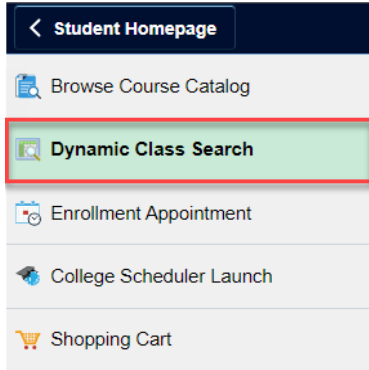


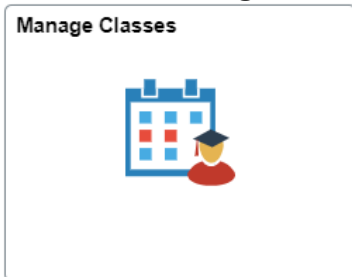
Steps to Register for Classes

Step 1: Getting Started and Opening Browsers

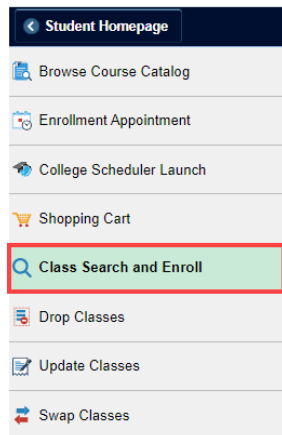
1. Open Student Admin in 2 different browsers on the computer (i.e. Google Chrome and Firefox) – link to Student Admin is studentadmin.uconn.edu
2. In your first browser, you will **open Dynamic Class Search**—this is where you will search for courses.
 - a. [Log in](#) to the Student Administration System.
 - b. Click on the **Manage Classes** tile.
 - c. Choose **Dynamic Class Search** from the menu on the left.



3. In the second browser, **you will open your Class Search and Enroll page**—this is where you will enroll in courses
 - a. [Log in](#) to your Student Administration account.
 - b. Click on the **Manage Classes** tile.



- c. Click the **Class Search and Enroll** tab.



- d. Click to select an **enrollment term (Spring 2025)**. The enrollment term will display in the top left-hand corner of the screen.

Step 2: Using Dynamic Class Search to Search for Courses

1. Open your browser with Dynamic Class Search already loaded.
2. Complete any additional information specific to your search to filter your results.
 - a. We recommend you always start with semester/year, campus, and academic level.
 - b. You can enter only a subject without a catalog number to look for all courses in that subject.
 - c. If you want to look for a specific course, you can include the catalog number as well.
 - d. Click **Search** to refine results.

The screenshot shows the 'Course Search' tab of the Dynamic Class Search interface. The search criteria are as follows:

- *Semester/Year:** Spring 2021
- Session:** (empty)
- Subject Selections:** Accounting, (empty), (empty), (empty)
- Catalog Nbr:** (empty)
- Select Campus - Check all that apply:** Storrs (checked), Avery Pt, Hartford, Stamford, Waterbury, Health Ctr, Law School, Off-campus.
- Limit to:** Service Learning Classes, Online Classes Only, In Person Classes Only, Honors Classes, Open Classes (checked).
- Academic Level:** Undergraduate (checked), Graduate/PharmD, Non Credit, Law, Ratcliffe Hicks.

3. All Course Search results display **Open Classes** by default. Uncheck **Open Classes** and click **Search** to include all classes being offered, including those that are closed, as desired.

This screenshot is identical to the previous one, but with the 'Open Classes' checkbox in the 'Limit to' section unselected. A red box highlights the 'Open Classes' checkbox. A yellow 'Search' button is visible on the right side of the interface. A blue hyperlink 'Non UConn students registration information' is also present on the right.

4. When reviewing results, you can see information like class titles, class times, and instructor(s). It's possible a class location may not be available yet. A few additional columns we want to point out (pictures on next page):
 - a. **Class Number:** This is the unique number tied to this specific class section. You can copy this number over in the next step to expedite registration. If you do NOT see a class number, this likely means that the course has a linked component, like a lab or a discussion, so you register for the linked component instead! You can also click the hyperlink of a class number to reveal additional information on the course.
 - b. **Required Additional Sections (Auto-Enrolled):** If a course has a linked component, like a lab, or discussion section, you will see that section listed here. It's important to look at the times for all linked components when selecting a course.
 - c. **Seats Available:** This indicates the number of unreserved available seats in the course
 - d. **Capacity Available:** This indicates the number of reserved seats in the course, and what the reserved requirements are. Sections are reserved for specific populations, like Honors students or Communication majors, for example.

Class # for registration (see link for class details)	Subject Area	Catalog Nbr	Class Section	Academic Career	Units	Campus	Session	Description	Instruction Mode	Hours/Days/Location
-	ANTH	1000	001	Undergrad		STORR	Regular	Peoples and Cultures of the Wo	In Person	1:25PM - 2:15PM / MoWe / 023700001
1014	ANTH	1000	001D	Undergrad	3.00	STORR	Regular	Peoples and Cultures of the Wo	In Person	8:00AM - 8:50AM / Fr / 000400003
4925	ANTH	1000	008D	Undergrad	3.00	STORR	Regular	Peoples and Cultures of the Wo	In Person	9:05AM - 9:55AM / Fr / 003800012
4933	ANTH	1000	009D	Undergrad	3.00	STORR	Regular	Peoples and Cultures of the Wo	In Person	8:00AM - 8:50AM / Fr / RHBA101
5363	ANTH	1000	011D	Undergrad	3.00	STORR	Regular	Peoples and Cultures of the Wo	In Person	9:05AM - 9:55AM / Fr / 000400004

Required Additional Sections (auto-enrolled)	Enrollment Capacity	Enrollment Total	Seats Available	Capacity Available	Wait List Available	Instructor (Role)
	300	214				Jessie Fredlund (PI)
You will be auto-enrolled in section(s) 001	25	5	0	20 for RC Honors Students Only	0	Jessie Fredlund (SI)
You will be auto-enrolled in section(s) 001	25	15	10		0	Jessie Fredlund (SI)
You will be auto-enrolled in section(s) 001	25	2	23		0	Jessie Fredlund (SI)
You will be auto-enrolled in section(s) 001	25	13	12		0	Jessie Fredlund (SI)

Step 2a: Using Dynamic Class Search to Search for Courses By Content Area

1. Open your browser with Dynamic Class Search already loaded.
2. You will want to be sure you are on the “**Course Search**” tab. From there, you will want to select the appropriate Semester/Year, **ensure Subject is BLANK** (the first option from the drop-down), Academic Level is Undergraduate, and Campus is your intended location.
3. Under KeyWord, select “Course Description” and type the appropriate code below depending on which Content Area you are looking for:

Content Area 1 (does not differentiate between A-E for CLAS)	CA 1.
Content Area 2	CA 2.
Content Area 3 Labs only	CA 3-LAB.
Content Area 3 (will include Labs and Non-Labs)	CA 3.
Content Area 4 (will include USA and International)	CA 4.
Content Area 4 International ONLY	CA 4-INT.

A screenshot of the 'Search For Courses' form. The form has a blue header and contains several fields and options:

- Semester / Year:** A dropdown menu with 'Spring 2025' selected.
- Academic Level:** A dropdown menu with 'Undergraduate' selected.
- Subject:** A dropdown menu with a blank selection.
- Campus:** A dropdown menu with 'Storrs' selected.
- KeyWord:** A text input field containing 'CA 2.'
- Search Options:** Three radio buttons: 'Course Title' (unselected), 'Course Description' (selected), and 'Instructor Last Name' (unselected).
- Online Classes Only:** A checkbox that is currently unchecked.

Below the form is a yellow 'Search' button.

4. Click **Search**
5. Use instructions on Step 2 to refine results further

Step 2b: Using Dynamic Class Search to Search for Courses by Competency

1. Open your browser with Dynamic Class Search already loaded.
2. Ensure you are on the "Search Results" tab and complete any additional information specific to your search to filter your results.
 - a. We recommend you always start with semester/year, campus, and academic level.
 - b. Can leave Subject Area BLANK to see all results, or narrow down a competency by a Subject
3. Under Catalog Nbr, type the appropriate code below depending on which Competency you are looking for:

%E	Environmental Literacy
%Q	Quantitative Course
%W	Writing-Intensive Course *Note, often need to add Subject Area due to # of search results*

Course Search
Search Results

*Semester/Year Spring 2025 ▼

Session ▼

Subject Selections

Subject ▼

Subject ▼

Subject ▼

Subject ▼

Catalog Nbr %E ?

Select Campus - Check all that apply

Storrs Stamford Health Ctr

Avery Pt Waterbury Law School

Hartford Off-campus

Academic Level

Undergraduate

Graduate/PharmD

Non Credit

Law

Ratcliffe Hicks

Search

Limit to

Service Learning Classes Honors Classes

Online Classes Only ? Open Classes

In Person Classes Only

[Non UConn students](#)

1. Click **Search**
2. Use instructions on Step 2 to refine results further

Step 3: Using Class Search and Enroll to Identify Courses for Registration

1. Open your browser with Class Search and Enroll already loaded.
2. Enter keywords (e.g., course, subject, class, topic, **class number**, etc.) in the **Search for Classes** field and then click the **double arrows (>>)** to search.

3. If searched using a **broad keyword**, for example “ANTH” or “Education”, you’ll need to filter your results with the panel on the left-hand side of your screen. Pay attention to the following:
 - a. **Class Status:** Unless you are looking for a closed or waitlisted course, you should be sure to select open classes
 - b. **Campus:** Be sure to select the appropriate campus for your course
 - c. **Subject:** If your search returned multiple subject areas, be sure to select the appropriate subjects you are hoping to review
 - d. **Instruction Mode:** If appropriate, you may select the modes you are looking for, but you can also leave this blank.
4. If you searched using a **specific course**, for example, ANTH 1000, you will still want to select the right filters (i.e. class status and campus.)
5. **If you searched using a class number, for example, 5363, you will likely NOT need to filter your options—it should load the exact class.**
6. Once you filtered your options, and you are ready to review the class options available for a specific course, **click within the box (not the hyperlink) and class options will load.**
7. Next, click within the box of the desired **Class Option (not the hyperlink)** to begin enrollment.
 - a. **If you searched for the course using a class number, only one option will appear**
 - b. If you did NOT search by a class number, you will want to review the different class selection options and select the appropriate choice. Please note that this search screen does NOT allow you to review active unreserved/reserved seats, which is why we strongly recommend the use of Dynamic Class Search

Class Status

Open Classes
 Closed Classes

Campus

Avery Point
 Hartford
 Stamford
 Storrs
 Waterbury

Subject

AFRA / Africana Studies
 ANTH / Anthropology
 CHEM / Chemistry
 EPSY / Education - Psychology
 EARTH / Earth Sciences
 MATH / Mathematics
 MUSI / Music
 PSYC / Psychology
 TRST / Translation Studies

Instruction Mode

By Arrangement
 Distance Learning
 Hybrid/Blended
 In Person
 Online

ANTH 1000

Peoples and Cultures of the World

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option ⓘ

Selected Filters 22 opt

Option	Status	Session	Class	Meeting Dates	Days and Times	Campus	Room	Instructor	Seats	Instruction Mode
1	Open	Regular Academic	Component DIS-Section 001D-Class# 1014	08/29/2022 - 12/09/2022	Friday 8:00AM to 8:50AM	Storrs	KNS 105	Jessie Fredlund	Open Seats 20 of 25	In Person
			Component LEC-Section 001-Class# 1002		Monday Wednesday 1:25PM to 2:15PM		SCHN 151	Jessie Fredlund	Open Seats 86 of 300	

Step 4: Registering for Courses

1. After you've clicked on the box for the course option you wish to register for, you will be directed to a 4-step process.
2. Review **Step 1 of 4: Review Class Selection** and click **Next** on the top right to move forward once you've confirmed that this is the right section.
3. Review **Step 2 of 4: Review Class Preferences**
 - a. Add a permission number if one was provided to you. Permission numbers are not always required for courses, only those with certain restrictions
 - b. If a waitlist is available for a full course and you want to add yourself to it, toggle the waitlist option to **Yes**.
 - c. Click **Accept** when done

The screenshot shows the 'Class Search and Enroll' interface for Fall 2020 at the University of Connecticut. The interface is divided into a left sidebar and a main content area. The sidebar contains a progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area displays the title 'Step 2 of 4: Review Class Preferences' and the course information 'MUSI 1001 Music Appreciation' and 'Component LEC-Section H71-Class# 12116 - Open'. Below this, there is a 'Permission Number' field with a blue information icon and a green 'Accept' button.

4. Review **Step 3 of 4: Enroll or Add to Cart**.
 - a. If you wish to proceed with enrolling, select the **Enroll** radio button.
 - b. If you wish to proceed with Add Course to Shopping Cart, select the **Add to Shopping Cart** radio button.
 - c. Once the selections have been determined, click **Next** in the top right.
5. Review **Step 4 of 4: Review and Submit**, and click **Submit**.
6. Click **Yes** to confirm that you want to submit your request.
 - a. If you are not able to enroll in a course, an error message will appear. [Common reasons for not being able to enroll can be found here.](#)