

## Post-Appointment Checklist for Registration

- After October 4, review **course descriptions** on [MyUI](#).
- After October 18, check [MyUI](#) to find the date and time your registration will open. Early Registration is November 8-19.
- Resolve any **registration holds** prior to your registration date. To check for holds, log into your MyUI, and click the Home tab. Holds and contact information will be displayed under Important Registration Information in the appropriate session boxes. You will not be able to register if you have a hold.
- Add your selected courses to the **course cart** in Schedule Builder and build/save preferred schedules. For assistance and FAQs: [Schedule Builder](#). Visit the [Peer Advisor](#) drop-in hours (M-F 10am-12pm and 12:30-3:00pm) for additional assistance.
- Before enrolling on your registration date, ensure there are still **open seats** in the course sections in your preferred schedule. If not, build new schedules before attempting to enroll.
- After enrolling, check your Spring 2021 schedule on the MyUI Courses/Registration page to ensure you have properly enrolled in all of your courses.
- When registering, if all sections of a course are full, add yourself to the **waitlist** for *any and all* sections that work in your schedule. Closely monitor your email/text messages for waitlist seat notifications. You only have 24 hours to accept a seat once offered.
- Adjust your spring course registration if a **prerequisite/requirement** for a spring course is not met in the fall semester. Students will be administratively dropped from courses with unmet prerequisites.