



STUDENT GUIDE

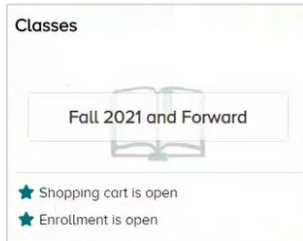
Enrollment: Class Search and Enroll

06/30/2021

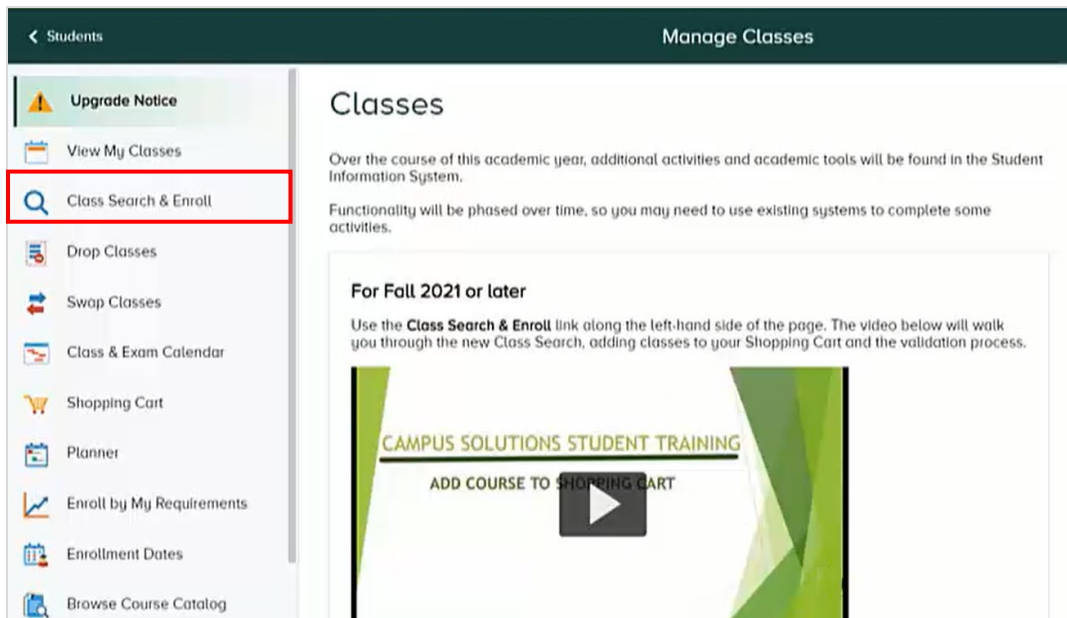




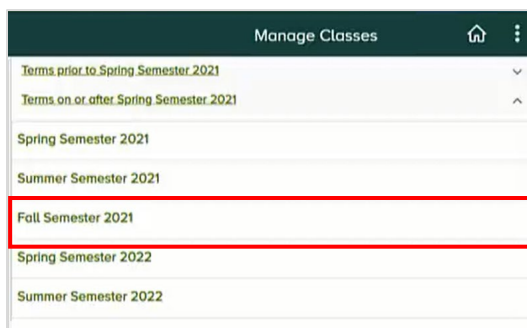
Enrollment: Class Search and Enroll



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*).

Manage Classes

Students Manage Classes

Fall 2021 Change

Clear Filters

Search

Class Status

Yes Show Open Classes Only

No Include Wait Listed Classes

Days

Times

Instructors

Additional Search Filters

College

Search for Classes

Subject (Recommended) CE-Civil Engineering

Catalog Nbr

Search

Use the filters on the left and/or enter keywords above. The following fields will be searched for keywords:

- subject and catalog number (e.g., MTH101)
- course title, description and topic
- instructor last name
- class number
- campus and location
- Enrollment and Registration

- 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.



CE 273: Civil and Environmental Engineering Measurements
Laboratory (2.00 units) ● Open
Section 004 / Class Nbr 10989 / Regular Academic Session
Thu : 11:30 AM-12:20 PM 09/01/2021 - 12/12/2021
Thu : 12:40 PM-2:30 PM 09/01/2021 - 12/12/2021
To Be Announced

Lecture (0.00 units) ● Open
Section LEC1 / Class Nbr 10990 / Regular Academic Session
Mon : 8:00 AM-8:50 AM 09/01/2021 - 12/12/2021
To Be Announced

CE 274: Graphics for Civil and Environmental Engineers
Lecture (1.00 units) ● Open
Section 740 / Class Nbr 10991 / Dynamic Dated
Wed : 5:00 PM-6:50 PM 09/01/2021 - 10/22/2021
To Be Announced

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.



Class Information

Details

Availability

Textbooks

ACC (Accounting) 201: Principles of Financial Accounting
Fall Semester 2021

Recitation

Section 001 / Class Nbr 10040 ● Wait List
Open Seats: -1

Days & Times	Schedule	Location/Instructor	Topic
Fri : 10:20 AM-11:10 AM	9/1/2021 - 12/12/2021	Arranged Instructor: Kathy Petroni	Online, Synchronous

When you enroll in the recitation for a class, you are automatically enrolled in the lecture

Lecture

☐ No ☒ Show open classes only

Class / Instructor	Schedule	Location
Section LEC1 / Class Nbr 10058 ● Open Open Seats: 9 Instructor: Kathy Petroni	9/1/2021 - 12/12/2021	Business College Complex N130

Make sure to review the requisites and other restrictions that may be listed in the class notes.

Final Exam Schedule

Days & Time	Date	Location
No final exam information available.		

Final exam information for Fall 2021 will not be available until August 1, 2021

Section Dates

Class Begins	09/01/2021
Class Ends	12/12/2021

Classes are offered online, either synchronously or asynchronously, or in person. For this class, the recitation is Online and the Lecture is In Person

Department Address

Accounting
N270 Business College Complex
517-355-7486
<http://www.accounting.broad.msu.edu>

Class Notes

ACC 201 - This course is restricted to sophomores, juniors, or seniors who have been ADMITTED to an Eli Broad College of Business major and open to students in the School of Hospitality Business. NOTE 2: Friday recitation online, MW lecture is in person.

Requisites

Prerequisite: CSE 102. Restrictions: Open to undergraduate students in the Business - Admitted major and open to sophomores or juniors or seniors in the Hospitality Business Major.

Career	Undergraduate
Grading	Undergraduate Graded
Instruction Mode	Online Synchronous
Units	3.00
Class Fee	None
Location	East Lansing

Course Description

- **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

Details	Availability	Textbooks
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WRA (Writing, Rhet & Amer Cultures) 101: Writing as Inquiry
Fall Semester 2021

Enrollment Capacity

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

Class (Class Nbr) ▾	Description ▾	Status ▾	Enrolled/Limit ▾	Wait List Total/Capacity ▾
WRA 101 (29805)	Writing as Inquiry	Open	22/24	15/9999

Reserved Capacity

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

Class ▾	Student Population ▾	Seats Reserved ▾	Reserve Start ▾	Reserve End ▾
WRA 101-020	NSO Summer	18	04/02/2021	08/27/2021
WRA 101-020	NSO August	2	04/02/2021	08/27/2021

20 seats are reserved for students going through NSO this summer. Only students in these groups can enroll in the final 2 seats.

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

Class Information		
Details	Availability	Textbooks
ACC (Accounting) 201: Principles of Financial Accounting Fall Semester 2021		
Supplies Description A simple calculator with no programmable memory is required. Basic four math functions are all that are required. Required Yes Library Copies No Comments Cannot have programmable memory or be your cell phone. Used During Both		
Supplies Description A laptop computer with adequate battery power and access to D2L for the 4 tests (1 quiz, 2 exams, and 1 final exam). Required Yes Library Copies No Used During Both		
Title Financial Accounting Author Libby, Libby, Hodge ISBN 9781264032280 Publisher McGraw-Hill Irwin		



7. On the **Details** tab, click **Enroll or Add to Cart**.

Class Information

Details Availability Textbooks

CE (Civil Engineering) 273: Civil and Environmental Engineering Measurements
Fall Semester 2021

Laboratory
Section 004 / Class Nbr 10989 ● Open
Open Seats: 20

Days & Times	Schedule	Location/Instructor
Thu : 11:30 AM-12:20 PM	9/1/2021 - 12/12/2021	Engineering Building 1538 Instructor:
Thu : 12:40 PM-2:30 PM	9/1/2021 - 12/12/2021	Instructor:

Lecture
☐ No Show open classes only

Class / Instructor	Schedule	Location
Section LEC1 / Class Nbr 10990 ● Open Open Seats: 79 Instructor:	9/1/2021 - 12/12/2021	Engineering Building 1145

Enroll or Add to Cart

Department Address
Civil Engineering
3546 Engineering Bldg
517-355-5107
<http://www.egr.msu.edu/cee/>

Class Notes
Sec 004-This class MEETS on Wednesday, September 1. The first hour of lab will be held in EB 1538. The students will be in the field after that.

Requisites
Prerequisite: ((MTH 132 or concurrently) or (MTH 152H or concurrently) or (LB 118 or concurrently)) and (EGR 102 or concurrently) Semester Alias: CE 271

Career Undergraduate
Grading Undergraduate Graded
Instruction Mode In Person

8. **Complete Step 1 of 2: Review Class Preferences**

- Verify that this is the correct class.
- Enroll or Add to Shopping Cart? The **Enroll** option will default
- 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.
- Click **Accept**.



✕ Exit

Class Search and Enroll

Fall 2021
Undergraduate
Michigan State University

1 Review Class Preferences
In Progress

2 Review and Submit
Not Started

Step 1 of 2: Review Class Preferences

Accept

CE 273 Civil and Environmental Engineering Measurements

Class Comp Laboratory - Class Sect 004 - Class Nbr
Class Comp Lecture - Class Sect LEC1 - Class Nbr 1

Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll
☐ Add to Shopping Cart

Add to waitlist if class is full? ☐ No

9. Complete Step 2 of 2: Review and Submit

- Review the Class, Session, Meeting Dates, Days and Times.
- Click **Submit**.

✕ Exit

Class Search and Enroll

Fall 2021
Undergraduate
Michigan State University

1 Review Class Preferences
Complete

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

Previous

Submit

You have selected to enroll in

CE 273 Civil and Environmental Engineering Measurements

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Laboratory - Class Sect 004 - Class Nbr 10989	Regular Academic Session	09/01/2021 - 12/12/2021	Thursday 11:30AM to 12:20PM Thursday 12:40PM to 2:30PM	Open Seats 20 of 20
Class Comp Lecture - Class Sect LEC1 - Class Nbr 10990	Regular Academic Session	09/01/2021 - 12/12/2021	Monday 8:00AM to 8:50AM	Open Seats 80 of 80

Class Preferences

A **Confirmation** page will appear with a green checkmark indicating that the class has been added to your schedule.



Students

Confirmation

Home

Menu

Fall 2021
Undergraduate
Michigan State University

Upgrade Notice

View My Classes

Class Search & Enroll

Drop Classes

Swap Classes

Class & Exam Calendar

Shopping Cart

Planner

Enroll by My Requirements

CE 273 - Civil and Environmental Engineering Measurements
This class has been added to your schedule.

Return to Class Search

10. Checking your Position on a Wait List

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

Students

Manage Classes

Home

Menu

Refresh

Fall 2021
Undergraduate

Change

By Class

By Date

☒ Show Enrolled Classes

☒ Show Waitlisted Classes

☐ Show Dropped Classes

PHY 231 Introductory Physics I

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Undergraduate Graded		Lyman Briggs Undergrad	

Class	Start/End Dates	Days and Times	Room
	09/01/2021 - 12/12/2021	Days: Monday Wednesday Friday Times: 9:10AM to 10:00AM	Biomedical & Physical Sci 1410
Class Comp Lecture - Class Sect 001 - Class Nbr 24950	09/01/2021 - 12/12/2021	Days: Monday to Sunday Times: To be Announced	Arranged

Enrollment Deadlines

LB 144 Biology I: Organismal Biology

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	10th	4.00	Undergraduate Graded		Lyman Briggs Undergrad	

Class	Start/End Dates	Days and Times	Room
Class Comp Laboratory - Class Sect 004 - Class Nbr 17666	09/01/2021 - 12/12/2021	Days: Wednesday Times: 1:50PM to 4:40PM	Holmes Hall C4
Class Comp Lecture - Class Sect LEC2 - Class Nbr 17674	09/01/2021 - 12/12/2021	Days: Tuesday Thursday Times: 10:20AM to 11:40AM	Holmes Hall E26A

Enrollment Deadlines