Adding a Class

To add a class, begin by clicking on the Enroll & 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.

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**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.

**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.
**Step 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 4:** Review and Submit

You have selected to enroll in:
**C&T 290 - Introduction to Secondary Science and Mathematics Teaching**
Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>52872</td>
<td>Regular Academic Session</td>
<td>01/16/2023 - 05/10/2024</td>
<td>Tuesday 1:00PM to 2:15PM</td>
<td>Open Seats 1 of 24</td>
</tr>
</tbody>
</table>

**Confirmation:** Students will see a confirmation after enrollment.

**C&T 290 - Introduction to Secondary Science and Mathematics Teaching**
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.