

Enroll in Class

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

Adding a Class

1. Click the **Manage Classes** tile on your Student Homepage.
2. Click **Enroll** to start the enrollment process.
3. Click the **Add** tab to begin your class search. 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 and click **Continue**.

The screenshot shows the 'Enroll' section of the UAConnect interface. On the left is a navigation menu with options like 'View My Classes', 'Schedule Planner', 'Class Search', 'Browse Course Catalog', 'Enroll' (highlighted), 'View My Exam Schedule', 'View My Grades', and 'View My Enrollment Dates'. The main content area has tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are sub-tabs: 'My Class Schedule', 'Add' (highlighted with a red box), 'Drop', 'Swap', 'Edit', and 'Term Information'. Below these is an 'Add Classes' search bar and a 'Select Term' section. The 'Select Term' section includes the instruction 'Select a term then select Continue.' and a table with the following data:

Term	Career	Institution
<input checked="" type="radio"/> Summer 2019	Undergraduate	The University of Arkansas
<input type="radio"/> Fall 2019	Undergraduate	The University of Arkansas

Below the table is a 'Continue' button and a 'Go to top' link.

4. If you know the class number of the course, enter it in the **Enter Class Nbr** field and click **Search**. Note that there is a difference between the class number and the catalog number:
 - The **class number** is tied to a specific section of class that is found in parenthesis next to a class. The class number for Spanish 2003-910 (7852) is 7852.
 - The **catalog number** is a four-digit number that immediately follows the subject. The catalog number for Spanish 2003-910 (7852) is 2003.

- To find all classes click the **Class Search** radio button. Click **Search** to open the **Class Search** page.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2019 | Undergraduate | The University of Arkansas Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr

Summer 2019 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SPAN 2003-910 (7852)		TBA	G. Buchanan	3.00	

Find Classes

Class Search
 My Planner

Entering Search Criteria

The **Search for Classes** 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. Selections are **Agriculture Law, Continuing Education, Graduate, Law** and **Undergraduate**.
- Type the value in **Course Subject** field, if known (see 4 above). If unknown, click the **Select Subject** button to see a listing of course subjects.

Enter Search Criteria

Search for Classes

The University of Arkansas | Summer 2019

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

select subject Subject

Course Number is exactly

Course Career Undergraduate

Campus

Session

Online Classes

Distance Education

Show Open Classes Only

Course Attribute

Course Attribute Value

Click [here](#) for Global Campus self-paced online correspondence courses.

▶ **Additional Search Criteria**

Return to Add Classes Clear Search

3. Click the first letter of the desired subject. The **Course Subject Lookup** page displays all the subjects that fall under the letter you selected.
4. Click the **Select** link next to the subject and return to the **Enter Search Criteria** page that now has the Subject field populated with your selection.
5. Click **Search**.

Add Classes

Enter Search Criteria

The University of Arkansas | Summer 2019

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Select	S ED	
Select	SCMT	Supply Chain Management
Select	SCST	
Select	SCWK	Social Work
Select	SEC EDUC	
Select	SEED	Secondary Education
Select	SHORTH	
Select	SILC	Spring International Language Center
Select	SOC	
Select	SOC WELF	
Select	SOCI	Sociology
Select	SOCIOL	
Select	SOCW	
Select	SOCY	
Select	SOSOC	Social Science Transfer
Select	SOSI	Social Science Transfer
Select	SOST	Southern Studies
Select	SPAC	Space and Planetary Sciences
Select	SPAN	Spanish

6. The **Search Results** page opens with the results of your course subject search.

Search Results
The University of Arkansas | Fall 2019

The following classes match your search criteria Course Subject: **Spanish**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Legend: ● Open ■ Closed ▲ Wait List

[Return to Add Classes](#)

25 class section(s) found

▼ SPAN 1003 - Elementary Spanish I (ACTS Equivalency = SPAN 1013)

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Location	Status	Instruction Mode		View Materials
1085	902-LEC Regular	TBA	TBA	Staff	08/26/2019 - 12/12/2019	Student Home	●	Instruction Mode WA	<input type="button" value="Select"/>	<input type="button" value="View Materials"/>
Notes: This is a combined section class										
11639	904-LEC Regular	TBA	TBA	Staff	08/26/2019 - 12/12/2019	Student Home	●	Instruction Mode WA	<input type="button" value="Select"/>	<input type="button" value="View Materials"/>
Notes: This is a combined section class										
12405	906-LEC Regular	TBA	TBA	Staff	TBA	Student Home	●	Instruction Mode WA	<input type="button" value="Select"/>	<input type="button" value="View Materials"/>

7. Click the **Section** link to view more details about the class on the Class Detail page.
8. Click the **View Materials** link to see textbook information.
9. Click the **Select** button to add the course to your shopping cart. *Select any required drill or lab associated with the class* and click **Next** to continue.
10. After completing your selections, the **Enrollment Preferences** page opens providing additional class information. Click **Next** to select additional classes or to complete your registration.
11. When you are satisfied with your selections, click **Proceed to Step 2 of 3 to confirm**.

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

Class Location

Please indicate the PREDOMINANT location where this instruction will be taken.
Select either the appropriate State or US territory from the drop down box or check the box "Outside of USA State or Territory"

Enrollment Request ID	Course ID	Subject Area	Catalog Nbr	Instruction Mode	State	Country
1 0005984257	1 018870	SPAN	2003	WA		

Continue

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

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2019 | Undergraduate | The University of Arkansas

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SPAN 2003-910 (7852)	INTERMEDIATE SPANISH I (Lecture)		TBA		3.00	●

Cancel Previous **Finish Enrolling**

14. A **green checkmark** in the Status column indicates the class was added successfully. A **red X** will appear if there was an error in adding the class, which will require an action to correct.
15. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.

Add Classes

3. View results

View the following status report for enrollment confirmations and errors

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✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
SPAN 2003	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	✘

My Class Schedule Add Another Class