STUDENT GUIDE

Enrollment: Class Search and Enroll

06/30/2021

Enrollment: Class Search and Enroll

Classes

Fall 2021 and Forward

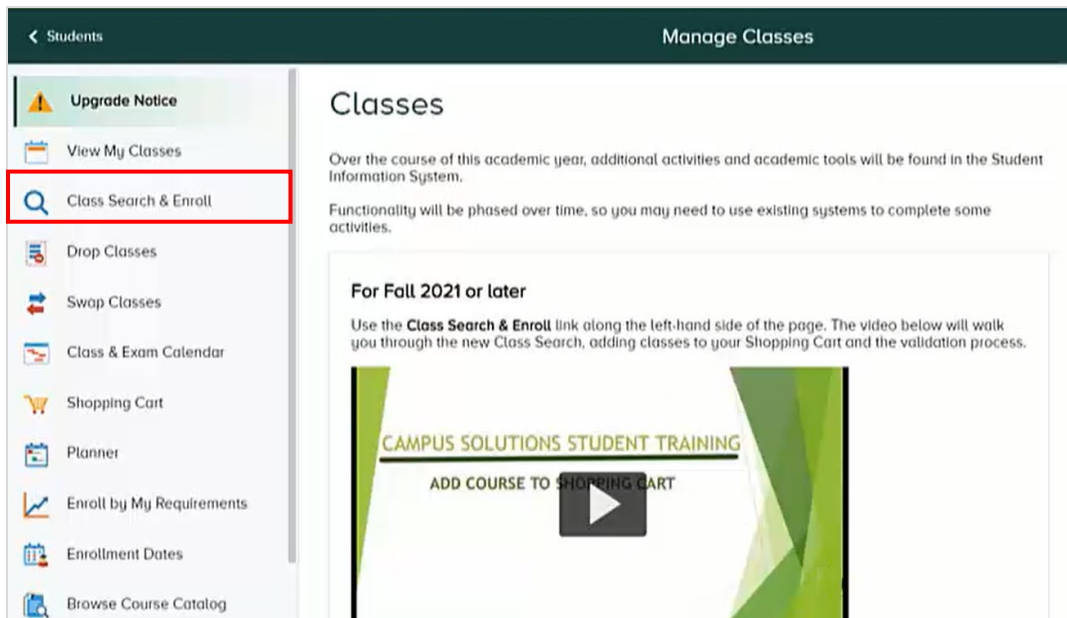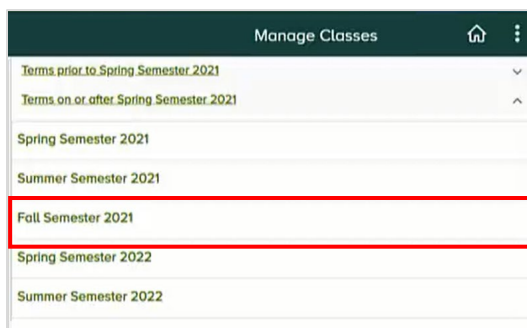★ Shopping cart is open
★ Enrollment is open
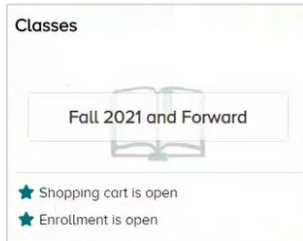
1. From the home page click the **Classes** tile. The Manage Classes page will open with a list of menu items on the left.

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.

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.

    o Make sure to review the requisites and other restrictions that may be listed in the Class Notes.

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

    o 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.

    o 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

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

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

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

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.

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

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.

  o In the example below, the class is open because there are only 22 students enrolled and a capacity of 24.

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

o   Twenty seats are reserved for students going through NSO. Only students in these groups can enroll in the final two seats.

Class Information

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

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

Enrollment Capacity

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

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

Reserved Capacity

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**.

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.