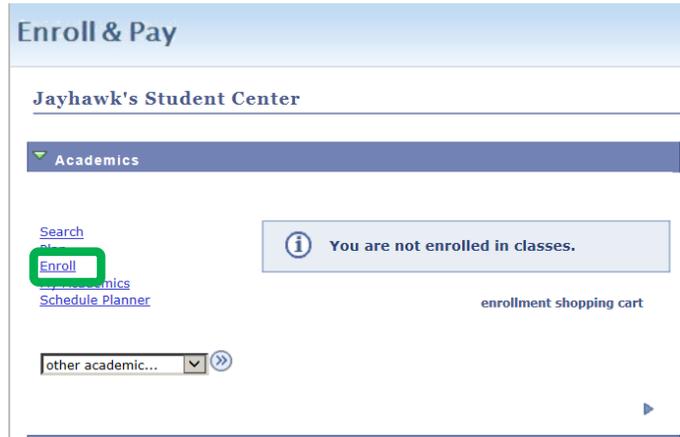
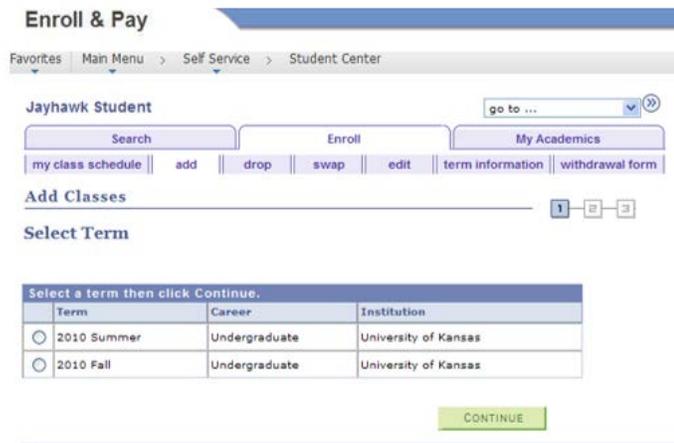


Enrollment: Adding a class

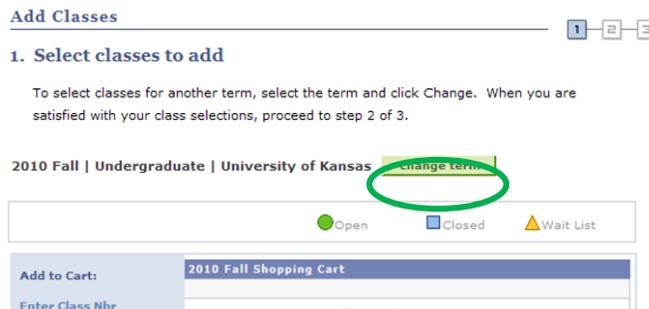
1. In your Student Center, click on the Enroll link.



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).



- 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>.

**Enroll & Pay**

Favorites | Main Menu > Self Service > Degree Progress/Graduation > Diploma Delivery Request

Jayhawk Student go to ...

Search Enroll My Academics

my class schedule || add || drop || swap || edit || term information || withdrawal form

**Add Classes** 1 ≡ ☰

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ **GEOL 103 has been added to your Shopping Cart.**

2010 Fall | Undergraduate | University of Kansas change term

Open Closed Wait List

**Add to Cart:**

Enter Class Nbr  enter

**Find Classes**

Class Search search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">GEOL 103-1000</a> <a href="#">(16539)</a>	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	

PROCEED TO STEP 2 OF 3

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.

- The last step of the process is to confirm the courses that have you placed into the shopping cart. Click **Finish Enrolling**.

**Add Classes** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2010 Fall | Undergraduate | University of Kansas

Class	Description	Days/Times	Room	Instructor	Units	Status
GEOL 103-1000 (16539)	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	●

● Open    ■ Closed    ▲ Wait List

CANCEL    PREVIOUS    **FINISH ENROLLING**

- 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.

**3. View results**

View the following status report for enrollment confirmations and errors:

2010 Fall | Undergraduate | University of Kansas

Class	Message	Status
GEOL 103	Success: This class has been added to your schedule.	✓

✓ Success: enrolled    ✗ Error: unable to add class

MY CLASS SCHEDULE    ADD ANOTHER CLASS

The successful class(es) will no longer be listed in the shopping cart, but will move down to the Class Schedule.

**Enroll & Pay**

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Degree Progress/Graduation](#) > [Diploma Delivery Request](#)  
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2010 Fall | Undergraduate | University of Kansas [change term](#)

Open   
  Closed   
  Wait List

**Add to Cart:** 2010 Fall Shopping Cart

Enter Class Nbr:  [enter](#)

Your enrollment shopping cart is empty.

**Find Classes**

Class Search

[search](#)

---

**My 2010 Fall Class Schedule**

Enrolled   
  Dropped   
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status	Textbook Link
<a href="#">GEOL 103-1000</a> <a href="#">[16539]</a>	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	<input checked="" type="checkbox"/>	

[Search](#)    [Enroll](#)    [My Academics](#)  
[My Class Schedule](#)    [Add](#)    [Drop](#)    [Swap](#)    [Edit](#)    [Term Information](#)    [Withdrawal Form](#)

Enrollment - Enrolling in a Lab or Discussion

- 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.

✓ CHEM 184 - Foundations of Chemistry I

First 1-44 of 44 Last

Section [1000-LEC\(13585\)](#) 5 units Available Seats 538 Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MWF 9:00AM - 9:50AM	Budig Hall 120	Peter Hierl	08/19/2010 - 12/17/2010

---

Section [1100-LBN\(13587\)](#) 5 units Available Seats 12 Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 7:30AM - 10:20AM	Malott 2022	Roderick Black	08/19/2010 - 12/17/2010

---

Section [1200-LBN\(13591\)](#) 5 units Available Seats 17 Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
--------------	------	------------	---------------

- 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**.

Jayhawk Student Go to ...

Search Enroll My Academics

my class schedule add drop swap edit term information withdrawal form

Add Classes

1. Select classes to add - Enrollment Section

2010 Fall | Undergraduate | University of Kansas

CHEM 184 - Foundations of Chemistry I

Lecture selected: Section 1000  
MWF 9:00AM - 9:50AM Budig Hall 120

● Open ■ Closed ▲ Wait List

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input type="radio"/>	13587	<a href="#">1100</a>	Lab 2	Tu 7:30AM - 10:20AM	Malott 2022 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	13591	<a href="#">1200</a>	Lab 2	Tu 7:30AM - 10:20AM	Malott 2024 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	13597	<a href="#">1300</a>	Lab 2	Tu 7:30AM - 10:20AM	Malott 2028 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	45065	<a href="#">1400</a>	Lab 2	Tu 7:30AM - 10:20AM	Malott 2026 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	13581	<a href="#">1500</a>	Lab 2	Th 7:30AM - 10:20AM	Malott 2022 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	13599	<a href="#">1600</a>	Lab 2	Th 7:30AM - 10:20AM	Malott 2024 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	13605	<a href="#">1700</a>	Lab 2	Th 7:30AM - 10:20AM	Malott 2028 R. Black	<span style="color: green;">●</span>
<input type="radio"/>	35985	<a href="#">1800</a>	Lab 2	M 11:00AM - 1:50PM	Malott 2022 R. Black	<span style="color: blue;">■</span>
<input type="radio"/>	35987	<a href="#">1900</a>	Lab 2	M 11:00AM - 1:50PM	Malott 2024 R. Black	<span style="color: blue;">■</span>
<input type="radio"/>	45070	<a href="#">2000</a>	Lab 2	M 11:00AM - 1:50PM	Malott 2028 R. Black	<span style="color: green;">●</span>

View All Sections First 1-10 of 40 Last

CANCEL 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**.

**Enroll & Pay**

Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Jayhawk Student

Search Enroll My Academics

my class schedule | add | drop | swap | edit | term information | withdrawal form

**Add Classes** 1 2 3

**1. Select classes to add - Related Class Sections**

2010 Fall | Undergraduate | University of Kansas

**CHEM 184 - Foundations of Chemistry I**

Lab 2 selected: Section 1500  
Th 7:30AM - 10:20AM Malott 2022

Open  Closed  Wait List

Select Discussion Optional section (Optional):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	No Selection				
<input type="radio"/>	13583 <a href="#">5100</a>	Sa 8:30AM - 11:30AM Th 7:00PM - 8:30PM W 3:30PM - 4:50PM Tu 3:30PM - 4:50PM M 4:30PM - 5:30PM M 7:10PM - 8:30PM	Malott 2007 TBA Malott 1003 TBA TBA Malott 2007	P. Hierl	<input type="checkbox"/>

View All Sections | First 1-2 of 2 Last

CANCEL NEXT

- 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.

Jayhawk Student

Search Enroll My Academics

my class schedule | add | drop | swap | edit | term information | withdrawal form

**Add Classes** 1 2 3

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

CHEM 184 has been added to your Shopping Cart.

2010 Fall | Undergraduate | University of Kansas [change term](#)

open  closed  Wait List

Add to Cart: **2010 Fall Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	CHEM 184-1500 (13583)	Th 7:30AM - 10:20AM	Malott 2022	R. Black	5.00	<input checked="" type="radio"/>
<input type="checkbox"/>	CHEM 184-1000 (13585)	MWF 9:00AM - 9:50AM	Budig Hall 120 P	P. Hierl		<input checked="" type="radio"/>

Find Classes

[PROCEED TO STEP 2 OF 3](#)

### 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:

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
CHEM 184	<b>Error:</b> You cannot add this class due to a time conflict with class 16539. Select another class.	✘

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
AAAS 690	<b>Error:</b> 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.	✘

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
EV RN 420	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✘

[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:

2010 Fall | Undergraduate | University of Kansas

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
PSYC 105	<b>Message:</b> 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.	✔

[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:

**Jayhawk Student** go to ...

Search      Enroll      My Academics

my class schedule   add   drop   swap   edit   term information   withdrawal form

**Add Classes** 1 2 3

**Class Detail**

**AAAS 690 - 1100 Investigation and Conference**  
University of Kansas | 2010 Fall | Independent Study

[Return to Add Classes](#)      [VIEW SEARCH RESULTS](#)      **SELECT CLASS**

**Class Details**

<b>Status</b>	● Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	10061	<b>Dates</b>	8/19/2010 - 12/17/2010
<b>Session</b>	Regular Academic Session	<b>Grading</b>	A-D(+/-)FI
<b>Units</b>	1 - 3 units	<b>Location</b>	University of Kansas-Lawr
<b>Instruction Mode</b>	In Person	<b>Cmps</b>	Cmps
<b>Class Components</b>	Independent   Required Study	<b>Campus</b>	Lawrence Campus

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

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

2010 Fall | Undergraduate | University of Kansas

**AAAS 690 - Investigation and Conference**

**Class Preferences**

AAAS 690-1100   Ind Study ● Open      **Wait List**    Wait list if class is full

**Session**   Regular Academic Session      **Permission Nbr**   19329

**Career**   Undergraduate      **Grading**   A-D(+/-)FI

**Enrollment Information**

- Department Consent Required to enroll in this class
- H Humanities
- World Civilization
- Prerequisite Indicated

**Units**   1.00

[CANCEL](#)   [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
1100	Ind Study		TBA	Staff	08/19/2010 - 12/17/2010