Add a Single Component Class to Backpack

You can add as many classes to your backpack as desired. It is usually good to have a number of alternative classes backpacked.

Select Classes to Add Page

1. Click the **Class Search** radio button.

Notes:

- For **Planner**: You can search for a course you have added to your Planner by clicking the **My Planner** radio button, then **Search**. Click **select** next to the desired course, then go to step 6.

- For **Schedule Builder**: To explore various options for scheduling your courses, click the **Schedule Builder** button. If you have sent a schedule from Schedule Builder to your Backpack, a message displays on the page. Click the **Import Schedule** button to complete the process of adding the classes to your Backpack. Go to step 7.
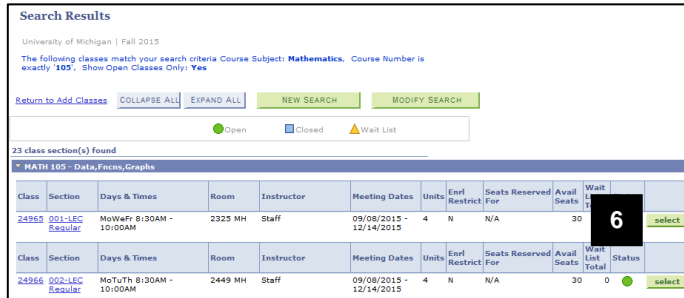
2. Click **Search**.

Enter Search Criteria Page

Note: In this example, Math 105 will be added to the backpack. This course is a one component course (lecture) and has no enrollment restrictions.

3. Enter a **Subject** or click **Select Subject** to choose the subject from a list.

4. Enter the **Course Number** if you are searching for a specific course, or check the box next to a course level(s) (e.g., **100 level**, **200 level**) to search for a range of courses.

5. Click **Search**.

Note: To improve search performance, always enter a subject and a course number or course level. Additional search criteria are available, but these choices may slow the search performance. See the Class Search help page for more information.

WOLVERINE ACCESS

Search Results Page
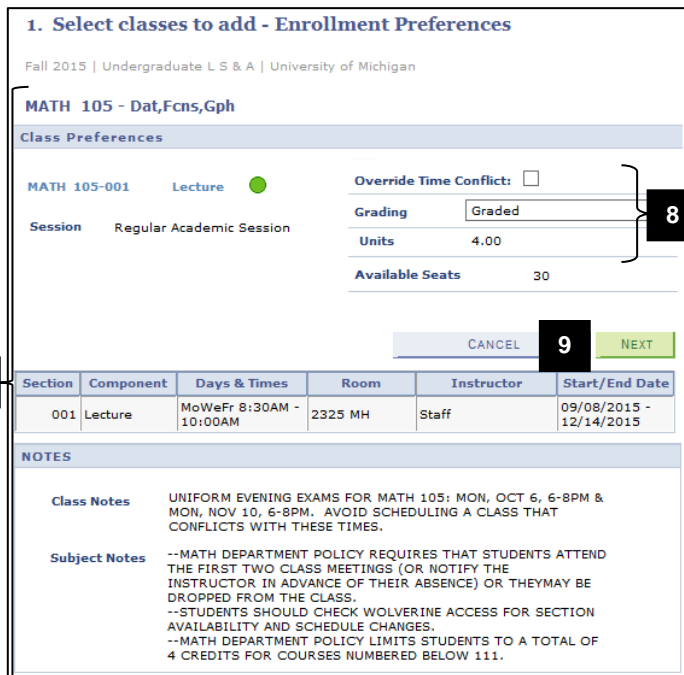
Note: If you searched by course level, locate the course in the list. You may need to expand the section to view the list of classes.

6. Click **select** next to the class you want to add to your Backpack. The **select** button does not display if the class is already in your Backpack or is not offered for the term.

   - This view of the class section provides limited details. Full class details can be viewed by clicking the **Section** link.

   - For **Planner**: The example at left shows how classes are listed when you perform a class search. If you search from **Planner**, the list will look slightly different but contain the same information.

Enrollment Preferences Page

7. Review class details on the **Enrollment Preferences** page.

8. Update editable fields if desired. The editable options differ by class.

   - Wait List (not shown) – For classes that carry a wait list, allows you to be placed on the class wait list.

   - Override Time Conflict – For registration purposes, allows you to register for a class even if you have another class already registered at that same time.

   - Grading – Allows you to select the grading basis for certain classes.

   - Units – For classes that offer a range of units, allows you to select the number of units you wish to take. The allowable values available will display in a drop-down list.

9. Click **Next**.

Note:

   - For **Schedule Builder**: If you are importing classes from **Schedule Builder**, repeat steps 7-9 for each class.

Select Classes to Add Page

10. Verify the class has been added to the backpack.

Notes:

- Repeat steps 1-10 to add additional classes.

- For **Schedule Builder**: You will see a verification message after adding all classes imported from Schedule Builder. However, the wording is different than the example shown at left.

Select Classes to Add Page

Validate Backpack

Note: After adding classes to your backpack, you can check for some potential enrollment issues by using Backpack Validation.

11. Check the box(es) next to the courses you want to validate.

12. Click **validate backpack classes**.

Select Classes to Add Page

13. Review the validation information.

Note: Information about potential problems displays in the **Message** column. If you do not understand an error message, see the Troubleshooting Registration Warnings or Error Messages help page for more information.

14. Click **Backpack/Registration** to return to your Backpack.