This article describes how to plan and validate your schedule, and enroll in classes through the MyBlugold CampS website.

In MyBlugold CampS, you register from the Student Center. The process resembles online shopping. You search for the classes you want, plan your schedule by placing classes in your Shopping Cart, validate your classes, and enroll in them.

NOTE: The initial planning stage, where you place classes in your Shopping Cart, can be done prior to your registering appointment time. The actual enrollment, however, will not be accessible until your appointment time has been reached.

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Planning Your Schedule

Planning your schedule allows you to place desired classes in your Shopping Cart. You may add more classes to your Shopping Cart than you plan to enroll in. You will select the classes for enrollment from those in your Shopping Cart.

WARNING: Remember that the Shopping Cart is only a staging area; you will not automatically be enrolled in these classes. It is also not a waiting list, and does not give
you any priority for a class that may be filled.

1. Access the MyBlugold CampS Student Center.

2. Check the Enrollment Dates section on the right for your Shopping Cart Appointment and your Enrollment Appointment.

   NOTE: The Shopping Cart Appointment is the date that you will be able to start planning your schedule and placing classes in your Shopping Cart. If you have reached the Shopping Cart date on this page, you can proceed with planning your schedule.

3. (Optional) To view appointments for a different term:
   i. In the Enrollment Dates section, select Details.
      The Enrollment Dates page appears.
   ii. Click Change Term.
   iii. Select the desired term.
   iv. Click Continue.
      Enrollment dates for the selected term appear.
   v. In the Menu, select Student Center.
      The Student Center page reappears.

   NOTES: These instructions guide students through searching the class schedule to fill the Shopping Cart. With the availability of the Planner, you may want to use a combination of methods. See Using the MyBlugold CampS Planner for information on filling your Shopping Cart from the Planner.

4. In the Academics area, click Search.
   The Search for Classes page appears.
5. Check your Institution setting.

   
   **HINT:** The Institution should be UW-Eau Claire.

6. Check your Term setting.

   
   **HINT:** It should be the semester for which you are choosing courses.

7. In the **Class Search Criteria** section, enter your search criteria. Click **Search**.

   The **Search Results** web page appears.

   ![ENGL 242 - The American Indian in Literature and Film](image1)

   ![ENGL 275 - The Novel](image2)

   ![ENGL 348 - Topics in American Literature: 1865 - Present](image3)

   **NOTES:** For more information on searching for classes, refer to **Searching the Class Schedule**.

   If your search criteria were too broad or too narrow, you may receive an error message. Change your criteria and try again.
8. For more information about a course, click the section link. The *Class Detail* page appears.

9. To place a class in your Shopping Cart, click *View Search Results*. The *Search Results* page appears.

10. To the right side of the desired section, click *Select Class*. The *Enrollment Preferences* page appears.

11. Verify the class information, including meeting times and enrollment requirements, and check to make sure that the class is marked with a green circle which indicates that the class is open.

12. (Optional) From the *Grading* pull-down menu, select your desired grading basis.

NOTE: For a class with a lecture and a lab, you can choose either the desired lab or class first. You will be prompted to choose the other component.
13. (Optional) If this is a class with a variable amount of credits, from the Units pull-down menu, select the desired number of credits.

14. Click **Next**.

The Search Results page appears. The class has been added to your Shopping Cart.

15. Click **Start a New Search** to add more classes to your Shopping Cart.

16. Repeat steps 7-15 for each class you want to put in your Shopping Cart.

### Grading and Credit Options

When adding a course to your shopping cart in the **Enrollment Preferences** step, you may be given the option to change your grading and/or credit options.
Grading

The Grading dropdown (if available) will usually default to **A-F Grades Only**. By clicking the dropdown, you may select **Converted S/U**.

By opting for **A-F Grades Only**, your course will be graded based on the letter grade system that ranges A through F. By opting for **Converted S/U**, your course grade letter grade will be converted to Satisfactory or Unsatisfactory. Any grade earned at a “C” or higher will convert to Satisfactory, and any grade earned at a “C minus” or lower will convert to Unsatisfactory. An Unsatisfactory grade will not be computed in your semester or resident GPA, and you will not receive credits for the course.

You may decide to register a course as S/U if you know it will be difficult for you, and don’t want a low grade to affect your GPA. However, keep in mind that there are restrictions and conditions attached to registering a class as S/U. Look at the Satisfactory/Unsatisfactory Policy before deciding to change the grading option.

Credits
Most classes offer a set amount of credits, but some classes, such as internships and other similarly flexible courses, will offer a range of available credits to choose from. You may need to discuss with your professor and/or advisor to decide how many credits you should select for such courses.

Changing Grading and Units Options

If you wish to change the grading or units option for a class after you have enrolled in it, you may do so through the MyBlugold CampS website.

1. Access the MyBlugold CampS Student Center.
2. Click Enroll.
3. Click Edit.
4. Select the desired class from the drop down.
5. Click Proceed to Step 2 of 3.
6. Select the desired grading and/or units option(s).

7. Click Next.

8. Review the changes and click Finish Editing.

Validating Your Schedule
Validating your classes assures that you will be able to enroll in them without any conflicts, for example, a prerequisite that was overlooked.

1. Plan your schedule.

2. Access the MyBlugold CampS Student Center.

   The Student Center page appears.

3. In the Academics area, click Plan.

   The Planner page appears.

4. Click the Shopping Cart tab.

   HINT: The Planner is used for planning courses for multiple terms. The Shopping Cart is used for planning classes (which have a section, meeting time, etc.) for a particular term.

5. Select the appropriate term.

6. Click Continue.

7. Select the classes you want to validate.

   NOTE: An option is selected when a checkmark appears in the Select column.
8. Click Validate.

The Add Classes to Shopping Cart page appears.

9. Review the results.

NOTE: In the Status section if a checkmark ✓ appears, this indicates a valid class, ready for enrolling. If an "X" ✗ appears, the system detected a potential conflict. For example, you may need the instructor’s consent or to clear a hold. In
**Enrolling in Classes**

Enrolling in classes will formally allow you to register, adding your name on each of the class lists.

1. Plan your schedule.
2. **Access the MyBlugold CampS Student Center.**
   
   The **Student Center** page appears.

3. In the **Holds** section, check to see what, if any, holds are preventing you from registering.
4. In the **Enrollment Dates** section, check your Enrollment Appointment date.
   
   *NOTE: This is the date that you will be able to start registering for your classes. If you have reached the date on this page, you can proceed with registering.*

5. In the **Academics** section, click **Enter PAC Code**.
   
   The **PAC Code Entry** page appears.
   
   *NOTE: Students only need to enter a PAC Code given by their advisor if they have less than 60 credits earned or if they are in a program from a college that requires it.*

6. In the **Code** entry box, enter your assigned PAC code. Click **Submit Code**.
   
   The **Student Center** page appears.
   
   *NOTE: If you do not know your code, you may obtain it from your academic advisor.*
7. In the Academics section, click **Enroll**.

   The Enrollment page appears. Check the classes in your Shopping Cart, including their statuses.

   **NOTE:** You may add classes to your Shopping Cart at this time.

8. In the Shopping Cart section, click **Proceed to Step 2 of 3**.

   The Confirm Classes page appears.

   ![Confirm Classes Page]

9. Make sure that all your classes are still open.

   **NOTE:** If not, use the steps in Plan Your Schedule to look for other open sections.

10. Click **Finish Enrolling**.

    The View Results page appears.

    **NOTES:** This is an important step to make sure that your schedule is accurate.

    In the Status section of a particular class, if a checkmark ✔ appears, you have successfully enrolled in it. If an “X” ✗ appears, you have not enrolled in the class.

    In the Message section, you will receive further instructions.
### 3. View results

View the following status report for enrollment confirmations and errors:

**2010-11 Fall Semester | Undergraduate | UW-Eau Claire**

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 399</td>
<td>Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
<td>X</td>
</tr>
</tbody>
</table>

[MY CLASS SCHEDULE] [ADD ANOTHER CLASS]