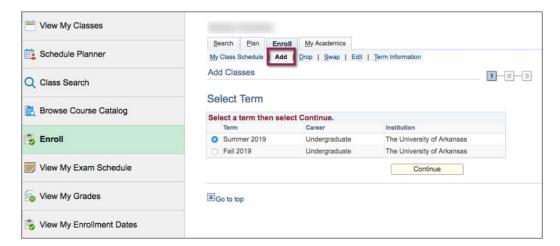


Enroll in Class

Enrolling in a class is a multi-step process that includes selecting and confirming your course selections along with verification that you have read all the Class Notes. In addition, all classes that are not taught face-to-face must have a predominant location identified as to where the course will be taken.

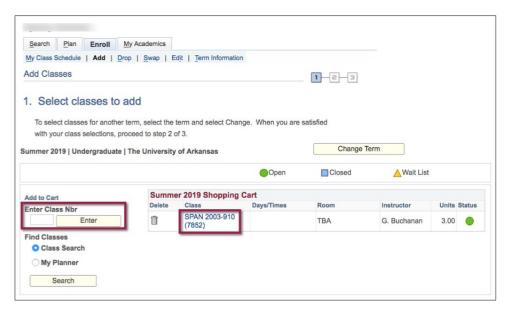
Adding a Class

- 1. Click the Manage Classes tile on your Student Homepage.
- 2. Click Enroll to start the enrollment process.
- 3. Click the **Add** tab to begin your class search. If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options and click **Continue**.



- 4. If you know the class number of the course, enter it in the **Enter Class Nbr** field and click **Search**. Note that there is a difference between the class number and the catalog number:
 - The **class number** is tied to a specific section of class that is found in parenthesis next to a class. The class number for Spanish 2003-910 (7852) is 7852.
 - The **catalog number** is a four-digit number that immediately follows the subject. The catalog number for Spanish 2003-910 (7852) is 2003.





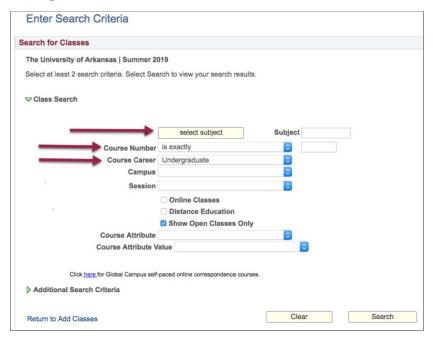
5. To find all classes click the Class Search radio button. Click Search to open the Class Search page.

Entering Search Criteria

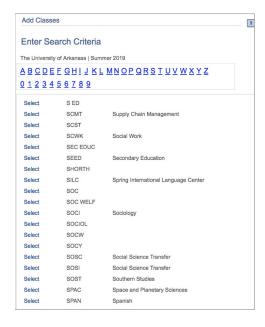
The **Search for Classes** page is now open. The **Class Search Criteria section** requires at least two search criteria to perform your search.

- 1. Select your **Course Career** from the drop-down menu. Selections are **Agriculture Law, Continuing Education, Graduate, Law** and **Undergraduate**.
- 2. Type the value in **Course Subject** field, if known. If unknown, click the **Select Subject** button to see a listing of course subjects.



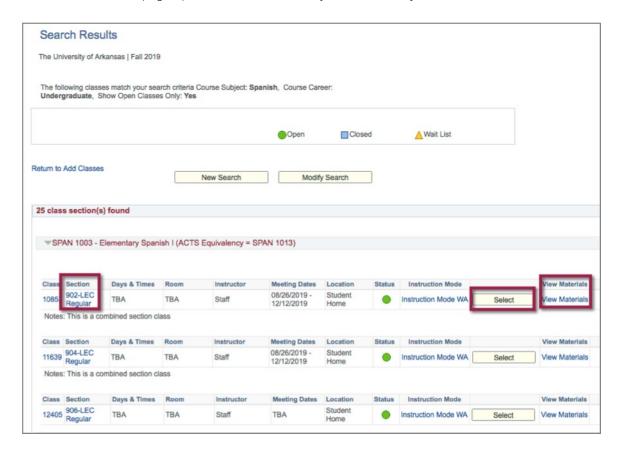


- 3. Click the first letter of the desired subject. The **Course Subject Lookup** page displays all the subjects that fall under the letter you selected.
- 4. Click the **Select** link next to the subject and return to the **Enter Search Criteria** page that now has the Subject field populated with your selection.
- 5. Click Search.





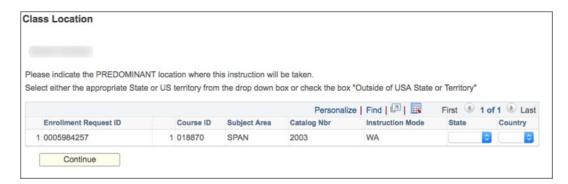
6. The **Search Results** page opens with the results of your course subject search.



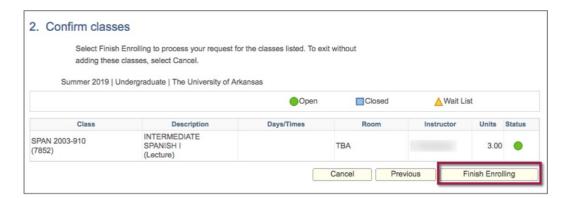
- 7. Click the **Section** link to view more details about the class on the Class Detail page.
- 8. Click the View Materials link to see textbook information.
- 9. Click the **Select** button to add the course to your shopping cart. *Select any required drill or lab associated with the class* and click **Next** to continue.
- 10. After completing your selections, the Enrollment Preferences page opens providing additional class information. Click Next to select additional classes or to complete your registration.
- 11. When you are satisfied with your selections, click Proceed to Step 2 of 3 to confirm.



12. If you are enrolling in a class that is not taught face-to-face, the **Class Location** page opens. You will be **required** to indicate the predominant geographical location in which the class or classes will be taken. You may not proceed with enrolling in classes until this step is completed.



13. Click Finish Enrolling to complete your enrollment.



- 14. A green checkmark in the Status column indicates the class was added successfully. A red X will appear if there was an error in adding the class, which will require an action to correct.
- 15. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.

