

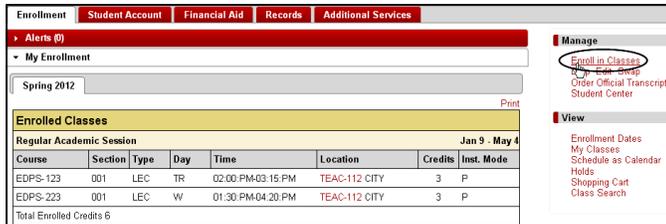


Navigating MyRED Registration

Registering for classes in **MyRED** is an easy process once you understand the steps. Before starting the registration process log into **MyRED** (myred.unl.edu) using your NU ID and password that you set up through the **TrueYou** system.

Step 1 - Navigate to the enrollment page

Click on **Enroll in Classes** under your "Enrollment" tab.



Select a term then click **Continue**.

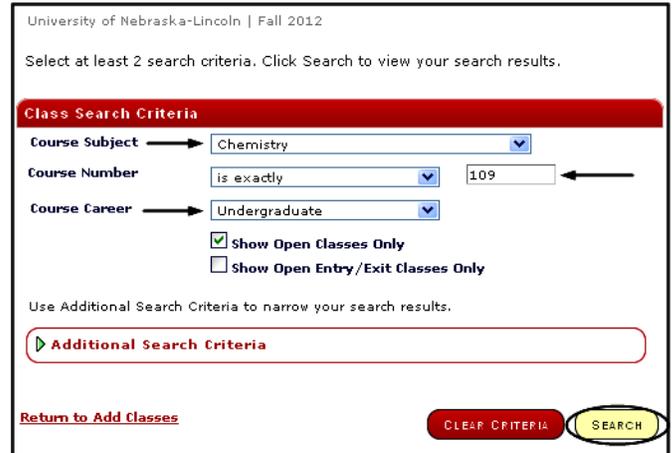


Step 2 - Add Classes to your Shopping Cart

You add classes by either typing in the Class Nbr or searching and selecting classes from the integrated class schedule. To access the class schedule, click **search**.

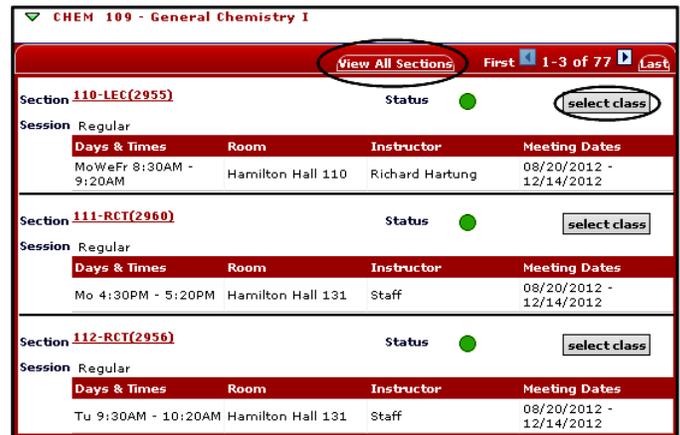


You must enter at least two search criteria to find a class. We recommend that you specify a Course Subject (e.g. Marketing or Biology) and a Course Career (Undergraduate) at a minimum. If you know the *exact* course number you want, enter that in the Course Number box. (More class search tips are included starting on page 3)



Once you have entered your search criteria click the **Search** button. You will be presented with a list of all classes that meet your criteria.

The list of classes will look like this:



All of the sections of each class are grouped together under the class title.

Important Tip – initially a maximum of three class sections will appear even if more are offered. Click on the "View All Sections" link for the complete list. Select the class that you want to add to your shopping cart by clicking on the **Select Class** button listed with that section.

If the course you select requires enrollment in an associated lab section of the same class, you will be directed to a list of "related" class sections to choose from. You will need to select a lab section.

CHEM 109 - GENERAL CHEMISTRY I
Lecture selected: Section 110
MoWeFr 8:30AM - 9:20AM Hamilton Hall 110

Open Closed

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	30351	401 Fr 8:30AM - 11:20AM	Hamilton Hall 217	Staff	<input checked="" type="radio"/>
<input type="radio"/>	30352	402 Fr 8:30AM - 11:20AM	Hamilton Hall 218	Staff	<input checked="" type="radio"/>
<input type="radio"/>	30353	403 Fr 8:30AM - 11:20AM	Hamilton Hall 222	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	30354	404 Fr 8:30AM - 11:20AM	Hamilton Hall 223	Staff	<input checked="" type="radio"/>
<input type="radio"/>	5041	405 Fr 12:30PM - 3:20PM	Hamilton Hall 217	Staff	<input checked="" type="radio"/>

[View All Sections](#) First 1-5 of 44 Last

Select Recitation section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	2960	111 Mo 4:30PM - 5:20PM	Hamilton Hall 131	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2956	112 Tu 9:30AM - 10:20AM	Hamilton Hall 131	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2957	113 We 1:30PM - 2:20PM	Burnett 120	Staff	<input checked="" type="radio"/>
<input type="radio"/>	2959	114 We 2:30PM - 3:20PM	Hamilton Hall 131	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	2958	115 Mo 9:30AM - 10:20AM	Bessey Hall 108	Staff	<input checked="" type="radio"/>

[View All Sections](#) First 1-5 of 5 Last

CHEM 109 has been added to your Shopping Cart.

Fall 2012 | Graduate | University of Nebraska-Lincoln [change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
Find Classes
 Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CHEM 109-110 (2955)	MoWeFr 8:30AM - 9:20AM	Hamilton Hall 110	R. Hartung	4.00	<input checked="" type="radio"/>
<input type="checkbox"/>	CHEM 109-115 (2958)	Mo 9:30AM - 10:20AM	Bessey Hall 108	Staff		<input checked="" type="radio"/>
<input type="checkbox"/>	CHEM 109-404 (30354)	Fr 8:30AM - 11:20AM	Hamilton Hall 223	Staff		<input checked="" type="radio"/>

Step 3 - Submit your Shopping Cart to the Enrollment Process

Important Tip - If you have one or more classes requiring multiple components, it might be a good idea to enroll in those first, before searching and adding other courses to fill in your schedule.

Adding a class to your shopping cart does not reserve your spot in that class and does not mean you are registered in the class. You can leave classes in your shopping cart as long as you want, but you are not actually registered in them until you complete the registration process.

Important Tip - Some Lecture/Lab combinations are set up as independent classes each carrying credit hours (e.g. BIOS 101/101L). In these situations you will need to select the lecture and lab sections separately and have them both in your shopping cart before submitting them to the system for processing.

To begin the actual registration process click on **Proceed to Step 2 of 3** located at the bottom of your shopping cart. This will take you to the Registration Confirmation page.

Once you make your choice click the **Next** button. That will bring you to the Enrollment Preferences page.

CHEM 109 - GENERAL CHEMISTRY I

Class Preferences

CHEM 109-110 Lecture Open
CHEM 109-115 Recitation Open
CHEM 109-404 Laboratory Open

Wait List Wait list if class is full

Permission Nbr

Grading

Units 4.00

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- Department Consent Required to enroll in this class
- ACE 4 Science

Section	Component	Days & Times	Room	Instructor	Start/End Date
110	Lecture	MoWeFr 8:30AM - 9:20AM	Hamilton Hall 110	Richard Hartung	08/20/2012 - 12/14/2012
115	Recitation	Mo 9:30AM - 10:20AM	Bessey Hall 108	Staff	08/20/2012 - 12/14/2012
404	Laboratory	Fr 8:30AM - 11:20AM	Hamilton Hall 223	Staff	08/20/2012 - 12/14/2012

The Enrollment Preferences that can be selected are:

- Grading option (Graded vs Pass/No Pass when applicable)
- Units (also known as credits, for variable credit hour classes)
- Permission Number entry (not applicable for NCTA)

Finally, click the **Next** button to add the class to your shopping cart and begin a new search. You can view your updated shopping cart and if you made a mistake and want to remove a course from your shopping cart, click the  icon next to the course.

2. Confirm classes

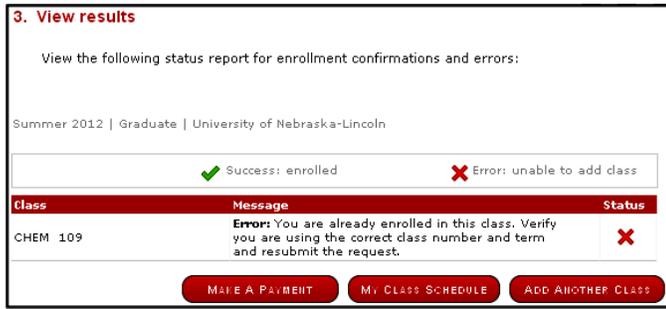
Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2012 | Graduate | University of Nebraska-Lincoln

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 109-510 (2615)	GENERAL CHEMISTRY I (Lecture)	MoTuWeThFr 9:15AM - 10:50AM	Hamilton Hall 110	J. Kautz	4.00	<input checked="" type="radio"/>
CHEM 109-513 (2617)	GENERAL CHEMISTRY I (Recitation)	MoWeTh 12:30PM - 1:20PM	Hamilton Hall 112	Staff		<input checked="" type="radio"/>
CHEM 109-523 (2620)	GENERAL CHEMISTRY I (Laboratory)	MoWeTh 1:30PM - 4:20PM	Hamilton Hall 222	Staff		<input checked="" type="radio"/>

Click on **Finish Enrolling** to submit your shopping cart for enrollment. Carefully review any error messages you receive and take action to resolve the errors.



Classes that fail the enrollment process will remain in your shopping cart until you either delete them or successfully complete the enrollment process. If you successfully enroll in a class it will be deleted from your shopping cart and added to your list of enrolled classes for the term.

Class Search Tips

When do I Bypass Class Search?

Each class has a unique "Class Number" for each term. This number can be up to 5 digits long and is listed in the class schedule. Some classes may not appear in the class schedule and a department, instructor or adviser may give you the class number so you can directly add it to your shopping cart.

If you know a class number you can add it directly to your shopping cart without doing a class search. After clicking on **Enroll in Classes** under your "Enrollment" tab, type the course number into the entry box and click **Enter**. This will take you directly to the Enrollment Preferences page for the class as if you selected it from the class schedule.



Skipping to the Right Course Subject – There are a lot of different course subjects and searching for the right one can be tedious each time.

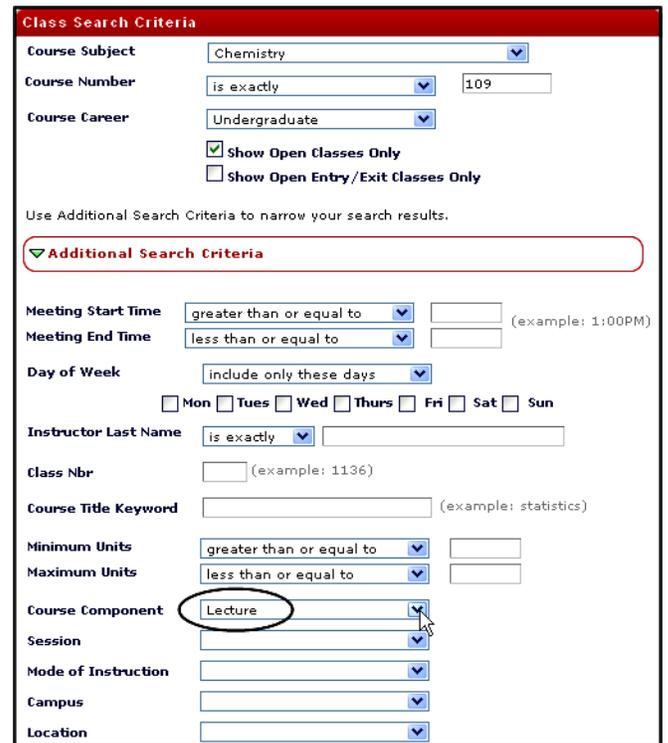
There is a quick way to get close to the subject you want without manually running down the whole scroll bar. Just click on the dropdown list and then press the first letter of the subject area you want. This will bring you to the first subject that has that as the first letter. Let's say you are interested in Mathematics courses. Clicking on the dropdown box and then hitting the M key will bring you directly to

4/18/2012

Management - the first subject area listed under M. Mathematics is just down the list from Management.



Looking for a Class that You Know has Multiple Components? Under Additional Search Criteria you can specify that you only want to see the **Lecture** component of a class. This will considerably narrow down the search results for courses with many sections of Labs to choose from. When a Lecture is selected, you will be asked to select the other components from a list specific to that Lecture section.



Looking for Classes by Session? Under Additional Search Criteria you can specify that you only want to see classes within a specific **Session**. For Fall and Spring terms we only use two – **Regular Academic Session** and **Eight Week**. In Summer we only use **Regular Academic Session**.

Looking for Classes that only meet on certain days?

Under Additional Search Criteria you can specify the days of the week that you want to include or exclude from the class listing. To only see classes that meet on Tuesday and Thursday you mark the Tuesday and Thursday check boxes and then select "include only these days" under the drop down list. Only courses that meet both on Tuesdays and Thursdays will be listed.

Day of Week	include only these days	▼				
<input type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun

Notice that you can select several different criteria under this selection and by using these different criteria you can include or exclude classes that meet on specific day(s) of the week.

Day of Week	include only these days	▼			
<input type="checkbox"/> Mo	exclude any of these days		<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Instructor Last Name	exclude only these days				
	include any of these days				
	include only these days				