UNIVERSITY OF LOUISVILLE ®

CLASS REGISTRATION GUIDE

⚠️ This guide is intended for current UofL students. You will need to have a UofL UserID and password. If you need to activate your UserID, visit louisville.edu/admissions/activate for guidance.

REGISTRATION PROCESS

Registering for classes has never been easier! This guide breaks down the steps to register for any semester/term or session. You may also want to check out these helpful screenshots.

STEP 1: LOGIN TO MANAGE CLASSES

- **Login to ULink** using your student credentials
- **Click on Student tile**
- **Select Manage Classes tile**

STUDENT   Manage Classes
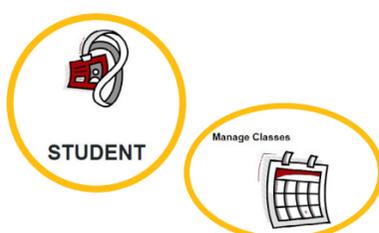
STEP 2: SELECT YOUR TERM

- **In the left nav menu, Select Class Search and Enroll**
- **Choose your term in the main window**

ARE YOU LOOKING FOR CLASSES WITH SPECIFIC CRITERIA, SUCH AS SESSION, LOCATION, INSTRUCTION MODE OR FACULTY

YES!

Select "Additional ways to search"

- Select your desired criteria in the available drop-down menus.

- Select Mode of Instruction* to see "Remote" (synchronous online classes) or "Distance Education" (asynchronous online classes)

- Select "Search"

- From the list of courses in your search results list, select and expand to see the class options available

> **Additional ways to search**
> Available Subjects
> Catalog Number — contains value ▾
> Instructor Last Name — contains word ▾
> Academic Session ▾
> Class Attribute ▾
> Location ▾
> Instruction Mode ▾

NO!

Enter a keyword in "Search for classes"

- From the list of courses in your search results list, select and expand the course of your choice

- Keywords can be the course title, subject, topic, or number.

- Hit "Enter" on your keyboard , or select ">>"

- A list of classes will populate. Tip: Use the menus in the left navigation panel to further refine your search. See Mode of Instruction* descriptions below.

- Locate the course(s) you're interested in, and select to expand to see the class options available.

> **View Search Results**
> 51 Courses with keyword: COMM Distance Education
> COMM 111 — Introduction to Public Speaking - SC — 34 Class Options Available
> COMM 112 — Business and Professional Speaking - OC — 9 Class Options Available
> COMM 115 — Interpersonal Skills - OC — 0 Class Options Available

❄️ Enrolling for Winter Session? Use the same method as all other terms. Term: "Fall 2019" / Session: "Winter Session"

STEP 3: VERIFY CLASS SELECTION

In the Class Selection panel, select the course you would like to enroll.

> ✓ Class Selection
> Select a class option ⓘ
> | Option | Status | Session | Class | Meeting Dates |
> |---|---|---|---|---|
> | 1 | Open | Regular Full Term | 50 (# 3620) - Lecture | 08/17/2020 - 12/09/2020 |
> | 2 | Open | Winter Session | 51 (# 8498) - Lecture | 12/14/2020 - 01/05/2021 |

STEP 4: ENROLL OR ADD TO SHOPPING CART

Review the Class Notes to confirm Mode of Instruction

Follow the prompts/steps to enroll (click Accept button for each of the steps)

- Review Class Selection
- Review Class Preference
- Enroll or Add to Cart
- Review and Submit

🔄 **IMPORTANT!** You may add multiple courses to your cart before proceeding to the final step. You can hold items in your shopping cart until your registration window opens.

STEP 5: ENROLLING FROM SHOPPING CART

- **Using the left navigation, proceed to "Shopping Cart"**
- **Check the box next to the desired course(s)**
- **Select "Enroll", and confirm "Yes"**

CONGRATULATIONS!

You're now enrolled for classes at the University of Louisville.

NEXT STEPS

First online course? Try our **demo course** to test drive one!

Check out our **Online Student Resources page**.

Review syllabi when available and prepare for first day of classes.

WE'RE HERE TO HELP

Your journey is unique—and we realize that. This guide is meant to be a quick and easy reference for online course registration, but it may not address your unique circumstance. If you have questions about registering for classes, please reach out anytime.

Call: 1-800-871-8635

Live Chat: louisville.edu/online

Email: online@louisville.edu

*MODE OF INSTRUCTION DEFINITIONS:

Hybrid: 25%-75% of instruction delivered through face to face meetings at the time and days designated in the schedule of classes; at least 25% of the course is delivered digitally.

Remote: 100% digital instruction with synchronous sessions available at the time and day designated in the schedule of classes; all sessions are recorded for possible asynchronous participation.

Distance Education: 100% digital instruction with no designated meeting times (asynchronous).

Face to Face: 100% face to face instruction required for practicum, clinicals, co-ops, advanced labs, etc. at the time and day designated in the schedule of classes.

Please note that fully face to face classes are not currently offered, except where necessary for accreditation.

** Exams may be scheduled for, and limited to, an assigned time in any course type.

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