

Course numbers for courses and electives are provided by Student Services. The following is a guide to help you register into courses using the Student Centre.

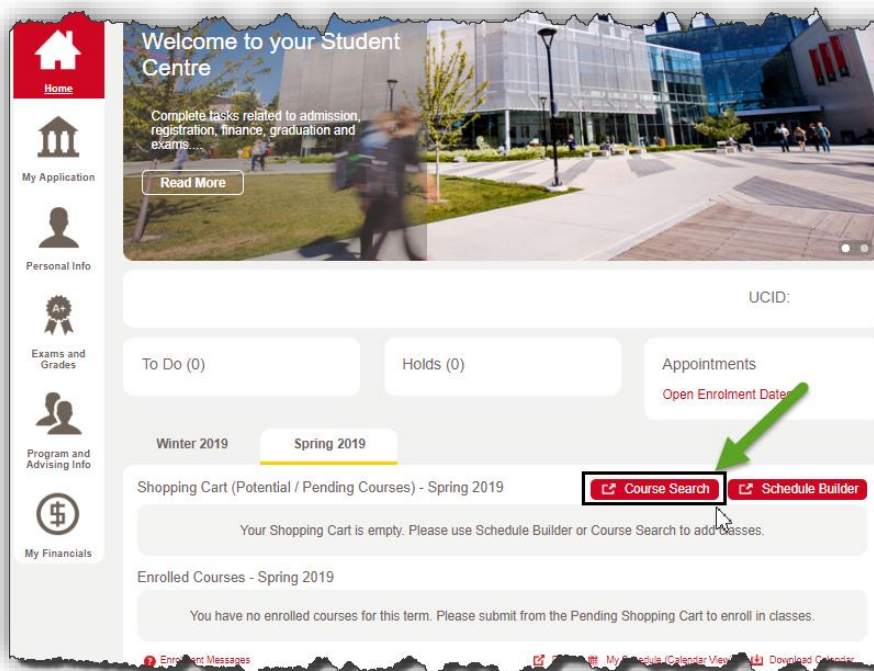
**Please note that Registration has 2 parts: 1 to add courses to your Shopping Cart, 2 to Enroll into courses. You are not Enrolled in courses that are in your Shopping Cart.**

Log into the MyUofC portal



After logging into the MyUofC portal, on the **Home** page, click on **Course Search**

**Note:** You may be asked to verify your personal information, if so, verify your personal information and then click on **Course Search** again to get to the course search screen



# Registration

## How to Register

Select the **TERM**, click on **ADDITIONAL SEARCH CRITERIA** arrow to access more detailed search options and enter the class number in the **CLASS NBR** section, then click **Search**

Search for Classes  
Enter Search Criteria

Search for Classes

Institution University of Calgary  
Term 2193 - Spring 2019

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

Class Search

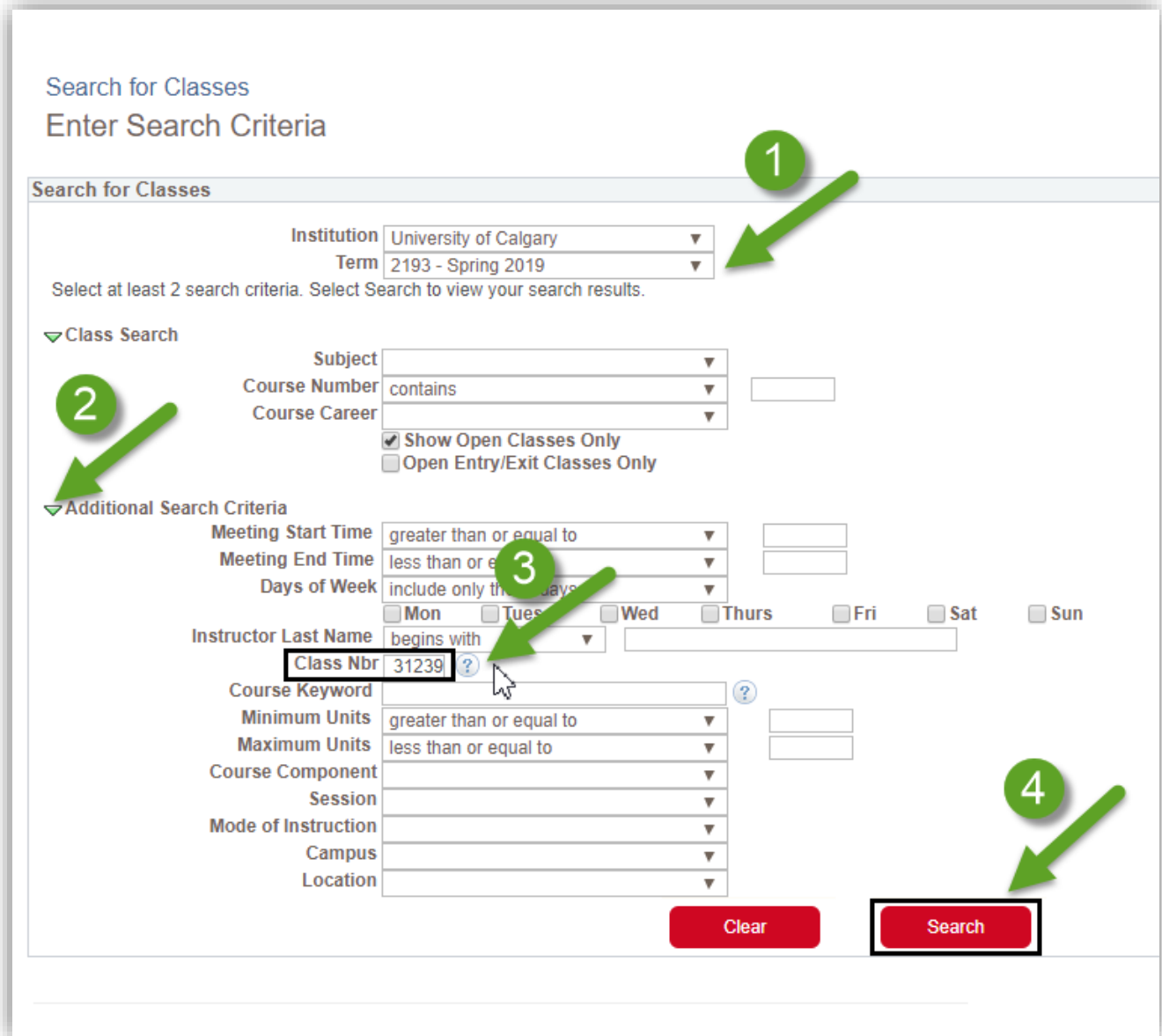
Subject  
Course Number contains  
Course Career  
 Show Open Classes Only  
 Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time greater than or equal to  
Meeting End Time less than or equal to  
Days of Week include only the days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name begins with  
Class Nbr 31239  
Course Keyword  
Minimum Units greater than or equal to  
Maximum Units less than or equal to  
Course Component  
Session  
Mode of Instruction  
Campus  
Location

Clear Search



If this is the course that you would like to add, click **Select**

Search for Classes

Search Results

University of Calgary | Spring 2019

My Class Schedule: You are not registered for classes in this term.

Shopping Cart: Your shopping cart is empty.

The following classes match your search criteria Show Open Classes Only: Yes, Class Nbr: '31239'  
 Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open
  Closed
  Wait List

☆ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

New Search    Modify Search

1 class section(s) found

▾ ARHI 201 - Introduction to Art History I  
 Universal Student Ratings of Instruction

Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions
31239 01-LEC Regular	MoWe 12:00PM - 2:50PM	Main UofC Campus	KNB 132	Staff	1		2019/05/06 - 2019/06/17	<input checked="" type="radio"/>	

New Search    Modify Search

**Select** (with tooltip: Select Class)

Review the course information and click **Next** to add the course to your Shopping Cart

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Spring 2019 | Undergraduate Programs | University of Calgary

ARHI 201 - Introduction to Art History I

**Class Preferences**

ARHI 201-01    Lecture     Open

Session Regular Academic    Wait List  Wait list if class is full

Career Undergraduate Programs    Grading Graded

Enrollment Information    Units 3.00

- ARHI 20x
- Half-Course
- GFC Hours (3-0)

Cancel    **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 12:00PM - 2:50PM	KNB 132	Staff	2019/05/06 - 2019/06/17

# Registration

## How to Register

You will see a message that the class has been added to your Shopping Cart. You can now see the course in your shopping cart.

Select **New Search** to add more classes or the red **X** to close your Shopping Cart.

Search for Classes  
Search Results

University of Calgary | Spring 2019

My Class Schedule  
You are not registered for classes in this term.

Shopping Cart  
ARHI 201 MoWe 12:00PM - 2:50PM  
KNB 132

Show All

The following classes match your search criteria. Show Open Classes Only: Yes, Class Nbr: '31239'

✓ ARHI 201 has been added to your Shopping Cart.

Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open Closed Wait List

★ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

New Search Modify Search

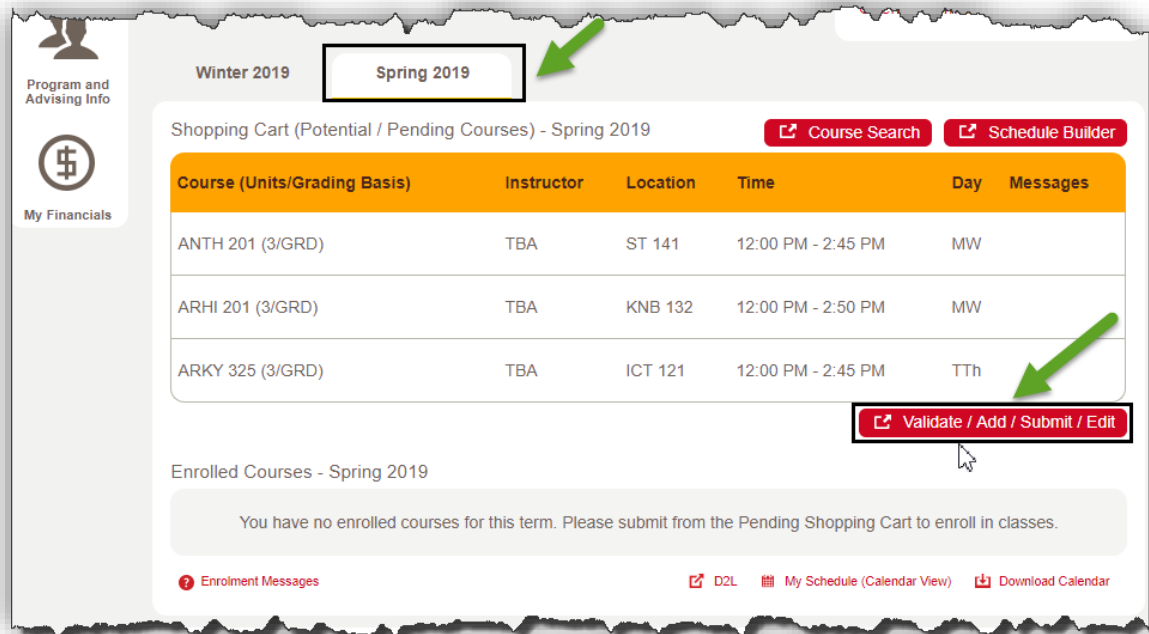
1 class section(s) found

ARHI 201 - Introduction to Art History I  
Universal Student Ratings of Instruction

**Now that the Courses are in your Shopping Cart, you can Enroll. Please note that courses in your Shopping Cart and pending, you are not yet registered in them. See steps below on how to enroll into classes.**

**Be sure you are registering into the correct semester. The semesters are displayed above the Shopping Cart. Click on the semester in which you are registering and you should see your Shopping Cart for that semester.**

Once you have the courses you would like in your Shopping Cart, click on **Validate/Add/Submit/Edit** to Enroll



Winter 2019 **Spring 2019**

Shopping Cart (Potential / Pending Courses) - Spring 2019 [Course Search](#) [Schedule Builder](#)

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
ANTH 201 (3/GRD)	TBA	ST 141	12:00 PM - 2:45 PM	MW	
ARHI 201 (3/GRD)	TBA	KNB 132	12:00 PM - 2:50 PM	MW	
ARKY 325 (3/GRD)	TBA	ICT 121	12:00 PM - 2:45 PM	TTh	

[Validate / Add / Submit / Edit](#)

Enrolled Courses - Spring 2019

You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes.

[Enrolment Messages](#) [D2L](#) [My Schedule \(Calendar View\)](#) [Download Calendar](#)

Select the courses in your Shopping Cart and click on **Enroll**. If you are undecided on a course and would like to wait to enroll into it, do not select it, it will stay in your Shopping Cart and you can enroll into it later.

# Registration

## How to Register

Shopping Cart

Add Classes to Shopping Cart Schedule Builder

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Spring 2019 | Undergraduate Programs | University of Calgary Change Term

Open  Closed  Wait List

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
 Class Search Search

**Spring 2019 Shopping Cart**

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ANTH 201-01 (30030)	MoWe 12:00PM - 2:45PM	ST 141	Staff	3.00	●
<input checked="" type="checkbox"/>	ARHI 201-01 (31239)	MoWe 12:00PM - 2:50PM	KNB 132	Staff	3.00	●
<input checked="" type="checkbox"/>	ARKY 325-01 (30714)	TuTh 12:00PM - 2:45PM	ICT 121	Staff	3.00	●

for selected Delete Enroll

▼ My Spring 2019 Class Schedule (You ARE registered or waitlisted in these)  
You are not registered for classes in this term. Enroll in Course

Review the information and click **Finish Enrolling**

Shopping Cart

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.  
Spring 2019 | Undergraduate Programs | University of Calgary

Open  Closed  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 201-01 (30030)	Intro Biological Anthropology (Lecture)	MoWe 12:00PM - 2:45PM	ST 141	Staff	3.00	●
ARHI 201-01 (31239)	Introduction to Art History I (Lecture)	MoWe 12:00PM - 2:50PM	KNB 132	Staff	3.00	●
ARKY 325-01 (30714)	Ancient Civilizations (Lecture)	TuTh 12:00PM - 2:45PM	ICT 121	Staff	3.00	●

Cancel Previous Finish Enrolling

**Your Status will be Success or Error. If you receive an error message, contact Student Services**  
Once you have finished Registering, you can click on **My Class Schedule** to view your schedule or the **X** to exit

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors  
Spring 2019 | Undergraduate Programs | University of Calgary

✓ Success: enrolled      ✗ Error: unable to add class

Class	Message	Status
ANTH 201	Success: This class has been added to your schedule.	✓
ARHI 201	Error: You cannot add this class due to a time conflict with class 30030. Select another class.	✗
ARKY 325	Success: This class has been added to your schedule.	✓

My Class Schedule      Add Another Class

For questions about registration contact Student Services

**End of Procedure.**

Related Guides: [View Class Schedule](#)