STUDENT GUIDE

Enrollment: Class Search and Enroll

06/30/2021
1. From the home page click the **Classes** tile. The Manage Classes page will open with a list of menu items on the left.

2. Click **Class Search & Enroll** from the left-side menu.

3. Select a semester.
The Manage Classes search page will open, allowing you to search for classes by **Subject**, **Catalog Number** or **Keyword**, or further narrow the results using **Search Filters** on the left.

4. Search for class by:
   a. **Subject**: Click the drop-down and select a subject from the list (i.e., CD-Civil Engineering).
   b. **Catalog Nbr**: Enter a catalog number, if known.
   c. **Search (keyword)**: Enter keywords (*Optional*).
   d. **Search Filters** (*Optional*): Use the filters on the left to narrow the results by:
      i. **Class Status**: Show Open Classes Only (Yes or No).
      ii. **Class Status**: Include Wait Listed Classes (Yes or No).
      iii. **Days**: Click the filter icon to enter preferred days of the week.
      iv. **Times**: Click the filter icon to enter preferred times of the day.
      v. **Instructors**: Click the filter icon to select preferred instructor(s).
      vi. **Additional Search Filters**: Click to see more advanced search options.

5. Click the **Search** icon. A list of classes will appear in the search results list.

6. Click a class in the results list to view details.
The **Class Information** page will open with three tabs across the top, landing on the **Details** tab.

- **Details tab**: Displays the class Days & Times, Schedule, Location/Instructor and Final Exam schedule, and includes an option to Enroll or Add to Cart.
  
  - Make sure to review the requisites and other restrictions that may be listed in the Class Notes.
  - When you enroll in the recitation for a class, you are automatically enrolled in the lecture.
  - Classes are offered online, either synchronously or asynchronously, or in person. For the example below, the recitation is online, and the lecture is in person.
  - Final exam information for fall 2021 will be available on Aug. 1, 2021.
- **Availability tab**: Displays the class enrollment totals and the class capacity as well as the wait list totals and capacity.
  - In the example below, the class is open because there are only 22 students enrolled and a capacity of 24.
  - There are 15 students currently on the wait list. There is no limit to the number of students that could be on the waitlist.
- Twenty seats are reserved for students going through NSO. Only students in these groups can enroll in the final two seats.

### Class Information

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<th>Availability</th>
<th>Textbooks</th>
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<td>WRA (Writing, Rhet &amp; Amer Cultures) 101: Writing as Inquiry</td>
<td></td>
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<tr>
<td>Enrollment Capacity</td>
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<td>Class (Class Nbr)</td>
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<td>WRA 101 (29805)</td>
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<td>WRA 101-020</td>
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</table>

- **Textbook tab:** Provides details on required textbooks and supplies needed for the class if they have been provided by the instructor.

Class is open because there are only 22 students enrolled and a capacity of 24.

There are 15 students currently on the waitlist. There is no limit to the number of students that could be on the waitlist.

20 seats are reserved for students going through NSO this summer. Only students in these groups can enroll in the final 2 seats.
7. On the Details tab, click Enroll or Add to Cart.

![Image of Class Information screen showing Details tab and Enroll or Add to Cart button]

8. Complete Step 1 of 2: Review Class Preferences
   
   a. Verify that this is the correct class.

   b. Enroll or Add to Shopping Cart? The Enroll option will default

   c. Add to waitlist if class is full? Yes or No

      • The first student on the wait list will be automatically enrolled in the class if a seat becomes available. There will be no action required on your part.

      • If you are further down the wait list, your position will automatically move up as the waitlisted students ahead of you are added to a class.

      • You will not be added to a class from the wait list any later than the fifth day of class.

      • Please note: if you do not meet the class requisites or other class restrictions or if there is a time conflict, it will move to the next person on the wait list to fill the vacant seat.

   d. Click Accept.
9. **Complete Step 2 of 2: Review and Submit**
   
   e. Review the Class, Session, Meeting Dates, Days and Times.
   
   f. Click **Submit**.

   A **Confirmation** page will appear with a green checkmark indicating that the class has been added to your schedule.
10. Checking your Position on a Wait List

   a. To check your position on a wait list, navigate to your Classes tile and from the left navigation select View My Classes.

   b. At the top of that screen, click the Show Waitlisted Classes checkbox. Waitlisted classes are shown with a status of “waiting” along with your wait list position.