

Add a Class to your Schedule

1.	Click the Student Center link. Student Center
2.	Click the Add a Class link. Add a Class
3.	Select the required term button.
4.	Click the Continue button.
5.	If the incorrect term was previously selected, a Change Term button is available. (This will take you back to the select term page.) Change term
6.	 Code Definitions: Courses are identified using a subject abbreviation followed by a 4-digit code. Class Section Numbers identify a specific schedule/instructor/etc. for a course. It usually follows the course ID. Class Numbers are a 4 digit code which represents the Course and Class Section Number. This is the code you must have to enroll in a class.
7.	If you know the Class Nbr , enter it in the Class Nbr field. If you do NOT know the Class Nbr , you must "Search for Class". Click the Search button. Search
8.	Select a Course Subject from the drop-down list.
9.	If you know the Course Number , enter it in the Course Number field. If you do NOT know the Course Number , click the Search button. This will return ALL the classes offered for the selected subject. SEARCH Note: The search criteria is "is exactly" by default. There are other search criteria available in the drop-down list.
10.	Click the Select Class button from the list. Note: There may be more than one section for a course. select class
11.	Review the class on the Enrollment Preferences page. Click Next to add it to your Class Schedule. This may take a minute to process.
12.	Repeat selecting classes until completed.

Job Aid



13.	Click the Proceed to Step 2 of 3 button. PROCEED TO STEP 2 OF 3
14.	Confirm classes and click the Finish Enrolling button. FINISH ENROLLING
15.	Note: Errors are indicated by an X. An error message will explain what caused the error and a Fix Error button will be displayed. Click the Fix Error button to make changes. If the error for the indicated class is not corrected, you will NOT be enrolled in that class.
16.	Click the My Class Schedule button to view your schedule. MY CLASS SCHEDULE
17.	To return to the home page click Home or the Sign Out link to exit.
18.	End of Procedure.