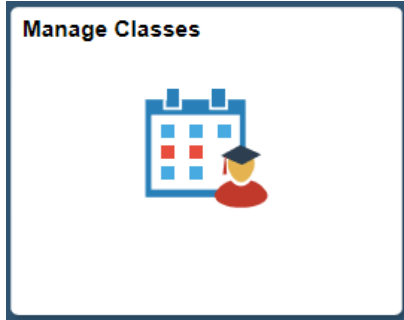


Adding a Class

To add a class, begin by clicking on the Manage Classes tile on the Student Homepage.

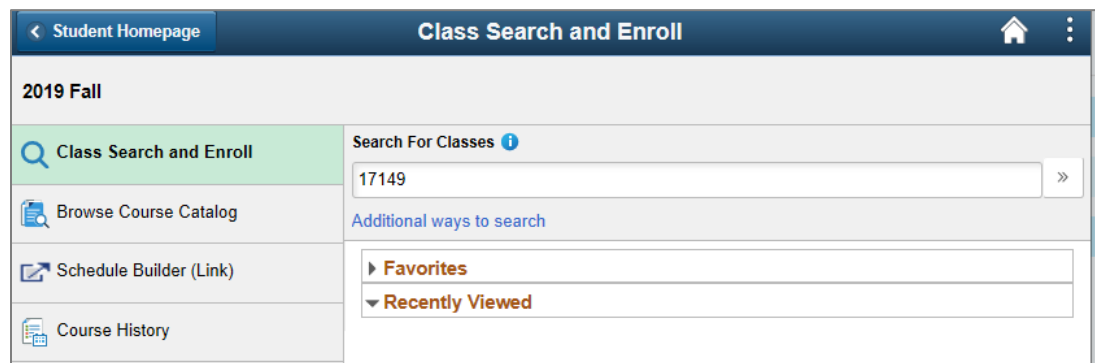


Adding classes is a multi-step process. Begin by selecting the classes that you would like to enroll in. There are a few ways to do this:

- a. Use the Schedule Builder to create your class by clicking on the Schedule Builder link. Students are able to send selected classes from the Schedule Builder to their Shopping Cart.

See additional Schedule Builder instructions [here](#).

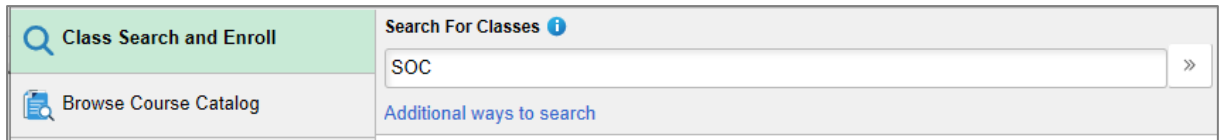
- b. Enter the five-digit class number into the search box and click on the >> to search. Confirm that you have selected the correct class and then move to the Enrollment instructions.



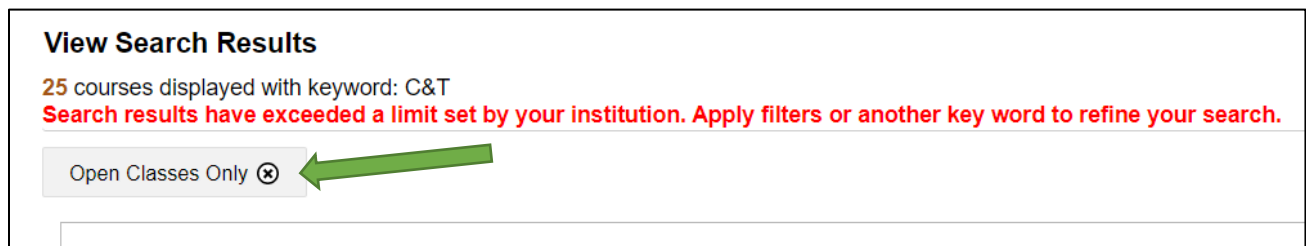
- c. Search for classes using the Class Search option.

Class Search

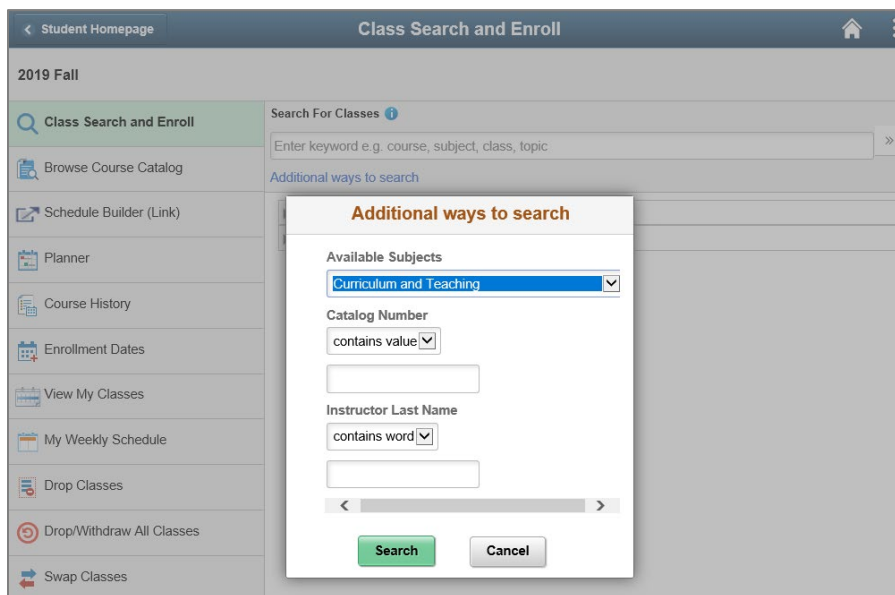
The Search for Classes search box does a global search in Enroll & Pay. For example, if you type in **SOC** and click the >> button, you will see any class that has SOC in the name or class description. This will include any courses that have Society, Social and Sociology in them.



From here, you can filter down results using the options on the bar on the left side of the page. Please note that the system defaults to showing only open classes. You can turn off that filter by clicking on the “x” next to the filter.



You can also search by Subject by clicking on the Additional ways to search link under the global search bar.



Select the course to move onto the next step.

If there are multiple sections available of the same class, you can select between them here. To view information on the class, click on the hyperlink in the Class Options results.

C&T 347
 Social Studies in the Elementary Classroom
 ★ Add to favorite courses
 ▶ Course Information
 ▼ Class Selection

Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture-Class # 17149	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	J R Pearso 142	Steven White, Charles Pittack	Open Seats 2 of 26 >
2	Open	Regular Academic Session	Lecture-Class # 19120	08/26/2019 - 12/20/2019	Tuesday Thursday 12:30PM to 1:45PM	J R Pearso 142	Charles Pittack	Open Seats 3 of 26 >

ENROLLMENT

Step 1: Once you have selected a class, click on the **Next** button. Your activity will be marked using the actions bar on the left.

✕ Exit
Class Search and Enroll
Next >
⋮

2019 Fall
Undergraduate
University of Kansas

1 **Review Class Selection**
Visited

2 **Enroll or Add to Cart**
Not Started

3 **Review and Submit**
Not Started

Step 1 of 3: Review Class Selection

You have selected

C&T 347 Social Studies in the Elementary Classroom

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 17149	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	Open Seats 2 of 26

Step 2: You can decide if you want to Enroll in a Class or Add to your Shopping Cart. **The Enroll option will not be available until your scheduled appointment time.** Click the Next button.

✕ Exit
Class Search and Enroll
Next >
⋮

2019 Fall
Undergraduate
University of Kansas

1 **Review Class Selection**
Complete

2 **Enroll or Add to Cart**
Visited

3 **Review and Submit**
Not Started

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Step 3: Review and Submit your class.

2019 Fall
Undergraduate
University of Kansas

1 Review Class Selection Complete

2 Enroll or Add to Cart Complete

3 Review and Submit Visited

Step 3 of 3: Review and Submit

You have selected to enroll in

C&T 347 Social Studies in the Elementary Classroom

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 17149	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	Open Seats 2 of 26

Submit

Confirmation: Students will see a confirmation after enrollment.

Student Homepage

Confirmation

This class has been added to your schedule.

University of Kansas

Class Search and Enroll

Browse Course Catalog

✓ **C&T 347 - Social Studies in the Elementary Classroom**

This class has been added to your schedule.

If a class has not been added to your class schedule, a specific message will appear letting you know why you were not enrolled.

Student Homepage

Confirmation

Not added to class schedule

University of Kansas

Class Search and Enroll

Browse Course Catalog

Schedule Builder (Link)

Course History

Enrollment Dates

✗ **C&T 347 - Social Studies in the Elementary Classroom**

Department Consent Required. You must obtain permission to take this class. If you have a permission number, select the 'Return to Class Preferences' link, enter permission number and resubmit your request.

Return to Class Preferences

Return to Class Search Results

Return to Keyword Search Page