Add Class to a Student Schedule

1. Click the Records and Enrollment link.
2. Click the Enroll Students link.
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.
7. Select the appropriate entry from the search results.
8. Click the Look up Term icon.
9. Click the Look Up button.
10. Select the appropriate Term from the search results.
11. Click the Add button.
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.
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.

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 Success 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