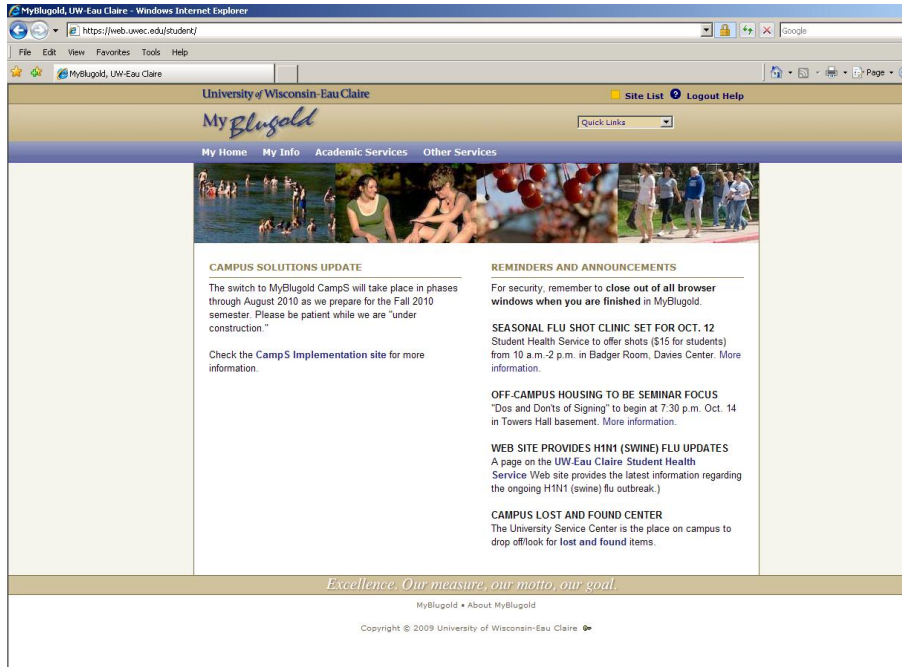


# HOW TO REGISTER USING MYBLUGOLD

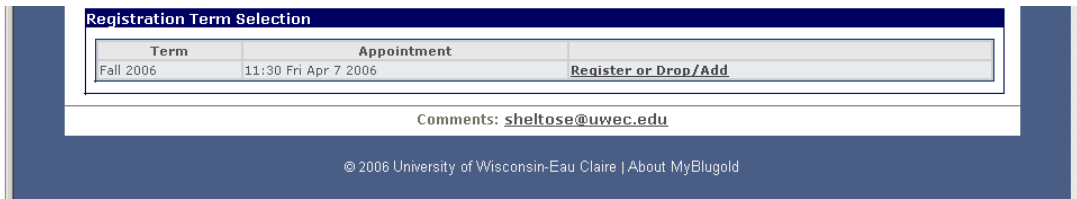
**Access MyBlugold:** From the UW-Eau Claire homepage ([www.uwec.edu](http://www.uwec.edu)) select “MyBlugold” at in top left corner.



Click on “My Info” and sign on again.

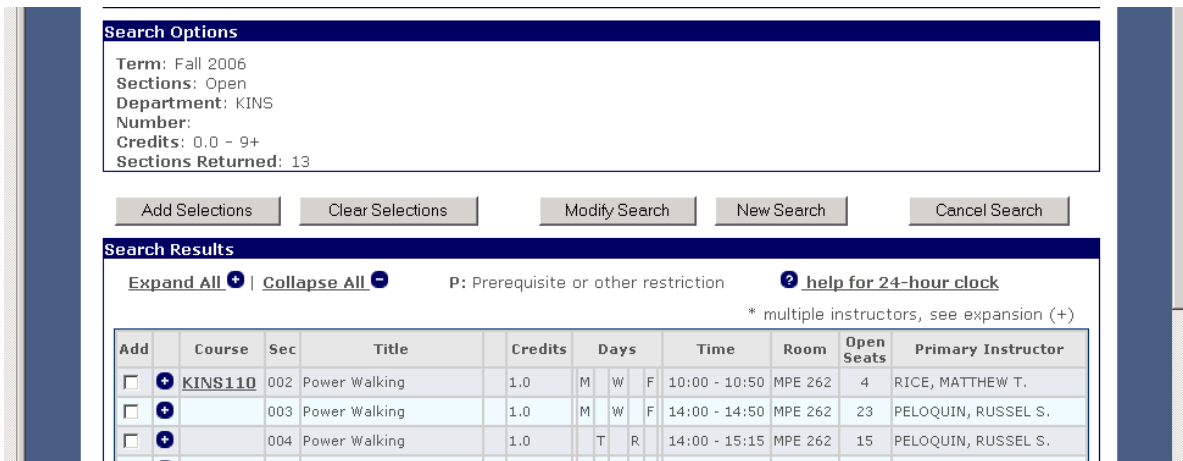
Choose “Register for Classes” on the right hand side.



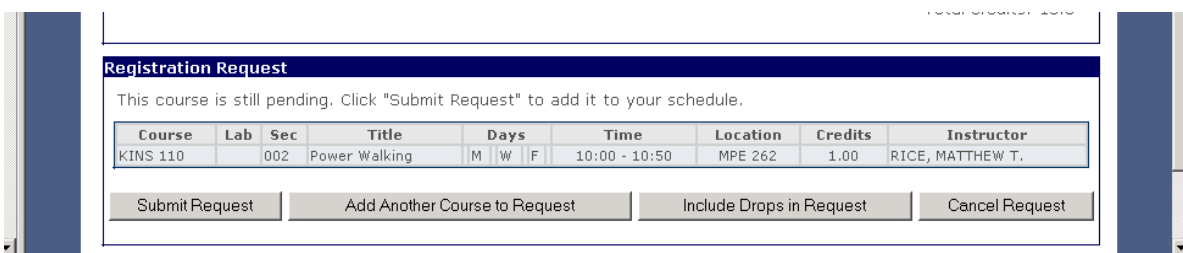


Click on “Register or Drop/Add”

Select a course—you can search by course number, category, time, instructor, etc. A page like the following will appear. You can find out more about the course by clicking on it. That will take you to the class schedule which will then link to the *University Catalogue*.



Click on the “add” button to select the course you want to add. You can choose lectures and labs at the same time by clicking on both.



Click on “submit request.” NOTE: You have not registered for this course until you click on the submit button.

- ✓ **It is important to submit each course individually.** DO NOT wait until you have figured out your whole schedule. A course could fill in the mean time. AND, if you submit all at once and one course does not go through, none will go through and you have to start over again.
- ✓ **If your course requires a “co-requisite”** other than a lab (courses that must be taken at the same time) you will need to “add another course to request” and then submit those two courses together.

If you are successful, the course will appear in the “class schedule.”

You can then click on “Return to Class Schedule” to continue adding courses.

## ADDING/DROPPING

Often when you are registering you will find that you need to drop/add in the process. For example you may need to add a different section of a course if the one you chose conflicts with another course.

When doing so, **IT IS VERY IMPORTANT TO DROP AND ADD AT THE SAME TIME.** The computer will not drop you unless the add is successful.

- Choose the course you want to add, as you have been doing.
- Then choose “include drops in your request.”

Course	Lab	Sec	Title	Days	Time	Location	Credits	Instructor
C I 356		001	Teaching Social Studies in Grades 6-12	M	11:00 - 12:15	CS 9	2.00	TLUSTY, ROGER H.
F ED 490		003	Hist Legal & Phil Foundations of Educ	M	15:00 - 16:15	CS 108	3.00	SCHMIDT, KENNETH C.
HIST 302		001	Ancient Near Eastern Civilizations	T	9:30 - 10:45	HHH 303	3.00	WATERS, MATTHEW W.
SOC 202		002	Women and Men: Soc of Gender	T	14:00 - 15:15	SSS 111	3.00	FORMAN, PAMELA J.
SPED 300		001	Inclusive Practices/Secondary Educ	W	13:00 - 14:40	CS 105	2.00	CHANDLER, RENEE L.

Total credits: 13.0

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**Registration Request**

This course is still pending. Click "Submit Request" to add it to your schedule.

Course	Lab	Sec	Title	Days	Time	Location	Credits	Instructor
KINS 110		002	Power Walking	M   W   F	10:00 - 10:50	MPE 262	1.00	RICE, MATTHEW T.

**Click on the course you want to drop and press “submit.” The computer will only drop you from the course if the add is successful.**

**Registration Request**

Here is your pending request.

Course	Lab	Sec	Title	Days	Time	Location	Credits	Instructor
KINS 110		002	Power Walking	M   W   F	10:00 - 10:50	MPE 262	1.00	RICE, MATTHEW T.

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**Class Schedule**

Course	Lab	Sec	Title	Days	Time	Credits	Drop
C I 356		001	Teaching Social Studies in Grades 6-12	M	11:00 - 12:15	2.00	<input type="checkbox"/>
F ED490		003	Hist Legal & Phil Foundations of Educ	M	15:00 - 16:15	3.00	<input type="checkbox"/>
HIST302		001	Ancient Near Eastern Civilizations	T	9:30 - 10:45	3.00	<input type="checkbox"/>
SOC 202		002	Women and Men: Soc of Gender	T	14:00 - 15:15	3.00	<input type="checkbox"/>
SPED300		001	Inclusive Practices/Secondary Educ	W	13:00 - 14:40	2.00	<input type="checkbox"/>

Total credits: 13.0

## GET A COPY OF YOUR SCHEDULE

**When you finished registering, request a schedule be sent to your email account.**

⇒ **Then close out of the registration system.**

