

REGISTRATION INSTRUCTIONS

University of Idaho VandalWeb

HELP EXIT

User Login

✓ Enter your University of Idaho **NetID** and **password**.

Need assistance with your NetID? You may change your password by visiting the **Account Management** page. Once logged in select the "Change Passwords" menu item.

VandalWeb will be out of service starting at 5:30PM each Friday evening for regular maintenance activities. Outage length will vary depending on the specific activities.

NetID:
Password:



[Click Here for Help with Login?](#)

RELEASE: 8.7


All Students Register Using Vandal Web

- 1 All undergraduates must speak with their academic advisor before registration to remove a hold.
- 2 Layout your schedule using information from the *Class Schedule*: www.webpages.uidaho.edu/schedule
 - ▶ Be sure to write down the CRNs for the classes you wish to register for.
- 3 Login to your VandalWeb account: vandalweb.uidaho.edu

NOTE: If you have not created your accounts, go to www.vandalsetup.uidaho.edu and complete setup process first.

- ▶ **NetID** is your University of Idaho login name, same as the first part of your VandalMail address
 - ▶ **Password** is the personal password you created for your University of Idaho account
- DO NOT SHARE your password with anyone to ensure your account security

- 4 To register for classes from the Main Menu
 - ▶ Select **Students**
 - ▶ Select **Registration**
 - ▶ Select **Add/Drop Classes**
 - ▶ Select **Term** from drop-down and click **Submit** button
 - ▶ Enter CRN's on the **Add Classes Worksheet** and click **Submit Changes** button

 Students must provide health insurance confirmation and accept the financial terms and obligations before being able to register for classes each semester.

If you did not encounter any registration errors, your classes will all show as *Web Registered* meaning you are officially registered – CONGRATULATIONS!

If you did get a registration error on any class, please see next page/reverse for help.

When I tried to register, I got an error...now what do I do?

MY REGISTRATION ERROR

HOW DO I FIX THIS?

ADVISOR HOLD...

means your advisor hold has not been lifted by your advisor

Contact your academic advisor or department to lift the hold. Need help finding an advisor, use the online [Find Your Advisor](#) page.

CLASS ENROLLMENT FULL ...

means the class is full right now, but you may opt to place yourself on the wait list (if one is available) so you will be eligible for registration if space becomes available.

Select **Wait List** from the action drop-down menu and click the **Submit Changes** button. The class will show as *Wait Listed* on your schedule.

If space opens in the class for you, an email notification will be sent to your VandalMail account specifying you have 24-hours to officially register. Make sure to check VandalMail daily so you don't miss any notifications!

CLASS OPEN TO DOCTORAL STUDENTS ONLY ...

means only students seeking PhD degrees can register for the class

Check the [Class Schedule](#) for other classes that are for undergraduates or masters students in the same area and contact the academic department if you need assistance or have questions about alternate classes.

CLASS OPEN TO GRADUATE/LAW STUDENTS ONLY...

means that only Graduate or Law students can register for the class

Check the [Class Schedule](#) for other classes that are for undergraduates in the same area and contact the academic department if you need assistance or have questions about alternate classes.

CLASS OPEN TO MAJORS ONLY ...

means only students seeking specific majors can register for the class

Contact the academic department offering the class to ask about getting permission to enroll via a **Registration Override** in VandalWeb which will allow you to register.

CLASS STANDING REQUIREMENT NOT MET...

means the class is restricted to enrollment by upper-classmen only (generally, freshmen are not allowed in courses numbered 300-499)

Contact the academic department offering the class to see if they will waive this restriction and enter a **Registration Override** for you on VandalWeb which will allow you to register.

COHORT RESTRICTION...

means the class is restricted to students in the Honors Program.

Check the [Class Schedule](#) for other sections that are available to all students.

PERMISSION REQUIRED...

means the instructor or department must grant permission to register for the class

Contact the academic department offering the class to ask for permission via a **Registration Override** on VandalWeb which will allow you to register.

PREREQUISITE NOT MET...

means that the class requires another class or higher test score to register

Use the [PREREQ NOT MET](#) link in the error message to see missing prerequisites. Contact the academic department to ask for permission via a **Registration Override** on VandalWeb which will allow you to register.

TIME CONFLICT...

means that another class you are already registered for has an overlapping meeting time

Check the [Class Schedule](#) for other sections that meet at alternate times.



Use the [Check Registration Status](#) link in VandalWeb to view holds that would stop registration and Registration Overrides granted to you.

EMAIL and PHONE NUMBERS for instructors and academic departments are available in the online [Directory](#).