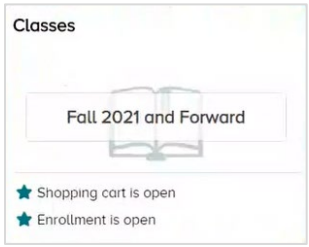
STUDENT GUIDE

Enrollment: Enroll by My Requirements

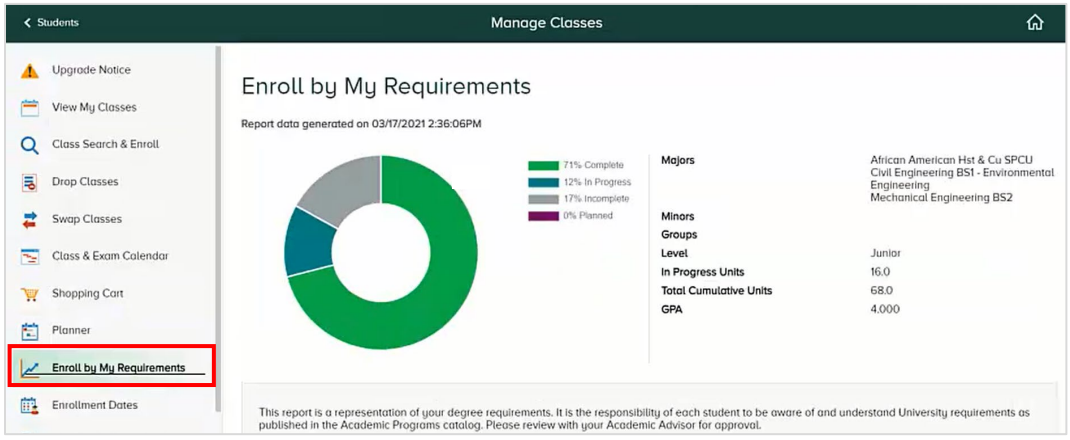
03/29/2021

Enrollment: Enroll by My Requirements



1. From the student home page, click the **Classes** tile. The **Manage Classes** page will open with a list of menu items on the left.
2. Click **Enroll by My Requirements** from the left-side menu.

   The top of the page contains a graph displaying the percentage complete for all requirements.

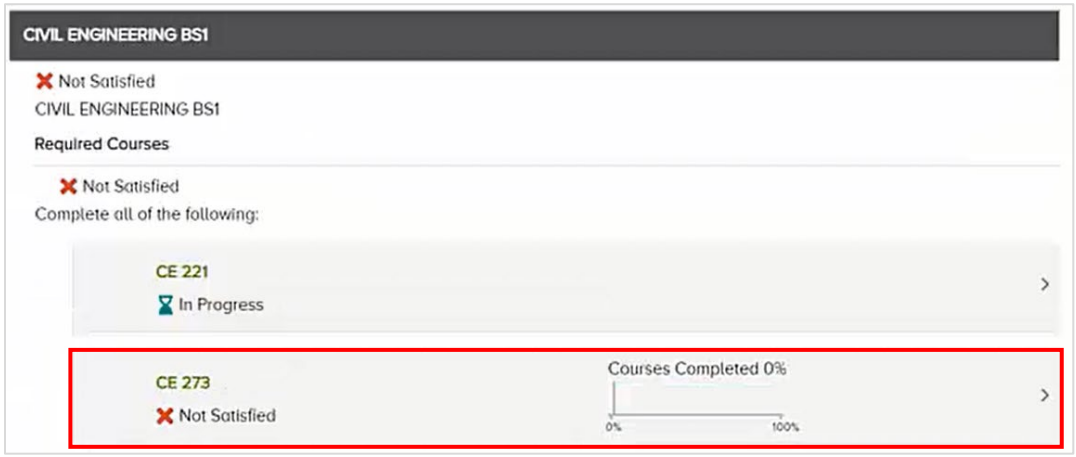


The bottom half of the page contains sections for each group of requirements and lists the specific criteria to satisfy each.

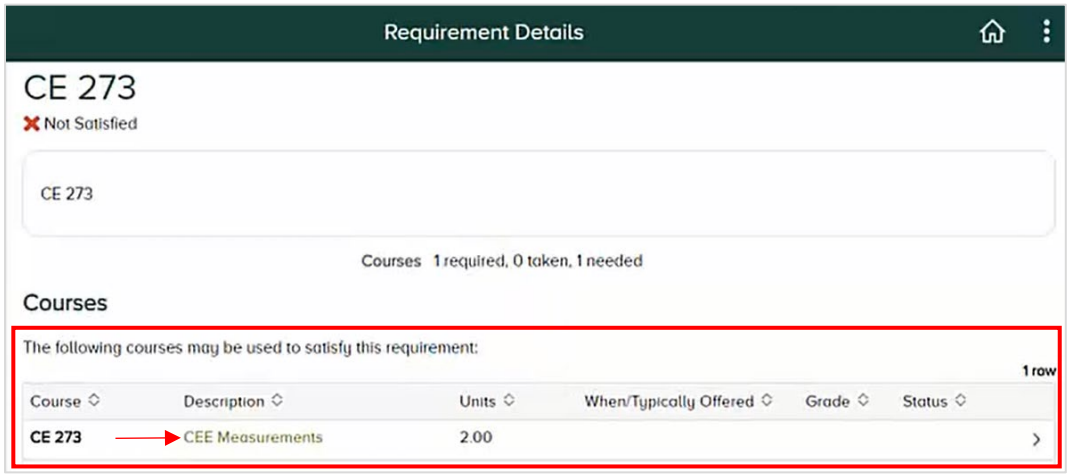
The green checkmark indicates that a requirement has been *Satisfied*. Click any *Satisfied* item in the list to see which course or courses were taken to satisfy the requirement.

The red **X** indicates that a requirement has not been satisfied. Click any *Not Satisfied* item in the list to generate a list of courses that will satisfy that requirement.

3. Scroll down and click the requirement you wish to satisfy. In the example below, we selected the **CE 273** course.

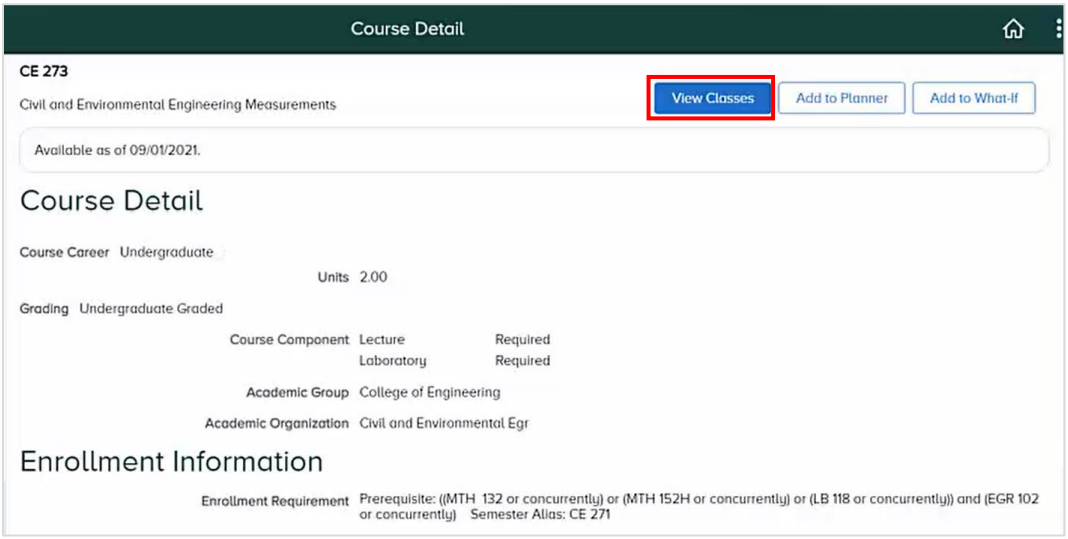


The **Requirement Details** page will open listing the course(es) that can be taken to satisfy the requirement.

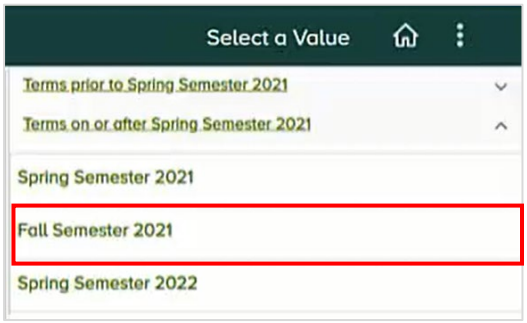


4. Click the course hyperlink.

   The **Course Detail** page will open.

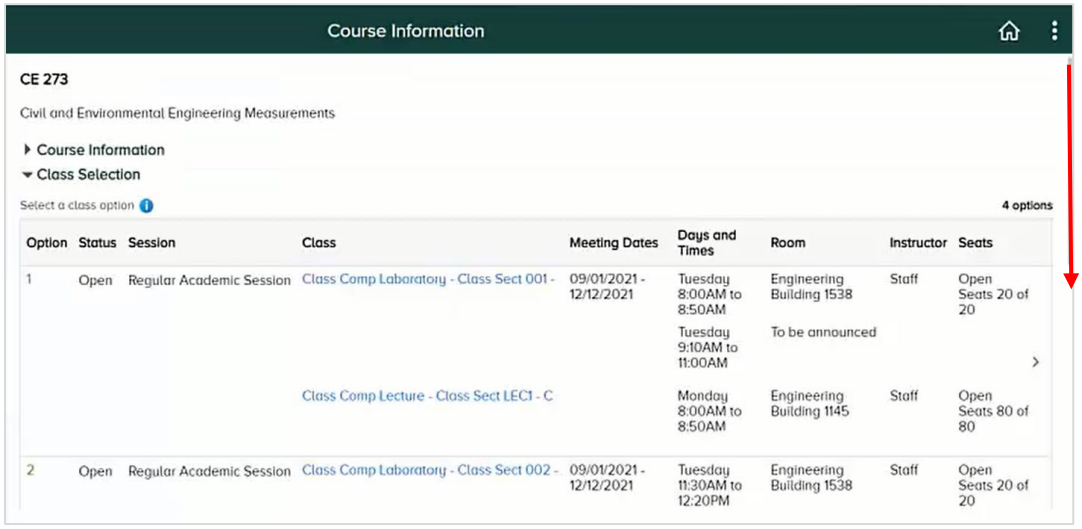


5. Click **View Classes** to see a list of course offerings.
6. Select a semester you wish to enroll in.



A list of course offerings will display.

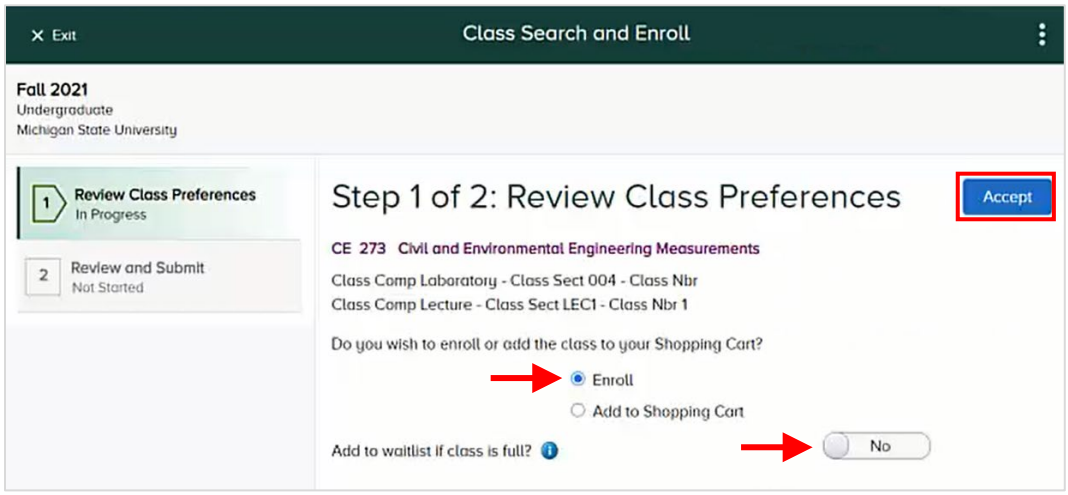
7. Select a course from the list of offerings.



You may need to scroll down to view all offerings in the list.

When you select a course, the two-step enrollment page will appear.

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.

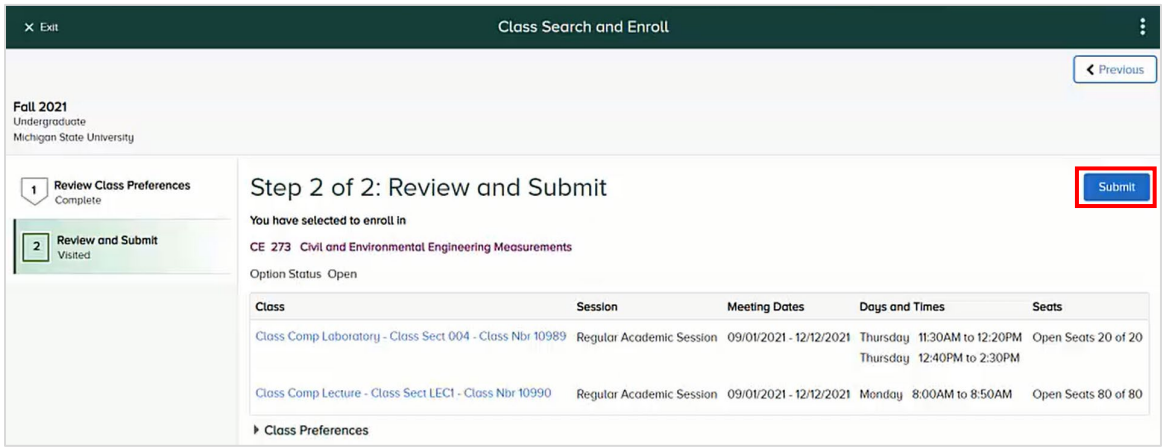
   c. Add to waitlist if class is full? **Yes** or **No**

   d. Click **Accept**.

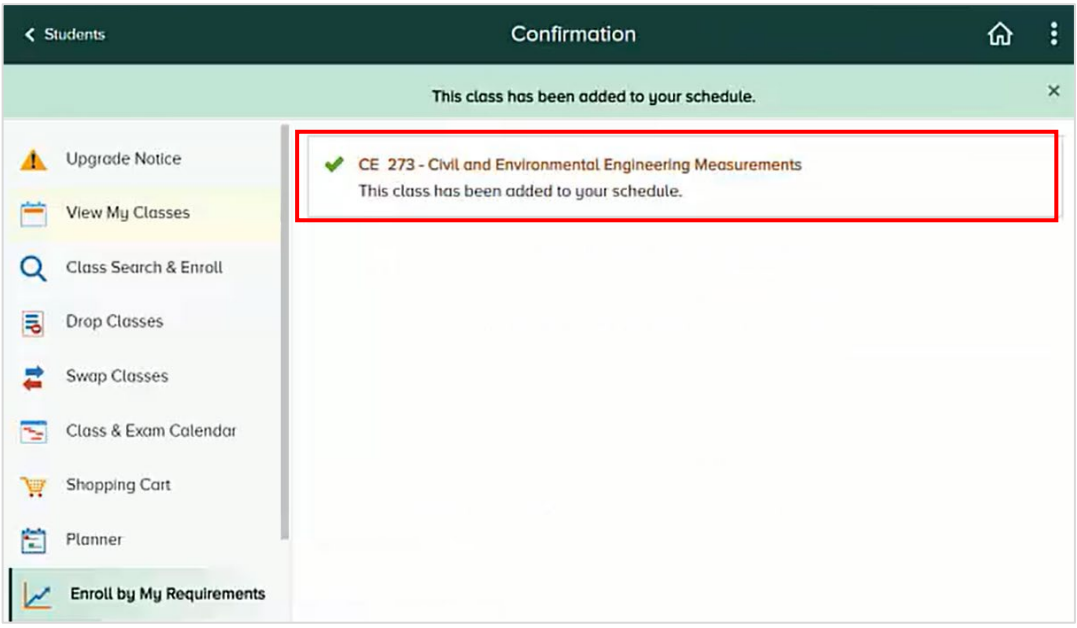
9. **Complete Step 2 of 2: Review and Submit**

   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.


Students
Confirmation
This class has been added to your schedule.
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.