STUDENT GUIDE

Enrollment: Class Search and Enroll

03/29/2021
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 course 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 course Days & Times, Schedule, Location/Instructor and Final Exam schedule, and includes an option to Enroll or Add to Cart.

- **Availability tab**: Displays the course enrollment totals and waitlist capacity.

- **Textbook tab**: Provides details on textbooks needed for the course.

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 course.
b. Enroll or Add to Shopping Cart? The Enroll option will default
c. Add to waitlist if class is full? Yes or No
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.
CE 273 - Civil and Environmental Engineering Measurements
This class has been added to your schedule.