other sections that are available to all students. Honors students: call the Honors Program 208-885-6147 |
| **COREQUISITE REQUIRED**  
Must also enroll in required corequisite at same time | Add the chosen course and its corequisite course in the same operation. Alternatively, contact instructor or offering department to request an override. |
| **DEPT PERMISSION REQUIRED**  
Class requires departmental permission to enroll | Contact the department for permission via a **Registration Override**. |
| **FULL-SELECT WAIT LIST & SUBMIT**  
Class enrollment is currently full, but you may opt to join the wait list to be eligible for registration if space becomes available. | Select **Wait List** from the **Action** column drop-down menu. Click **Submit**. When a seat is available, an email notification will be sent to your VandalMail account. You have up to 24 hours to officially register. |
| **INSTRUCTOR PERMISSION REQUIRED**  
Class requires instructor permission to enroll | Contact instructor for permission. If they issue a **Registration Override** you can register for the class. |
| **MAJORS ONLY-CONTACT DEPT**  
Class restricted to specific majors | Contact instructor or offering department to request a **Registration Override** for permission to register. |
| **MUTUAL EXCLUSION WITH xxx**  
You have already earned credit for this course as a joint-listed class. It cannot be taken again. | There is no override. Credit is only granted once for joint-listed classes. |
| **OPEN TO SPECIFIC DEGREES ONLY**  
Class restricted to specific degrees, (e.g., only doctoral students can take 600-level classes) | No overrides. Enrollment in degree program required. Check the [Class Schedule](#) or contact the academic department for alternate classes. |
| **OPEN TO GRAD/LAW STUDENTS ONLY**  
Class restricted to graduate or law students only; undergraduates cannot register for the class | Check the [Class Schedule](#) for undergraduate classes in the same discipline or Contact College of Graduate Studies 208-885-6243 or College of Law 208-885-2255 for permission to register. |
| **PREREQ NOT MET-CONTACT DEPT**  
Class requires specific prerequisites to register  
(e.g., another class or a higher test score) | Contact instructor or offering department to request a **Registration Override** for permission to register. |
| **TIME CONFLICT**  
A class on your schedule overlaps the meeting time of the section you’ve selected. | Check the [Class Schedule](#) for alternate sections or contact the instructor for a separately granted specific time conflict override. |
Schedule Planner

Plan semesters out ahead of time! Finalize your schedule before registration opens by adding your courses and breaks into Schedule Planner.

Click + Add Course to search for courses by Subject, Attribute, Instructor or Degree Audit Plan.

Add any Breaks, then click Generate Schedules.

Click Options on a course to enable and disable sections.

Unchecking the HON section will lower the number of schedules returned.

Advanced Options lets you add padding between classes.

View opens a schedule’s details, allowing you to lock sections, favorite schedules, and finalize your selection.

Once you have decided which schedule to keep, click Send to Shopping Cart.

When registration opens, go to the Cart and Plans tab to find your selections and register quickly.
Have an approved study plan in **Degree Works**?
Pull it into **Schedule Planner** to choose your sections ahead of time.

Make sure you have an approved plan in **Degree Audit**.

Open **Schedule Planner**. Select “click here” (in blue) to add all courses from your plan.

They appear in the **Courses** section of the **Schedule Planner** page.

Add other course selections. Use the **Breaks section** to block out work, practice, or commitments.

Generate, compare, and view individual schedules until one works for you.

Have a favorite **Potential Schedule**? Click **View** to see details. Decided? Click **Send to Shopping Cart**.

You will be taken to **Registration**. If registration is closed, your cart has been saved.

**On registration day**

1. **Open **Registration** and choose tab **Cart and Plans**.
   
   Select **Add All**.
   
   Your pre-selected sections are pulled into the **Summary** panel. Verify these courses are available, then click **Submit** to register.

2. Successfully registered courses are in color on the **Schedule** and have a status of **Registered**.