Registration – Add Classes

This guide outlines the process for students to register or add classes through Student Center self service for Fall 2008.

- The **Student Center** screen will display by default
- To come back to the Student Center screen, click on **Home**
- To exit, click on **Sign Out** in upper right-hand corner
- To maintain the security and privacy of your records, you must Sign out

• Select **Add a Class**
• If you know the 5 digit Class Nbr, enter it and click on the green enter button.

• If you do not know the Class Nbr of the class that you would like to add, select the search button to see a listing of available classes.

• You can skip this step if you have already entered the Class Nbr as noted above.

• You can search by subject only or if you know the exact course as the example shows you can enter both the subject and course number.

• If the “show open classes only” button is left checked, only courses that are available for registration will be returned in your search.

• If you would like to search for classes specifically by instructor, days of the week, etc. select the “additional search criteria” and you can narrow your search even further.
Only the 1st 3 sections of a course will automatically display. To view all sections of a course, click on View All Sections.

You can select the section hyperlink to display more information regarding the class you are viewing.

If the class displayed is desired, then click on the select class button to add it to your shopping cart.

If you would like to search for other classes instead, click on the START A NEW SEARCH button.

If you need permission to add the class (because the class is full, there is a restriction, or consent is required), obtain a permission number from your instructor (if the instructor is using permission numbers) or submit an Add/Drop form with the instructor's signature to Enrollment Services.

You can also select Grading option from the drop down Grading selection.

Select the NEXT button to continue adding desired class.
• Now your class has been added to your shopping cart. You can search for additional classes or you can proceed to checkout by selecting **PROCEED TO STEP 2 OF 3**.

• If you wish to delete the selected class, click on the **Delete** icon.

• After you have confirmed these are the classes you want, select the **Finish Enrolling** button.
In the message column **Success!** will be displayed as confirmation.

If you see **Error** in the Message column, click on the Error to view the details. An example of why an error might occur can be when a student exceeds the maximum limit of units allowed for a term.