

## 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

The screenshot shows the 'Add Classes' page. At the top, there are tabs for 'Search', 'Planner', 'Backpack/Registration', and 'My Academics'. Below the tabs are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term informa'. The main heading is 'Add Classes'. Below it, there is a numbered list: '1. Select classes to add'. A message box says: 'You have a schedule pending from Schedule Builder. Please press the Import Schedule button below to load your schedule into the enrollment backpack.' Below this is a yellow box with a '1' callout and the text: 'Click Import Schedule to continue with registration.' The page also shows 'Fall 2015 | Undergraduate L S & A | University of Michigan' and a 'change term' button. There are status indicators for 'Open', 'Closed', and 'Wait List'. Below that is a section 'Add to Backpack:' with 'Fall 2015 Backpack' and a message 'Your enrollment backpack is empty.' There is an 'Enter Class Nbr' field with an 'enter' button. At the bottom, there is a 'Find Classes' section with radio buttons for 'Class Search', 'Class Search by School/College', and 'My Planner'. A '1' callout is next to the 'Class Search' radio button. Below it are 'search' and 'schedule builder' buttons, with a '2' callout next to the 'search' button.

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

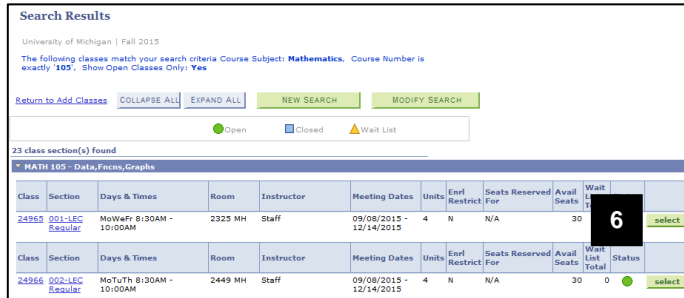
The screenshot shows the 'Enter Search Criteria' page. The heading is 'Enter Search Criteria'. Below it is a section 'Search for Classes' with 'University of Michigan | Fall 2015'. A message says: 'Select at least 2 search criteria. Click Search to view your search results.' There is a 'Class Search' section with a '3' callout next to the 'Subject' field, which contains 'MATH' and 'Mathematics'. Below it is a 'Course Number' field with '105' and a '4' callout. There are radio buttons for '100 level', '200 level', '300 level', '400 level', and '500 and above'. There are checkboxes for 'Show Open Classes Only' (checked) and 'Include Independent Study Classes'. At the bottom, there is a 'Return to Add Classes' link, a 'CLEAR' button, and a 'SEARCH' button with a '5' callout.

**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.

### Search Results Page



Search Results  
University of Michigan | Fall 2015  
The following classes match your search criteria Course Subject: **Mathematics**, Course Number is exactly '105', Show Open Classes Only: **Yes**

Return to Add Classes | COLLAPSE ALL | EXPAND ALL | NEW SEARCH | MODIFY SEARCH

● Open    ■ Closed    ▲ Wait List

23 class section(s) found

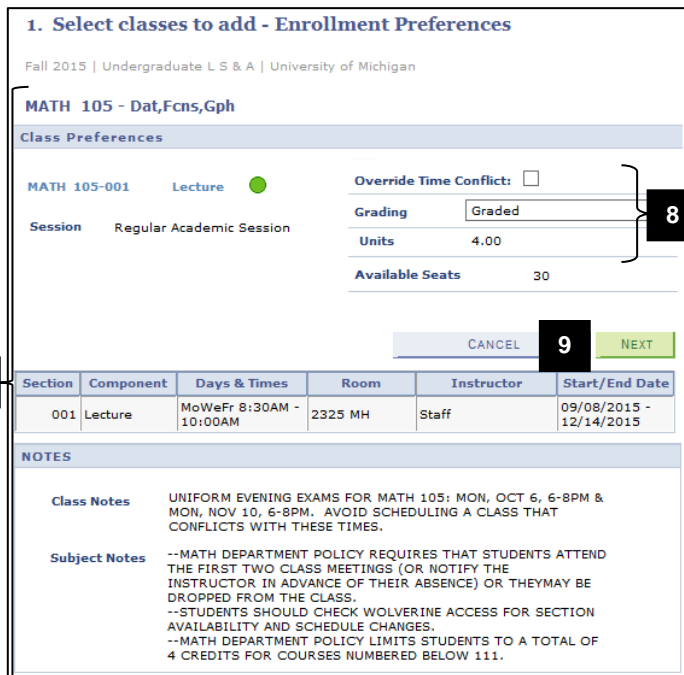
MATH 105 - Data, Fcn's, Graphs

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Units	Enrl Restrict	Seats Reserved For	Avail Seats	Wait List Total	Status
24955	001-LEC Regular	MoWeFr 8:30AM - 10:00AM	2325 MH	Staff	09/08/2015 - 12/14/2015	4	N	N/A	30	0	● select
24966	002-LEC Regular	MoTuTh 9:30AM - 10:00AM	2449 MH	Staff	09/08/2015 - 12/14/2015	4	N	N/A	30	0	● select

**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.

- 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



1. Select classes to add - Enrollment Preferences  
Fall 2015 | Undergraduate L S & A | University of Michigan

**MATH 105 - Dat, Fcn's, Gph**

Class Preferences

MATH 105-001    Lecture    ●    Override Time Conflict:

Session    Regular Academic Session    Grading    Graded    Units    4.00    Available Seats    30

CANCEL    NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWeFr 8:30AM - 10:00AM	2325 MH	Staff	09/08/2015 - 12/14/2015

NOTES

**Class Notes**    UNIFORM EVENING EXAMS FOR MATH 105: MON, OCT 6, 6-8PM & MON, NOV 10, 6-8PM. AVOID SCHEDULING A CLASS THAT CONFLICTS WITH THESE TIMES.

**Subject Notes**    --MATH DEPARTMENT POLICY REQUIRES THAT STUDENTS ATTEND THE FIRST TWO CLASS MEETINGS (OR NOTIFY THE INSTRUCTOR IN ADVANCE OF THEIR ABSENCE) OR THEY MAY BE DROPPED FROM THE CLASS.  
--STUDENTS SHOULD CHECK WOLVERINE ACCESS FOR SECTION AVAILABILITY AND SCHEDULE CHANGES.  
--MATH DEPARTMENT POLICY LIMITS STUDENTS TO A TOTAL OF 4 CREDITS FOR COURSES NUMBERED BELOW 111.

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

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1. Select classes to add

To select classes for another term, click Change Term. When you are satisfied with your class selections, proceed to step 2 of 3. Upon completion, please check your class schedule to confirm your enrollment.

✓ MATH 105 has been added to your backpack.

Select	Delete	Class	Days/Times	Room	Instructor	Units	Wait List Okay	Override Time Conflict	Grading	Status
<input type="checkbox"/>	<input type="checkbox"/>	MATH 105-001 (24963)	MoWeFr 8:30AM - 10:00AM	3411 MH	Staff	4.00	<input type="checkbox"/>	<input type="checkbox"/>	GRD	●

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

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1. Select classes to add

To select classes for another term, click Change Term. When you are satisfied with your class selections, proceed to step 2 of 3. Upon completion, please check your class schedule to confirm your enrollment.

✓ MATH 105 has been added to your backpack.

Select	Delete	Class	Days/Times	Room	Instructor	Units	Wait List Okay	Override Time Conflict	Grading	Status
<input type="checkbox"/>	<input type="checkbox"/>	MATH 105-001 (24963)	MoWeFr 8:30AM - 10:00AM	3411 MH	Staff	4.00	<input type="checkbox"/>	<input type="checkbox"/>	GRD	●

[validate backpack classes](#)

Use "validate backpack classes" to check for time conflicts, enforced prerequisites, department or instructor consent and repetition rules

## Validate Backpack

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

- Check the box(es) next to the courses you want to validate.
- Click **validate backpack classes**.

## Select Classes to Add Page

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1. Select classes to add

View the following status report for enrollment confirmations and errors:

OK to Add
  Potential Problem

Description	Message	Status
MATH 105	OK to Add.	✓

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[BACKPACK/ REGISTRATION](#)

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.