# Add Class to a Student Schedule

1.  **Click the Records and Enrollment link.**
2.  Click the **Enroll Students** link.

    Enroll Students
3.  Click the **Enrollment Request** link.

4.  Enter the SMU ID into the **ID** field.
5.  Click the **Look up Academic Career** icon.
6.  Click the **Look Up** button.

    Look Up
7.  Select the appropriate entry from the search results.
8.  Click the **Look up Term** icon.
9.  Click the **Look Up** button.

    Look Up
10. Select the appropriate **Term** from the search results.
11. Click the **Add** button.

    Add
12. **Note:** Check for a **Negative Service Indicator** icon before continuing and resolve any enrollment restrictions.
13. Click the **Class Nbr Look Up** icon.
14. Click the **Course Subject** list and select the appropriate **Course Subject** from the list.
15. Click the **Course Career** list and select the appropriate **Course** from the list.
16. Click the **Search** button.

    SEARCH
17. Search results are displayed. Use the scrollbar to find the desired **Course Number** and **Section Number**.

    Click the **Select Class** button to add the class to the **Enrollment Request**.

    select class
18. The selected class has now been populated into the appropriate fields.

    If the class has a related lab, discussion, or other related section, click on the **Look Up** icon next to the **Related Class** field(s) and select a section.
19. Click the **Submit** button.
20. Verify that the classes have been successfully posted. The **Status** field will show **Sucess** and **Sequence Nbr** field will indicate an **Enrollment Request ID**.
21. If additional classes need to be **added**, click on the **Add a new row +** button to insert a new row and repeat the procedure until the enrollment process is complete.
22. **End of Procedure**