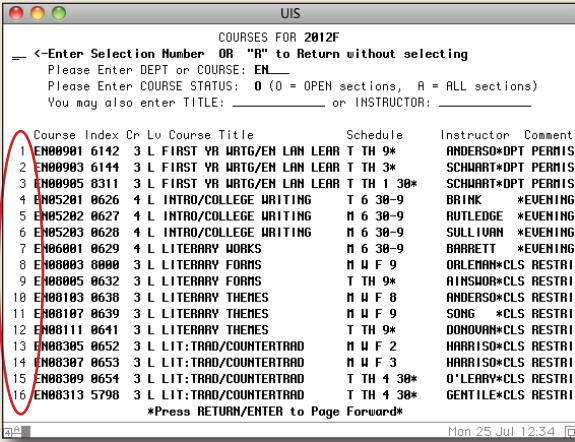




# UIS REGISTRATION INSTRUCTIONS

Log-on to UIS with your username and password. If you do not know your BC username, you may also use your Eagle ID number • Enter "2" for Student Information (for current student employees only) • Enter "R" to Register for Classes



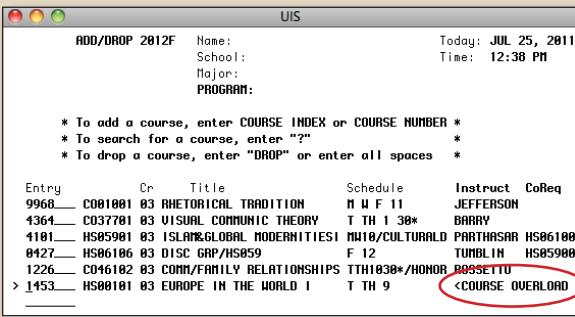
## Screen 1: Searching for Courses

There are different ways that you can search for a course. For example, if you are searching for English courses, type:

- **course prefix + ?**: "en?"  
(pulls up a list of all English courses that are offered.)
- **course prefix + course number + ?**: "en132?"  
(pulls up all sections of a particular course.)
- **course prefix + course # + section # + ?**: "en13201?"  
(pulls that exact course into your schedule.)

Type **Enter**. Select your course on the screen that follows. Scroll through the course list by pressing the **Enter** key.

To select a course, type the *corresponding list number* (see above) and then press **Enter**. The course should now appear in your schedule.



## Screen 2: Error Messages

**Corequisite**: Need to add the course's corequisite to your schedule.

(The options for the corequisite are listed at the bottom-left on the screen.)

**Course Closed**

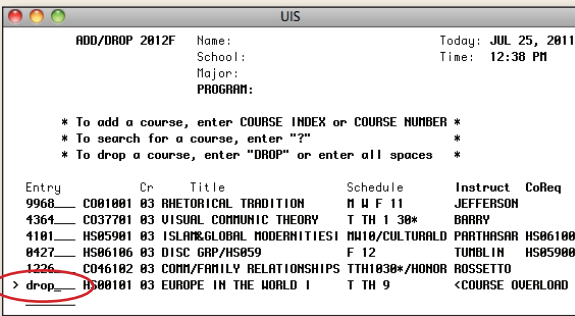
**Department Permission**: See dept. office for permission.

**Invalid Index**: You entered an incorrect index number.

**Restricted**: Restrictions by school, major, or class year.

**Time Conflict**

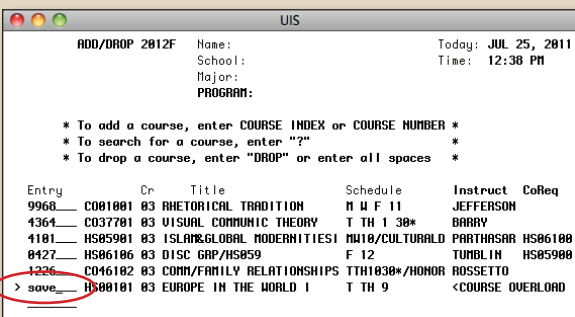
**Course Overload**: You have registered for too many courses.



## Screen 3: Drop

Type **DROP** over the index number of the course you want to drop from your schedule.

It should clear from your schedule.



## Screen 4: Saving Courses/Logging off

Type **SAVE** after choosing each course.

This will save your spot in the course.

If the save prompt does not appear, look for an error message.

To log-off, type **DONE** when you are finished choosing and saving your courses.

Press the **Enter** key to advance to the next screen.

Click on "Print Screen" at top, to print your schedule.

When you are finished, type "L" to Log off.