

Add Drills and Labs

1. If a selected class has a required drill or lab a selection option appears. *In some classes there may be more than one lab or drill selection offered.*
2. Click the desired radio button.
3. Click to continue processing your enrollment.

Class Nbr	Section	Schedule	Location	Instructor	Status
2542	D031		TBA	Staff	

NOTE: Labs and drills must be added during the same registration session as the lecture class or an error will be received.

4. Click on the Enrollment Preferences page.
5. The lecture and drill/lab are now in your enrollment shopping cart. Click .
6. Click to complete your enrollment request.

Drop a Class

This process is to drop one or several classes for a semester. If you need to drop *all* your classes, you must withdraw from the University, which is a separate option.

1. To drop a class, click the [Drop a Class](#) link on the **Student Center** page.
2. Select the term. Click .
3. Check the check box of the class(es) you wish to drop.
4. Click .
5. Confirm your selection. If correct, click .

Swap a Class

Swapping a class is exchanging one class on your schedule for another class. The benefit is you don't have to drop the first class unless you can successfully add the new class.

1. Click the tab or click the other academic field drop-down arrow and select [Swap Classes](#).
2. Select the term. Click .
3. Select the class you wish to swap from your drop down schedule.
4. Search for a class to swap or enter the Class Nbr and click .
5. Confirm your enrollment preferences and click .
6. Click to complete your swap request.
7. View the results of your swap request. Click **Fix Errors** to correct any problems listed.



My Enrollment

- ✓ Add a Class
- ✓ Drop a Class
- ✓ Swap a Class



Registrar's Office

146 Silas Hunt Hall
(479) 575-5451

<http://registrar.uark.edu/>

Enroll in a Class

1. Open *mySIS* and navigate to your Student Center.

2. Click the [Add a Class](#) link. This opens the Add Classes page.

NOTE: If you have already enrolled, you will see your current schedule displayed on your Student Center.

3. Select the **Term** in which you wish to enroll and click [CONTINUE](#).

Term	Career	Institution
<input type="radio"/> Spring 2008	Undergraduate	The University of Arkansas
<input checked="" type="radio"/> Summer 2008	Undergraduate	The University of Arkansas

4. Select your **Course Career** and at least one additional field on this search page.

5. Enter the **Course Subject** or click [select subject](#).

6. Click [SEARCH](#) to retrieve classes matching your criteria.

7. Click [select](#) next to the course subject.

NOTE: A green circle  indicates an open class, while a blue square  indicates a closed class status.

8. Click [select class](#) to add the class to your shopping cart.



Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 9:10AM - 10:30AM	Memorial Hall Classroom 0114		5/19/2008 - 6/27/2008

9. After making your selection, more class details appear. Click [NEXT](#) to select additional classes or to complete your registration.

10. When you are satisfied with your selections, click [PROCEED TO STEP 2 OF 3](#) to confirm.

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	PSYC 2003-011 [3316]	GENERAL PSYCHOLOGY (Lecture)	MoTuWeThFr 9:10AM - 10:30AM	Memorial Hall Classroom 0114		3.00	

11. Click [FINISH ENROLLING](#) to complete Step 3.

12. View your enrollment results. A  indicates successful enrollment, while a  indicates an error.