

# Add Two 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

Search		Planner	Backpack/ Regis	stration	My Academics
my class schedule	add	drop	swap	edit	term information
Add Classes					- 1-2-3
1. Select classes to	o add				
To select classes for an class selections, procee	ed to step	2 of 3.			
Upon completion, pleas	е спеск у	our class schedu	le to confirm your	r enrollment.	
(i) You have a sch Import Schedu backpack.					
1	Click	Import Schedule	to continue wit	h registrati	ion.
Fall 2015   Undergraduate Michigan	LS&A	University of	change t	term	
		Op	en Clo	ised 🛕	Wait List
Add to Backpack:	Fall 201	5 Backpack			
Enter Class Nbr		Your enr	ollment backpack	is empty.	
Find Classes					
Class Search					
OClass Search by					
School/College					
O My Planner					
2 search					
schedule builder					

1. Click the Class Search radio button.

#### Notes:

- <u>For Planner</u>: 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.
- <u>For Schedule Builder</u>: 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 11.
- 2. Click Search.



- Note: In this example, ECON 102 will be added to the backpack. This course is a two component course (lecture and discussion).
  - 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.

# **Enter Search Criteria Page**



#### Select Classes to Add Page

	Classes				1							
Sea	rch Resu	ilts										
Unive	rsity of Mich	higan   Fall 2015										
The f	ollowing clas ly ' <b>102</b> ', Sh	sses match your search crite ow Open Classes Only: Yes	ria Course Si	ubject: Economics, C	ourse Number is							
eturn	to Add Clas	COLLAPSE ALL EXP	AND ALL	NEW SEARCH	MODIF	Y SEA	RCH					
			Open	Closed	A Wait List							
class	section(s)	found				_						
		found ciples Econ II				_						
			Room	Instructor	Meeting Dates	Units	Enrl Restrict	Seats Reserved For	Avail Seats	Wait List Total	Status	
ECO	N 102 - Prin	ciples Econ II Days & Times	Room 140 LORCH		Meeting Dates 09/08/2015 - 12/14/2015	Units 4				List Total		selec
ECON	Section	ciples Econ II Days & Times			09/08/2015 -		Restrict Y	For N/A Seats Reserved	Seats 315	List Total 0 Wait		selec

Select Classes to Add Page

ECON 102 - 100 Prin	-						
University of Michigan   Fal	2015   Lecture						
Return to Add Classes		VIEW SEAR	VIEW SEARCH RESULTS				
Class Details				_			
Status	Open	Career	Undergraduate L S & A				
Class Number 112		Dates	9/8/2015 - 12/14/201				
Session Reg	ular Academic Sessi	on	-,-,	-			
Units 4 un							
	ssion Required, re Required						
Meeting Information							
Days & Times	Room	Instructor	Meeting Dates				
TuTh 11:30AM - 1:00PM	140 LORCH	Staff	09/08/2015 - 12/14/2015				
Enrollment Information							
Advisory Pre-requisite	ECON 101						
Class Availability							
Class Capacity	315	Wait List Capaci	ty 0				
Enrollment Total	0	Wait List Total	0				
Available Seats	315						
Notes							
	nts will be auto-enn ns 101-111. Midterr Ipm.						
Description							
Principles of Economic macroeconomics are e interest. The major c unemployment, inflat Textbooks/Other Materials	developed and used oncerns of this cour ion, international tra	to analyze probler se are the determin	ns of current nants of GDP,				
To Be Determined							

6. Click the **Section** link to view class details.

#### Notes:

- 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.
- The Enrl Restrict column indicates if there is an enrollment restriction. The type of restriction (e.g., advisory requisites, course/class requisites, consent, reserved capacity, etc.) is shown on the class details page.
- 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.
- 7. View class details.

## Notes:

- In this example, ECON 102 has two class components with an autoenrollment relationship. When you enroll in a discussion section, you are automatically enrolled in the lecture section. The required lecture displays on the Related Sections page (see Step 12).
- Any enrollment restrictions display in the **Enrollment Information** section. In this example, ECON101 is listed as an Advisory Pre-requisite, so it is not required.
- 8. Click Select Class.

## Note:

 <u>For Planner</u>: If you are searching from Planner, you need to click <u>Return to</u> <u>Add Classes</u> and click <u>Select</u> next to the class.



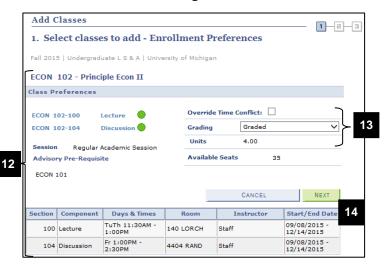
# **Enrollment Section Page**

9

Lectu	re selected:		on 100 11:30AM - 1:0	00PM 140 LORCH			
				Open	Closed	▲ Wait L	ist
	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
0	20973	102	Discussion	Th 1:00PM - 2:30PM	1372 EH	Staff	
0	11270	<u>103</u>	Discussion	Th 1:00PM - 2:30PM	ARR	Staff	
۲	11271	<u>104</u>	Discussion	Fr 1:00PM - 2:30PM	4404 RAND	Staff	
0	11272	106	Discussion	Fr 10:00AM - 11:30AM	ARR	Staff	
$^{\circ}$	11273	107	Discussion	Th 4:00PM - 5:30PM	1518 CCL	Staff	
0	11274	<u>108</u>	Discussion	Th 4:00PM - 5:30PM	1505 CCL	Staff	
				View All Se	ctions   🗖	First 🚺 1-9 of 9	Last

# **Related Class Sections Page**

ECON 102	- Principl	e Econ II				
Discussion sele		on 104 )OPM - 2:30PM 4404 R	AND			
			Open	Closed	Awai	it List
You will au	tomaticall	y be enrolled in the	following relate	ed class:		
	Section	Schedule	Room	Instr	uctor	Status
Lecture	100	TuTh 11:30AM - 1:00PM	140 LORCH	Staff		•
				CANCEL		NEXT



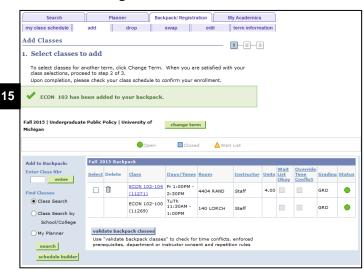
# **Enrollment Preferences Page**

- 9. Click the radio button next to the section vou wish to backpack. In this example, the discussion component is being selected.
- 10. Click Next.

- 11. Click Next to add the related section to your backpack.
- **Note:** In this example, you are being automatically enrolled in the associated lecture component of the class. Not all multiple-component classes have the auto-enrollment feature. For those that do not, you are prompted to select a related section at this point.
- 12. Review class details on the Enrollment Preferences page.
- 13. 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 dropdown list.
- 14. Click Next.



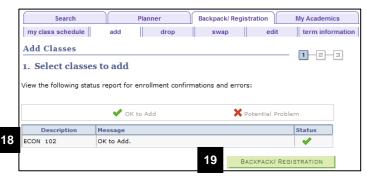
# **Add Classes Page**



# Select Classes to Add Page

Search		Planner		kpack/ Registra	U	My Academics					
my class schedule	add		drop	swap	edit	term inform	ation				
Add Classes						<b>1</b> -2-3	1				
1. Select classes t	b b s o						1				
To select classes for a class selections, proce				When you ar	e satisfied wit	h your					
Upon completion, plea	se checl	k your cla	iss schedule to c	onfirm your e	nrollment.						
V ECON 102 has l	been ad	ded to y	our backpack.								
Fall 2015   Undergraduat	e Public	Policy   U	niversity of	change ter							
Michigan			-	change ter	m						
				Close	d 🗛 Wai						
			Open	Close	d 🛆 Wai	t List					
Add to Backpack:	Fall 2	015 Back	pack								
Enter Class Nbr	Salact	Delete	Class	Days/Times	Room	Instructor		Wait List	Override Time	Grading	Status
ent	geneci	Delete			KUVIII	All Structor	Units	Okay	Conflict	Grauing	313105
Find Classes 16		Î	ECON 102-104 (11271)	Fr 1:00PM - 2:30PM	4404 RAND	Staff	4.00			GRD	٠
Class Sear				TuTh							
	Γ.		ECON 102-100 (11269)	11:30AM -	140 LORCH	Staff				GRD	۰
Class Search by					140 LORCH	Staff				GRD	•
Class Search by School/C	valid	late back		11:30AM -	140 LORCH	Staff				GRD	•
Class Search by School/Co	Use	"validate	(11269) pack classes backpack classes	11:30AM - 1:00PM	r time conflicts	, enforced				GRD	٠
Class Search by School/C	Use	"validate	(11269) pack classes	11:30AM - 1:00PM	r time conflicts	, enforced				GRD	•
Class Search by School/C O My Planner 17	Use	"validate	(11269) pack classes backpack classes	11:30AM - 1:00PM	r time conflicts	, enforced				GRD	•

## Select Classes to Add Page



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

#### Note:

• <u>For Schedule Builder</u>: You will see a verification message after adding the classes imported from Schedule Builder. However, the wording is different than the example shown at left.

## Validate Backpack

- **Note:** After adding classes to your backpack, you can check for some potential enrollment issues by using Backpack Validation.
- 16. Check the box(es) next to the courses you want to validate.
- 17. Click validate backpack classes.

- 18. Review the validation information.
- **Note:** Information about potential problems displays in the **Message** column. If you do not understand an error message, see the <u>Troubleshooting Registration</u> <u>Warnings or Error Messages</u> help page for more information.
- 19. Click **Backpack/Registration** to return to your Backpack.