Enrollment: Adding a class

1. In your Student Center, click on the Enroll link.

2. During enrollment in the spring, students are eligible to enroll in Summer and/or Fall courses. If applicable, select the term for Enrollment by clicking the circle beside the term and click continue. If you are only eligible to enroll in one term, this screen will not appear. You can skip to step 3.

If after selecting the term, you want to change to a different term (Summer instead of Fall, for example), click on change term button on the top of your screen. You can change the term on any enrollment function (add, drop, swap or edit).
3. Adding classes it is a multi-step process. Begin by selecting the class you would like to enroll in. There are a few ways to do this. You can do this by directly entering the five digit class number into the box (see option A below). You can also do so by searching for classes using the “Class Search” button (option B). Another popular option is the Schedule Planner, listed under Academics on the Student Center page. The Schedule Planner will allow you to visually see what different schedule options are available for you and can be customized to work around scheduled time frames. Information on the Schedule Planner can be found here: http://sis.ku.edu/schedule-planner.

The class will then move to the shopping cart. Continue to add classes until your schedule is complete. If you make a mistake, you can click on the trashcan icon to delete the course from your Shopping Cart. When you have finished adding the classes to your shopping cart, click the Proceed to Step 2 of 3 button.
4. The last step of the process is to confirm the courses that have you placed into the shopping cart. Click Finish Enrolling.

5. After you have clicked the Finish Enrolling button, the system will try to enroll you into the classes in the shopping cart. The system will let you know if adding the class has been successful. The system will also alert you if the courses were unable to be added. Please pay careful attention to the message, as it will explain what the issues are.
The successful class(es) will no longer be listed in the shopping cart, but will move down to the Class Schedule.
Enrollment - Enrolling in a Lab or Discussion

1. While searching in the class search, you may notice that some classes have labs or discussions with the lecture section. The lecture (LEC) is listed first and then the lab (LBN) or discussion course (DIS) is listed after. Start with either one by selecting it by clicking on select class to the right.

2. After the class is selected, a list of labs (or lectures/discussions) that go along with the lecture will display. If there are more than 10 sections, click on View All Sections at the bottom of the list. Select the desired section from the radio button on the left and click Next.
Optional sections are listed so that students will be aware of those times, but the optional sections are should not be enrolled in. Students will need to select the radio button next to No Selection.

3. Both the Lab and Lecture will be listed in your shopping cart. At this point, proceed to Step 2 and finish enrolling. Remember to continue until you get to the page that tells you if your enrollment has been successful or has failed.
Enrollment Errors

If the enrollment does not say success, there is an error and needs to be corrected before enrollment can occur. The informational messages will give you the reason that course was unsuccessful. You will find some common examples of some of the enrollment messages below:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 184</td>
<td>Error: You cannot add this class due to a time conflict with class 16539. Select another class.</td>
<td>❌</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAS 690</td>
<td>Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.</td>
<td>❌</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVRN 420</td>
<td>Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
<td>❌</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class

Sometimes the class is successfully enrolled but there is also an informational message. In this example, the class is on the student schedule but also has been taken in the past.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 105</td>
<td>Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.</td>
<td>✔</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class
Enrollment - Class Permission

Sometimes a class requires instructor or class permission when a class needs permission a 3-6 digit number will be given to the student to use.

1. Select the class:

   ![Add Classes Screen]

2. On the next screen, enter the permission number given to you by your instructor in the box:

   ![Add Classes Screen with Permission Number]