Mobile Registration

Go to utdallas.edu, click on the three bars and select Galaxy

Select Mobile Version under ‘For Students’

Log in with your netid and password

Select Academic Record

The Galaxy Online Portal

The Galaxy portal is the starting point for working in the Orion system, PeopleSoft HR (HCM), and PeopleSoft Financials (FMS). It also provides links to other services such as email and eLearning.

For Students

Students can sign in to Galaxy to access email, eLearning, My Parking and all the Orion Self-Service tools (e.g., Student Center, Academic Records, etc.).

Desktop Version Mobile Version
Select Enrollment: Add Classes

Select Schedule Planner

Select the Term:

Open Schedule Planner
Allow Schedule Planner to open a new window.

Adjust filters if needed.

Select courses

Add Breaks
Generate schedule and click on view

Select Open on the schedule you would like to register for

You can ‘Validate’ the schedule to see if there may be any registration issues. When ready, click ‘Send to Shopping Cart’

You will be asked to confirm sending the classes to the Shopping Cart.
You can close this screen

This should take you back to the previous window. Select ‘Course Enrollment’

Select the Term:

Select Import Cart
You will be prompted to review each course. If you would like to waitlist if the class is full check the ‘Waitlist if class is full’ box. If you are registering for a variable credit course, select the number of semester credit hours you want to be enrolled in.

Select ‘Next’ until you have reviewed all the classes.

The classes should now all appear in your Shopping Cart. You now have another opportunity to review all the classes together using the arrows. You can delete any you want removed.

You can also see the status of the courses – open, closed or waitlisted. If everything looks correct click on Continue.
Review the results of your registration to see if you were enrolled or if there were any errors.