Enrolling in Classes Using the Online Student Center
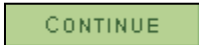
1. Click the **Enroll** link in the Academics section. This will display the **Select Term** page.
   Enroll

2. Select the term for which you'd like to enroll and click the **Continue** button. This will display the **Address & Emergency Contact Summary** page.
   CONTINUE

   Note: Each semester before you register, you're required to provide up-to-date local and emergency contact information. You can edit the current information, add new information, or simply verify that the information listed is correct.

3. To edit the current information:
   - Click the **Edit** button next to the entry you want to change.

   To add new information:
   - Click the **Add a New Address**, **Add a Phone Number**, or **Add an Emergency Contact** button.

   To verify that the information listed is correct:
   - Click the appropriate verification box.

4. Once you've updated or verified your information, click the **Continue** button.
   CONTINUE

5. Next, you'll go through your Student Opportunity selections. Once you're made your selections, click the **Submit** button and then confirm your choices. This will take you to the **Select Classes to Add** page.

6. Here you have three ways to add classes:

   Under **Add to cart:**
   - Enter the 5-digit number class number in the **Enter Class Nbr** field
   - Click **Enter**
     enter

   Under **Course Search**:
   - Enter the subject code in the **Subject Area** field. (**Note:** If you don't know the subject code, click the magnifying glass next to the field to look it up.)
   - Enter the catalog number in the **Catalog Nbr** field.
   - Click **Enter**
     enter

   Under **Advanced Class Search**:
   - Click the **Search** button. (This will allow you to look for a class based on criteria like course subject, academic career, course number, meeting times, instructor name, units, and course attributes.)
     search
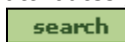
7. On the **Class Detail** page, click the **Select Class** button. This will display the **Enrollment Preferences** Page.
   SELECT CLASS
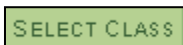
8. Use the **Enrollment Preferences** page to:

- View the details of the class you selected
- Waitlist for the class if it's full
- Change the units if it's a variable credit class
- Select pass/fail instead of a letter grade

9. When you're ready to add the class to your enrollment shopping cart, click the **Next** button.

NEXT

Note: The shopping cart helps you to plan enrollment for the term by holding your course selections for you, until you're ready to register.

The shopping cart can show you whether the class you selected is open or closed and if waitlists are available.

It's important to keep in mind that the shopping cart only holds the class information for you. It doesn't register you for the class or save you a spot. You'll be enrolled in the course only after you've clicked the **Finish Enrolling** button.

10. If you need to delete a class from the shopping cart for some reason, select the class and click the **Delete** button.

delete

11. Once you have the classes you want in your shopping cart, the next step in the enrollment process is to add the classes to your schedule.

To add the classes to your schedule, click the **Select** box next to each class you'd like to add.
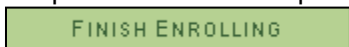
Select

☐

12. If you're enrolling in several classes at once, specify the order in which you'd like to register by entering the order in the **Enrollment Order** field next to each class.

Enrollment
Order
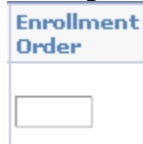
13. Click the **Proceed to Step 2 of 3** button. This will display the **Confirm Classes** page.

PROCEED TO STEP 2 OF 3
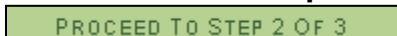
14. On the **Confirm Classes** page, you can check your classes one last time before you officially enroll. Once you've verified that your classes are correct, click the **Finish Enrolling** button to complete the enrollment process.

FINISH ENROLLING

Note: If you don't click this button, you won't be enrolled in the classes you selected.

15. After you've enrolled, you can view your schedule for the semester by clicking the **My Class Schedule** button.

MY CLASS SCHEDULE