

## Adding a Class

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

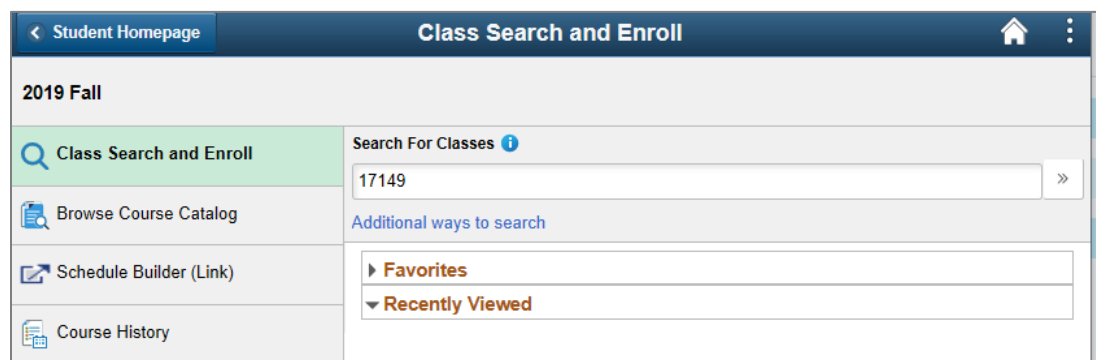


Adding classes is a multi-step process. Begin by selecting the classes that you would like to enroll in. There are a few ways to do this:

- 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](#).

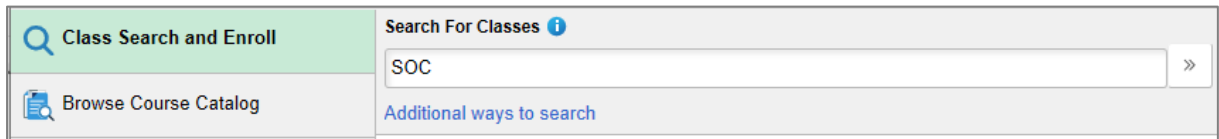
- b. Enter the five-digit class number into the search box and click on the >> to search. Confirm that you have selected the correct class and then move to the Enrollment instructions.



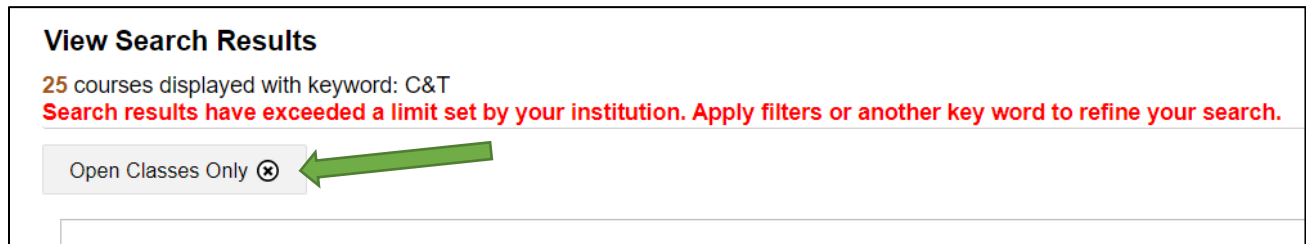
- c. Search for classes using the Class Search option.

## Class Search

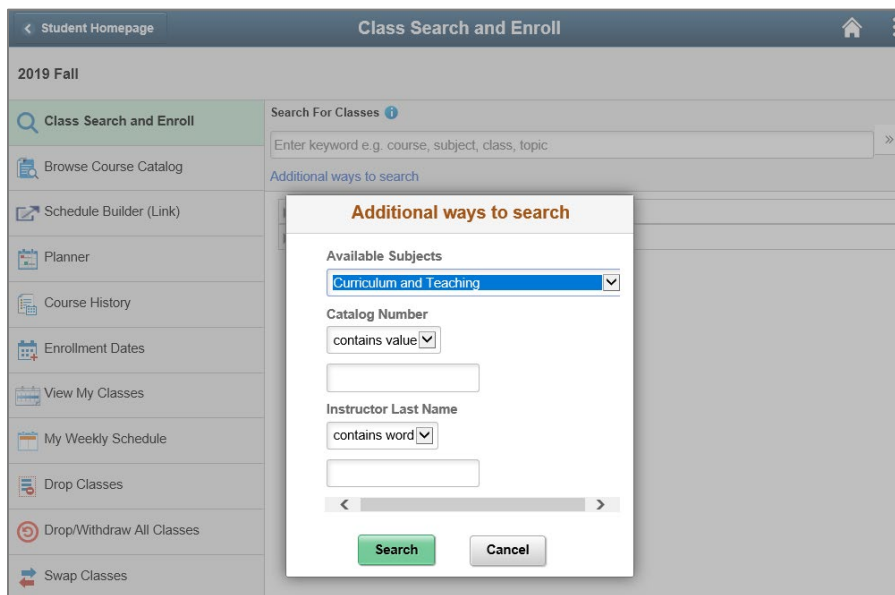
The Search for Classes search box does a global search in Enroll & Pay. For example, if you type in **SOC** and click the >> button, you will see any class that has SOC in the name or class description. This will include any courses that have Society, Social and Sociology in them.



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.

**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	<a href="#">Lecture-Class # 17149</a>	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	<a href="#">Lecture-Class # 19120</a>	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.

1 Review Class Selection Visited	<b>Step 1 of 4: Review Class Selection</b> You have selected C&T 290 Introduction to Secondary Science and Mathematics Teaching Option Status Open <table border="1"> <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><a href="#">Component Lecture-Class # 52872</a></td> <td>Regular Academic Session</td> <td>01/16/2024 - 05/10/2024</td> <td>Tuesday 1:00PM to 2:15PM</td> <td>Open Seats 1 of 24</td> </tr> </tbody> </table>	Class	Session	Meeting Dates	Days and Times	Seats	<a href="#">Component Lecture-Class # 52872</a>	Regular Academic Session	01/16/2024 - 05/10/2024	Tuesday 1:00PM to 2:15PM	Open Seats 1 of 24
Class		Session	Meeting Dates	Days and Times	Seats						
<a href="#">Component Lecture-Class # 52872</a>		Regular Academic Session	01/16/2024 - 05/10/2024	Tuesday 1:00PM to 2:15PM	Open Seats 1 of 24						
2 Review Class Preferences Not Started											
3 Enroll or Add to Cart Not Started											
4 Review and Submit Not Started											

**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.

1 Review Class Selection Complete	<b>Step 2 of 4: Review Class Preferences</b> <span style="float: right; background-color: #4285f4; color: white; padding: 2px 5px; border-radius: 3px;">Accept</span> C&T 290 Introduction to Secondary Science and Mathematics Teaching Component Lecture-Class # 52872 - Open
2 Review Class Preferences In Progress	

### Step 3: Enroll or Add to Cart

1 **Review Class Selection**  
Complete

2 **Review Class Preferences**  
Complete

3 **Enroll or Add to Cart**  
Visited

### Step 3 of 4: 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

1 **Review Class Selection**  
Complete

2 **Review Class Preferences**  
Complete

3 **Enroll or Add to Cart**  
Complete

4 **Review and Submit**  
Visited

### Step 4 of 4: Review and Submit

You have selected to enroll in

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


Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Component Lecture-Class # 52872	Regular Academic Session	01/16/2024 - 05/10/2024	Tuesday 1:00PM to 2:15PM	Open Seats 1 of 24

[Class Preferences](#)

[Submit](#)

**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.

 [Return to Class Search Results](#)

 [Return to Keyword Search Page](#)

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

The screenshot shows a web interface for a student. At the top, there is a navigation bar with a back arrow, the text "Student Homepage", the word "Confirmation" in the center, and a home icon with a vertical ellipsis on the right. Below this is a green notification banner with the text "Not added to class schedule" and a close button (X). Underneath the banner, the text "University of Kansas" is visible. On the left side, there is a sidebar menu with the following items: "Class Search and Enroll" (highlighted in green), "Browse Course Catalog", "Schedule Builder (Link)", "Course History", and "Enrollment Dates". The main content area on the right contains a message box with a red X icon and the text: "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." Below this message box are three links: "Return to Class Preferences" (with a refresh icon), "Return to Class Search Results" (with a magnifying glass icon), and "Return to Keyword Search Page" (with a circular arrow icon).