

Register via UI-Integrate Self Service

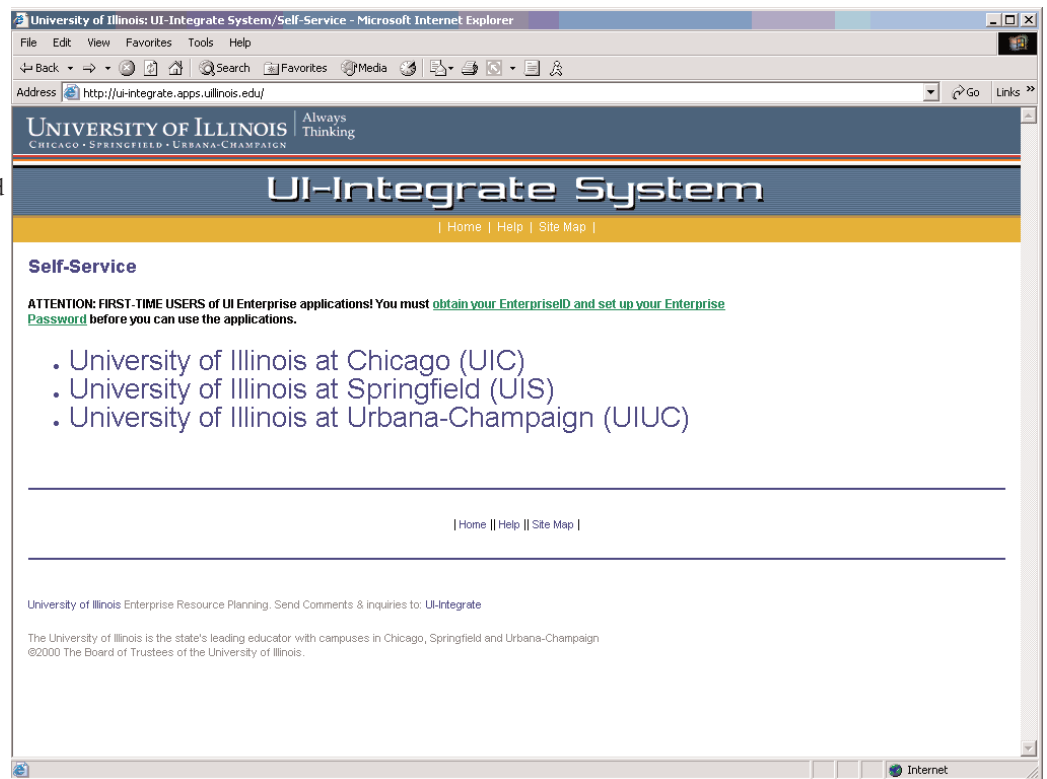
Using the Registration Worksheet as your guide, log on to the UI-Integrate Self Service on the Web.

UI-Integrate Self Service Hours of Operation

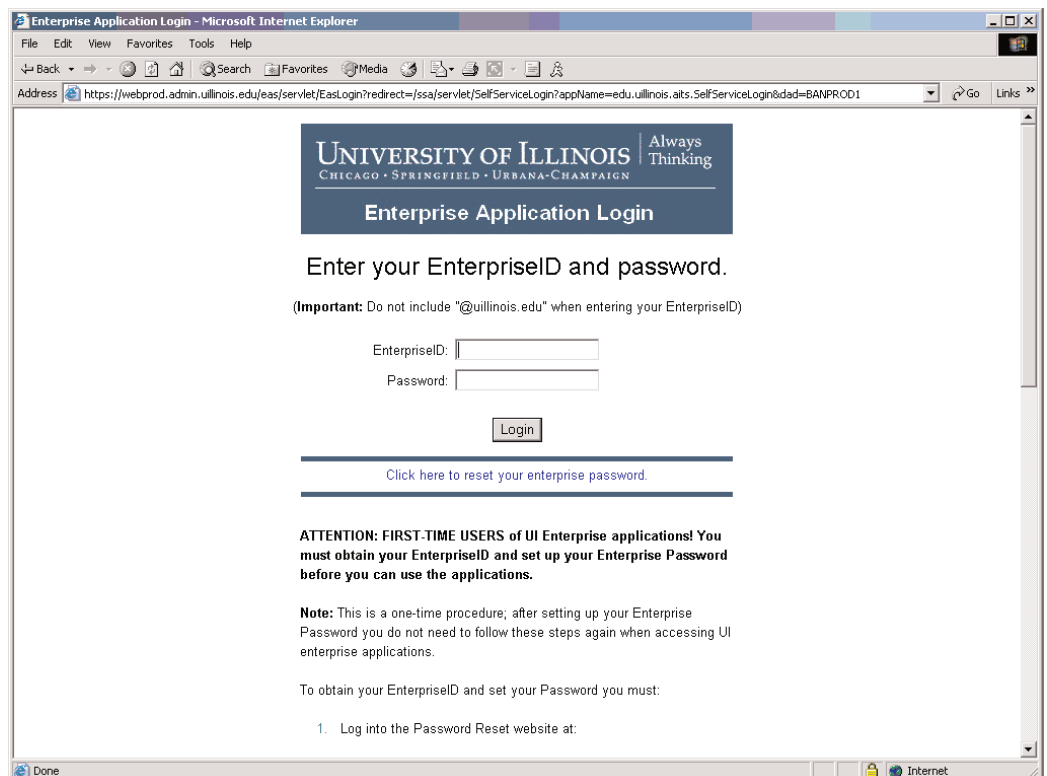
Available at all times except on Sundays between 6am and 12pm Central Standard Time.

1. Logging in to the Web Self-Service System

The following screen is located at <https://ui-integrate.apps.uillinois.edu> and is the first screen you will see when logging in to the Web Self-Service. On this screen, you will need to select your campus. Select the campus where you have been admitted and intend to enroll.

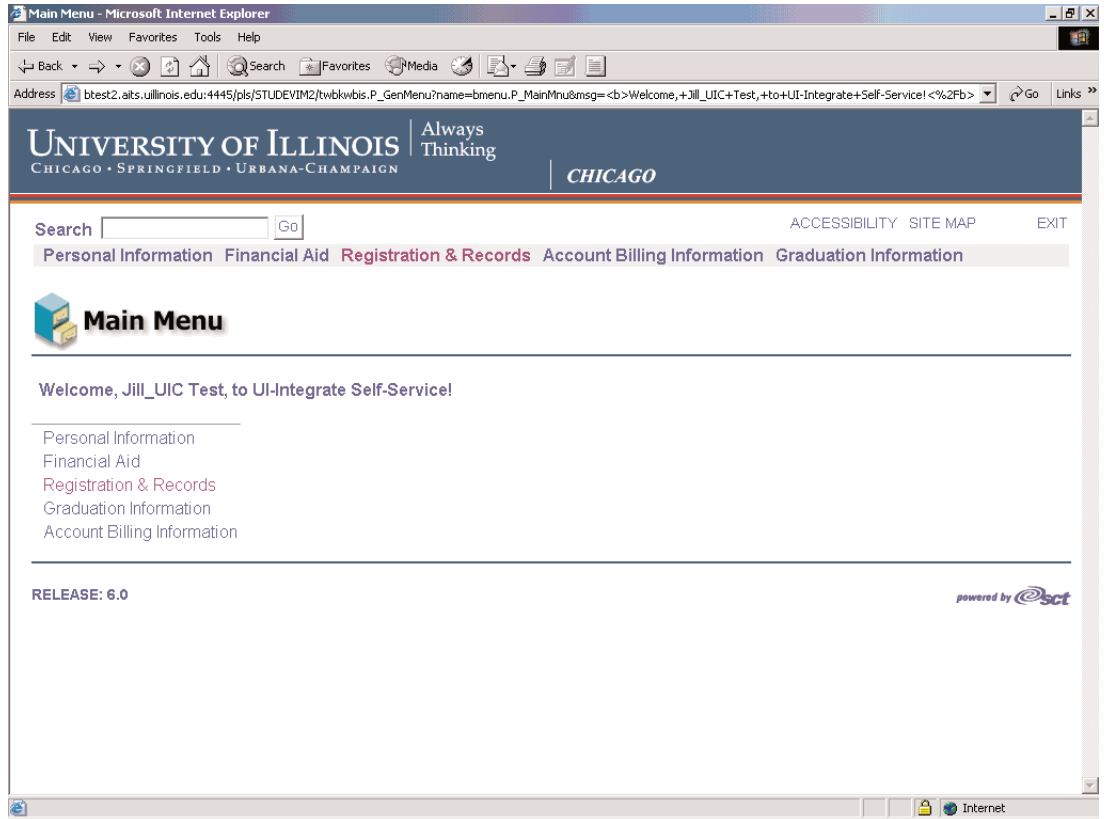


2. Once you have selected your campus, you will be required to enter your Enterprise ID and password. This screen contains a link to help first-time users obtain an Enterprise ID and set up an Enterprise Password that will allow access to Web Self-Service.

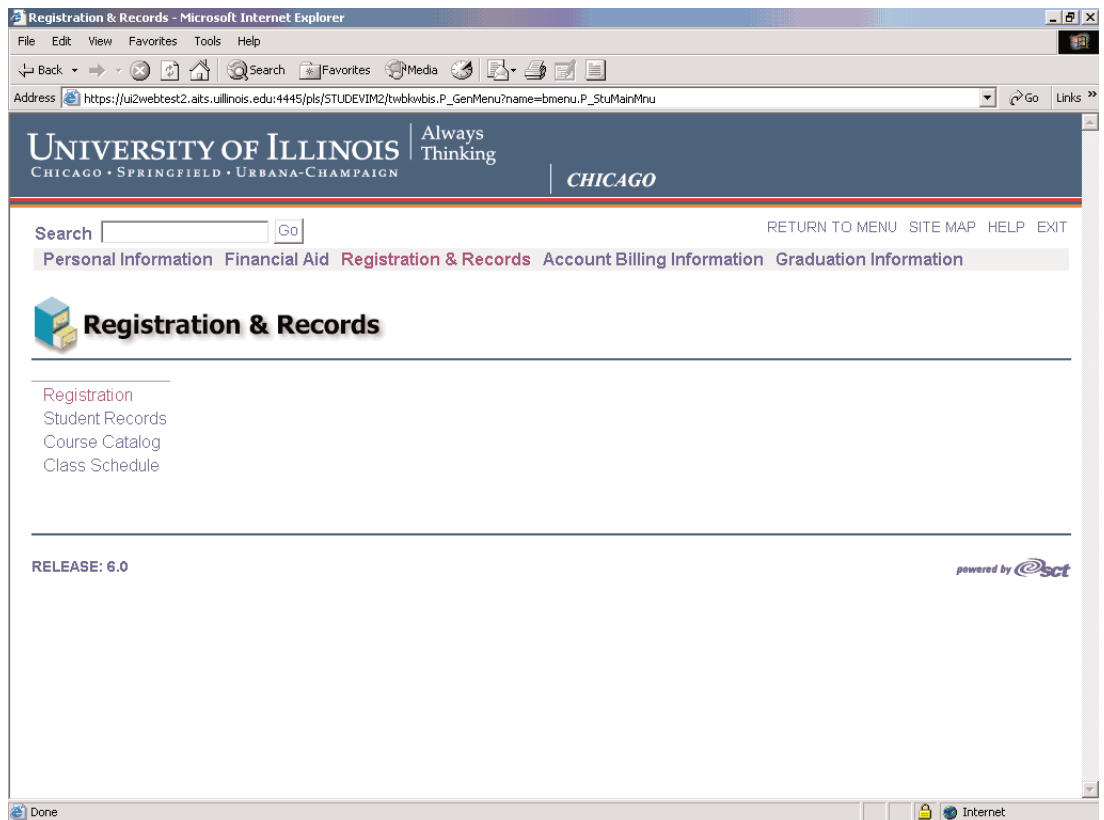


3. After you log in to the Web Self-Service using the Enterprise ID, the first screen you will see is the Main Menu screen that welcomes you to the system and displays the menu options available to you:

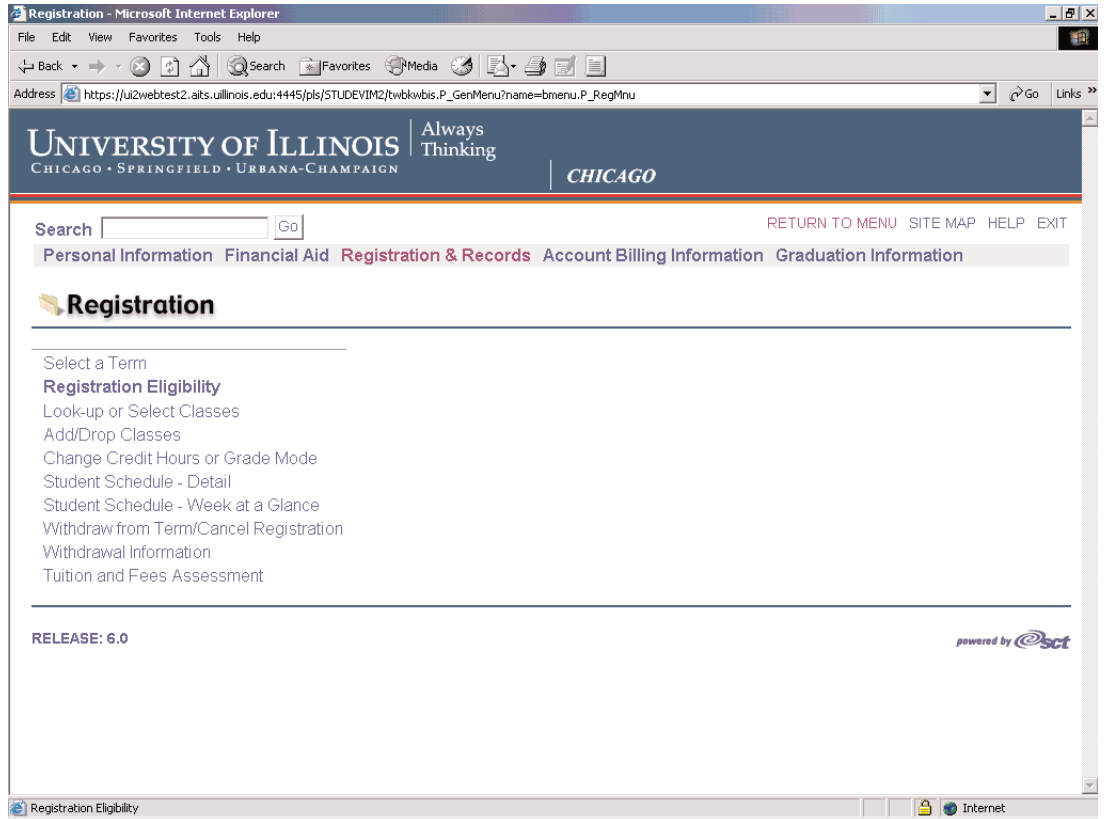
- Select "Personal Information" to verify or change your contact information
- Select "Graduation Information" if you plan to graduate at the end of the semester.
- Select "Registration & Records" to begin registration.



4. The Registration & Records screen shows the registration menu options that are available to you now. Additional menu options will be activated periodically during the implementation of the Web Self-Service System. Most pages within the Web Self-Service System include a "HELP" link located in the top right corner of the screen that will contain additional information to guide you through the system. To proceed directly to the registration screens, select "Registration."



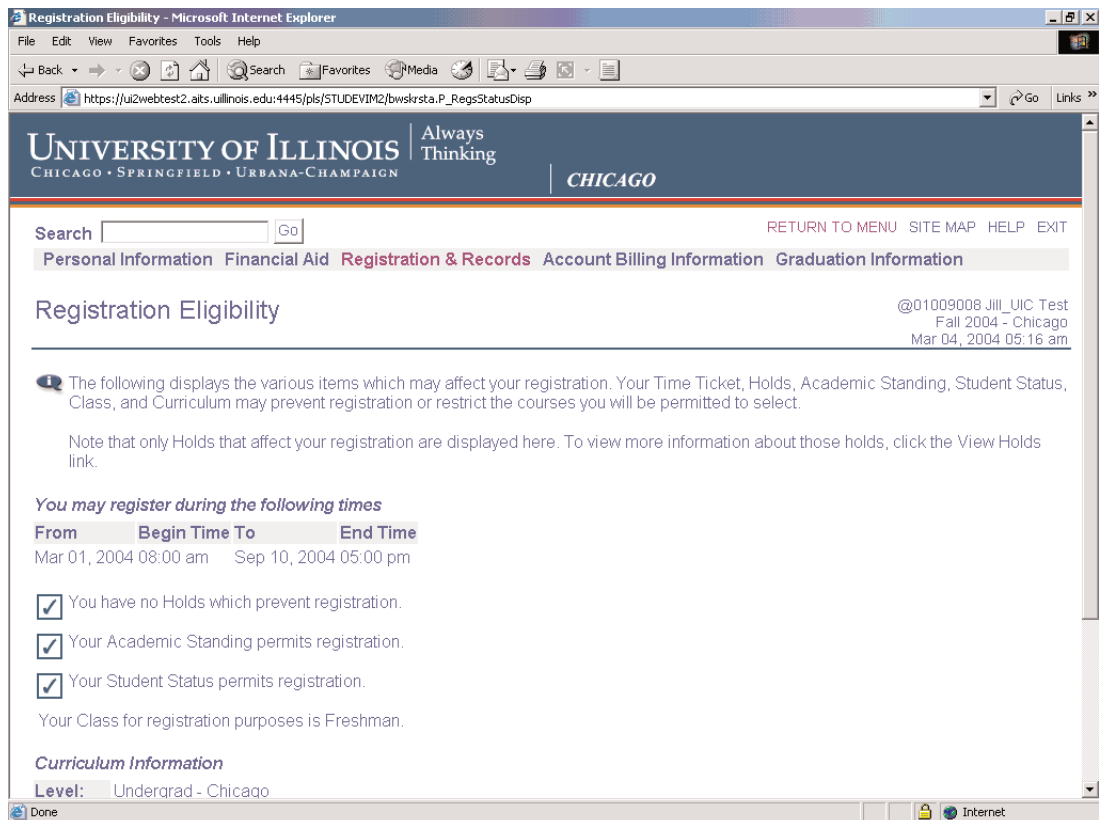
5. The Registration screen lists menu options available to help you register for class sections. Before you attempt to register, select "Registration Eligibility."



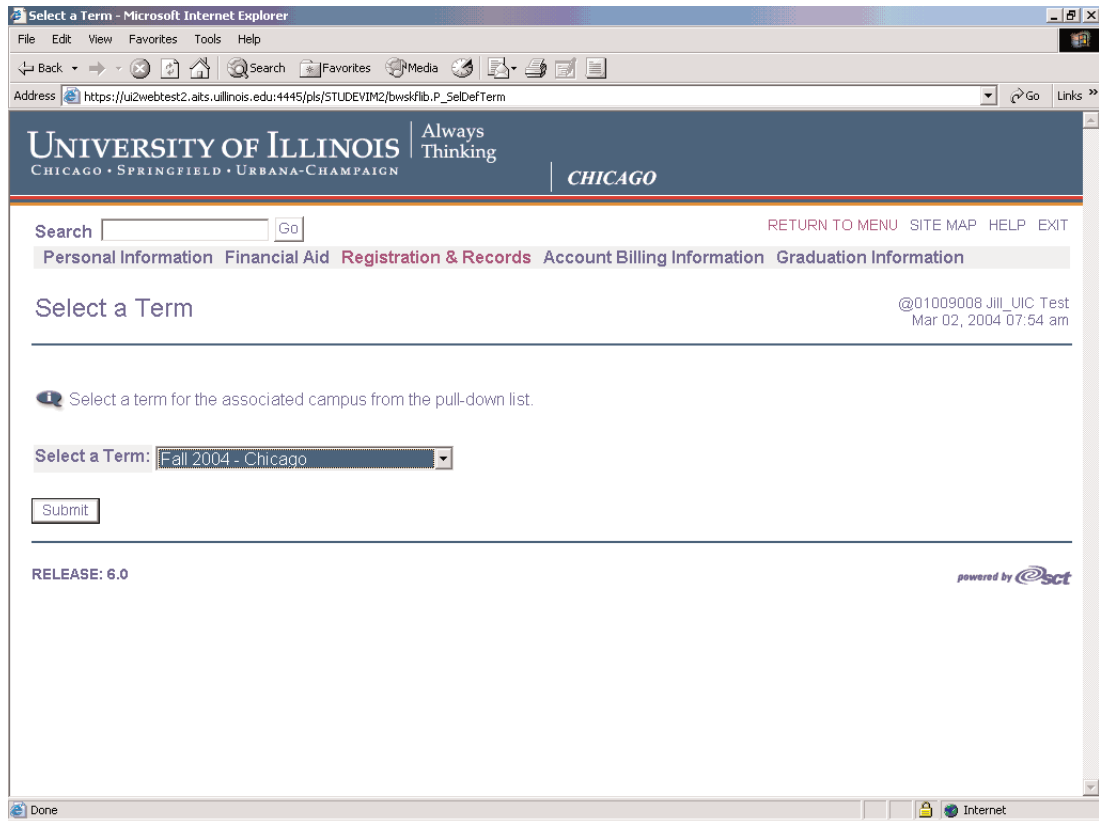
6. If you are not eligible to register, specific information on this page will describe why you are not authorized to register.

The Registration Eligibility screen lists important information about your ability to register for classes. This screen lists:

- Your Time Ticket (the earliest time you are authorized to register),
- Your Academic Standing (if you're on probation you may be limited to fewer credits during registration)
- Student Status (if your status is not active, contact the Registration Help Line at (312) 996-8600 for assistance)
- Class (for example, enrollment in some classes may be limited to juniors or seniors)
- Curriculum (your degree, college, major)
- Holds on your record that prevent registration activity. You will not be permitted to add or drop classes if you have a registration hold.



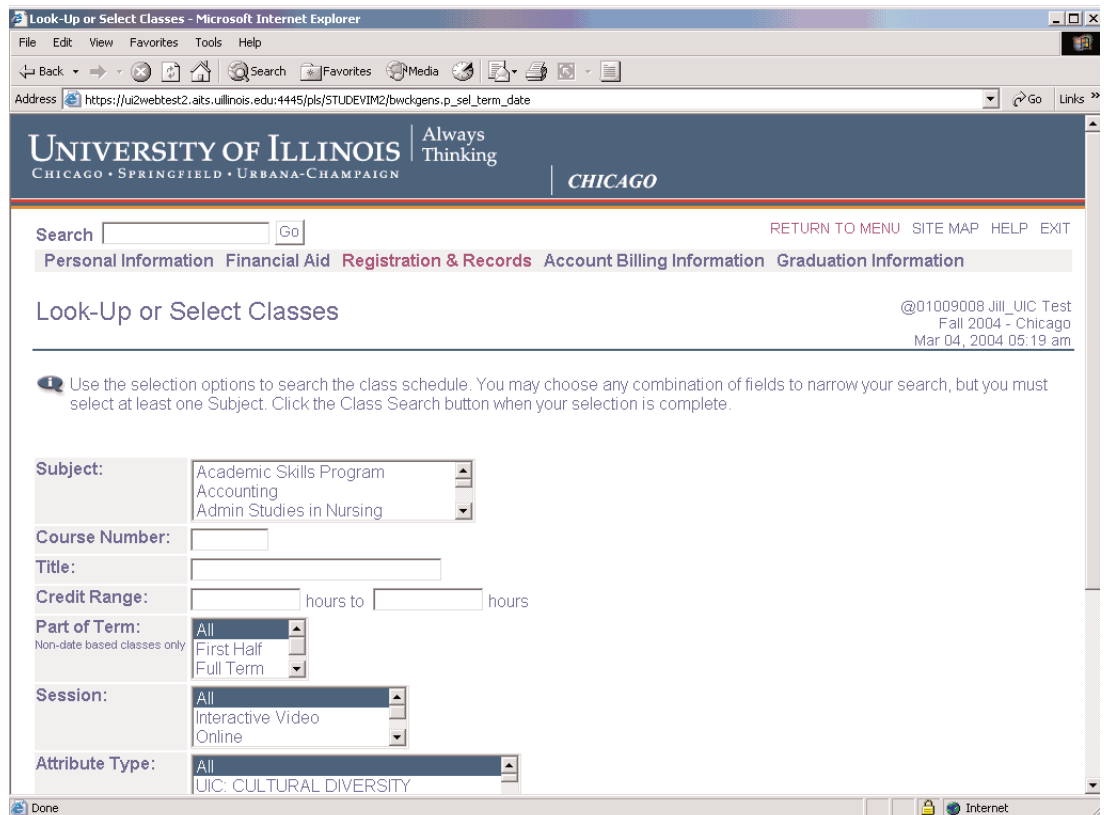
7. To begin registration, Select a Term. Select a Term for the campus where you intend to enroll. If the term description contains "View Only", it means that registration has not yet opened for this term, but you may still view classes planned for this term.



8. Once you have selected a term and you are authorized to register, you can begin registering for classes.

- Use the Look-up or Select Classes menu option if you want to search for classes.
- Select Add/Drop Classes if you know which specific courses in which you wish to enroll or drop.

The Look-up or Select Classes screen allows you to enter multiple search criteria to narrow your search. Click "Submit" at the bottom to begin a search for classes using your criteria.



9. Your class search results are displayed on the Look-Up or Select Classes Results page, allowing you to view class information and availability.

- If no classes are returned, you may need to broaden your search criteria.
- A "C" will appear under the "Select" column if a class section is closed.

If you are eligible to enroll and the section is not closed, check the box in the "Select" column for sections you want, then click the "Register" box at the bottom of the page.

If you select "Add to Worksheet", you will not be registered until you submit your registration worksheet.

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Illinois Chicago website. The page title is "Look-Up or Select Classes Results". The navigation menu includes "Personal Information", "Financial Aid", "Registration & Records", "Account Billing Information", and "Graduation Information". The "Registration & Records" link is highlighted. The page content includes a search bar, a "Go" button, and a "RETURN TO MENU SITE MAP HELP EXIT" link. Below the search bar, there is a message: "To register for a class, check the box in front of the CRN and click Register or Add to Worksheet. Some classes may have codes in the Select field. For a description of these codes, select the HELP link." A note below states: "If your search returns no results, click the Class Search button and reduce your search criteria." The "Sections Found" section is titled "English" and contains a table with the following data:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
C	11849	ENGL	161	0	200	3.000	English Composition II	TR	06:30 pm-07:45 pm	0	0	0	TBA	08/23-12/03	TBA	
<input type="checkbox"/>	11851	ENGL	161	0	200	3.000	English Composition II	TR	02:00 pm-03:15 pm	24	0	24	TBA	08/23-12/03	2SH 211	
<input type="checkbox"/>	11853	ENGL	161	0	200	3.000	English Composition II	TR	02:00 pm-03:15 pm	24	0	24	TBA	08/23-12/03	2SH 203	

10. If you are eligible to register and you know in advance which classes and corresponding Course Reference Numbers (or CRNs, a five-digit number sequence to represent a specific class section) you wish to add, you can proceed to the Add-Drop Classes page. On this page, type in one or more CRNs, then click the Submit Changes button at the bottom of the screen.

Be sure to enter CRNs starting in the left-most box. If you skip the first box, the registration system will think you didn't enter any CRNs.

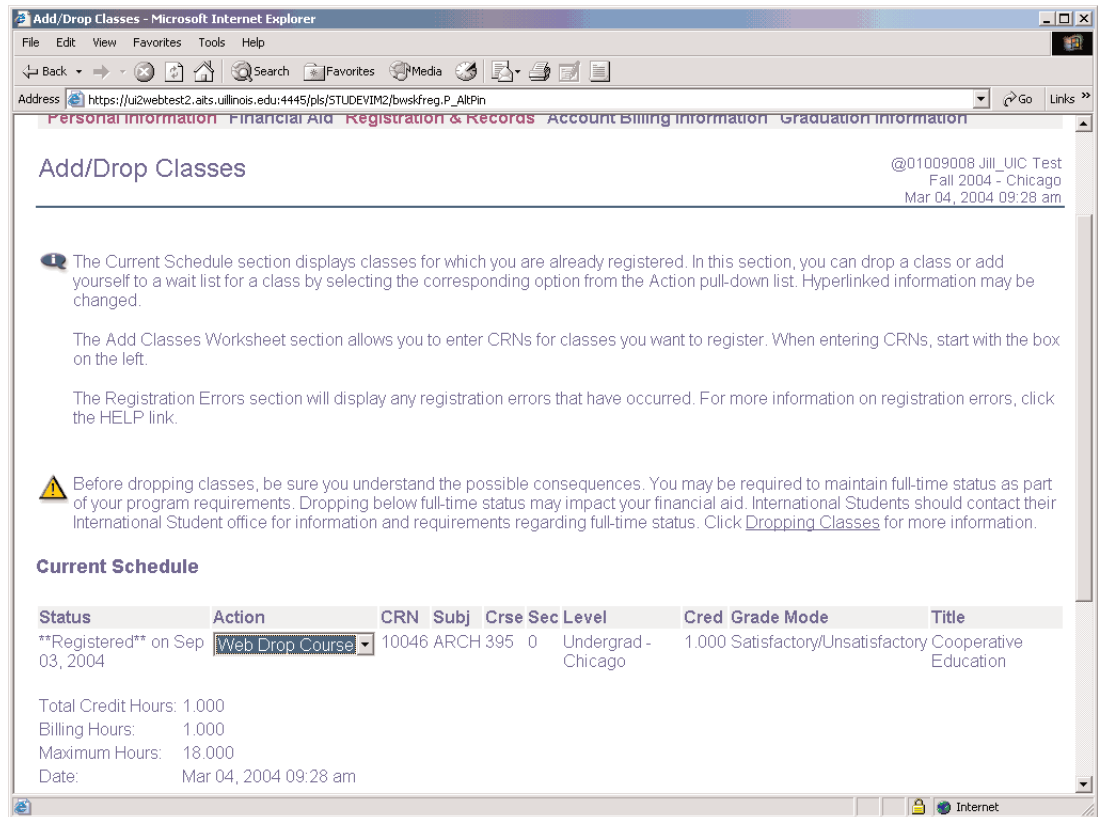
If you are unable to register for a class, the error message will describe the reason you could not register.

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Illinois Chicago website. The page title is "Add/Drop Classes". The navigation menu is the same as in the previous screenshot. The page content includes a search bar, a "Go" button, and a "RETURN TO MENU SITE MAP HELP EXIT" link. Below the search bar, there is a message: "The Current Schedule section displays classes for which you are already registered. In this section, you can drop a class or add yourself to a wait list for a class by selecting the corresponding option from the Action pull-down list. Hyperlinked information may be changed." A note below states: "The Add Classes Worksheet section allows you to enter CRNs for classes you want to register. When entering CRNs, start with the box on the left." Another note states: "The Registration Errors section will display any registration errors that have occurred. For more information on registration errors, click the HELP link." A warning message is displayed: "Before dropping classes, be sure you understand the possible consequences. You may be required to maintain full-time status as part of your program requirements. Dropping below full-time status may impact your financial aid. International Students should contact their International Student office for information and requirements regarding full-time status. Click Dropping Classes for more information." The "Add Classes Worksheet" section contains a row of ten empty text boxes for entering CRNs, followed by "Submit Changes", "Class Search", and "Reset" buttons.

11. You may also drop a course on the Add-Drop Classes screen. To drop a course, select "Drop" from the drop-down menu listed below the "Action" column for a specific class you wish to drop, then click the Submit Changes button at the bottom of the screen.

Formerly, students were able to drop classes on-line up until the tenth day of the Fall and Spring terms and the fifth day of the Summer term. Beginning with the Fall 2004 term, students will be able to drop all but their last class on-line (e.g., you can drop four out of five classes on-line, but not the fifth).

Students wishing to withdraw from the university may submit an on-line request to the Office of Registration and Records through UI-Integrate Self-Service through September 3, 2004, the tenth day of the Fall 2004 term. More details on this will be provided on the Student Access System web page.



12. After adding or dropping classes, verify your schedule. The Student Schedule - Detail screen displays information about your class enrollment and schedule.

