1. Log into Student Self Service (SiS). After logging in, the Student Center page should be displayed.
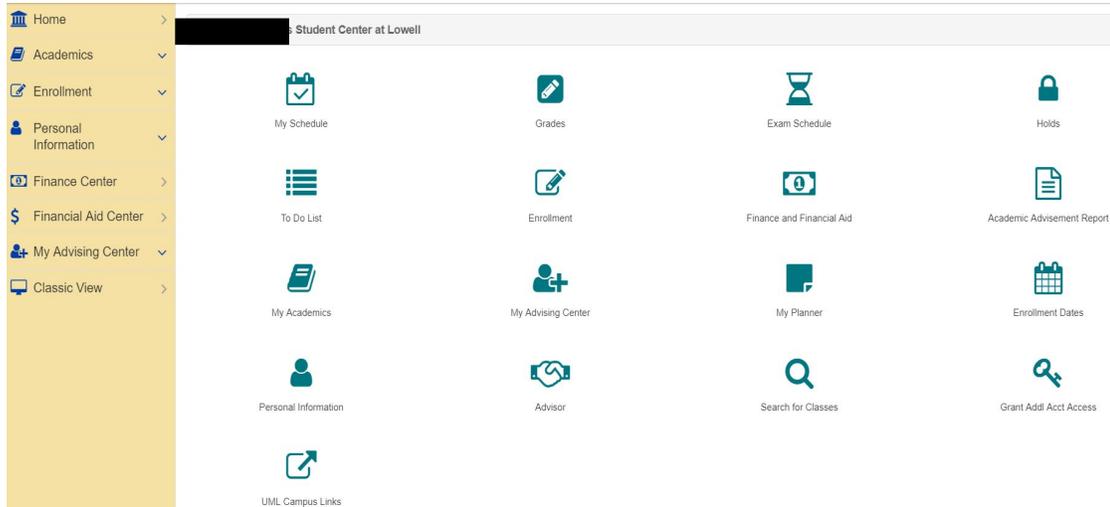
2. Under the Enrollment heading, select Enrollment: Add Classes

3. Select the term you wish to enroll in and continue.
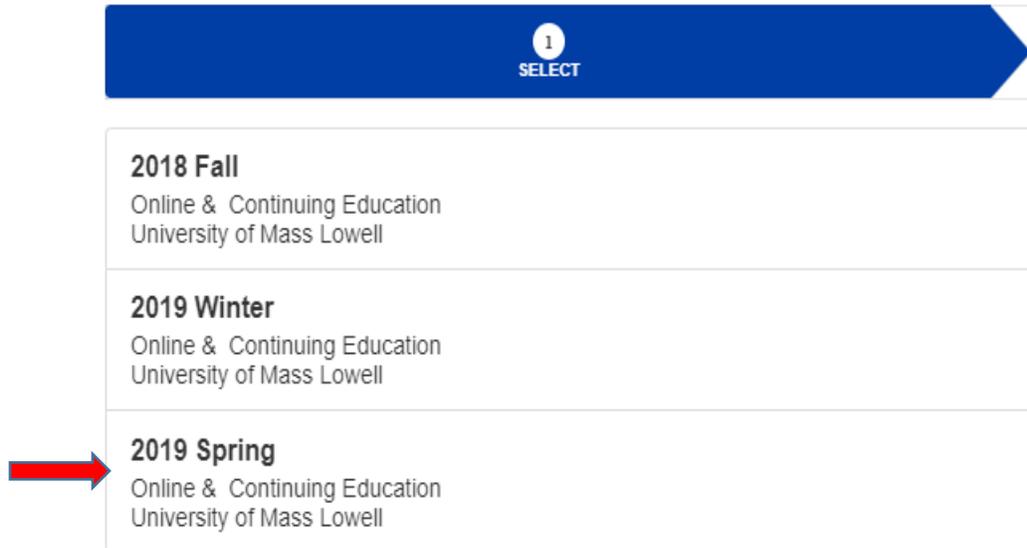
4. The Select classes to add page will be displayed. It offers you different ways to add a class: either from your planner or by searching for the specific class number. In this particular example we will be adding classes to the cart by searching for them. Click on the search button.
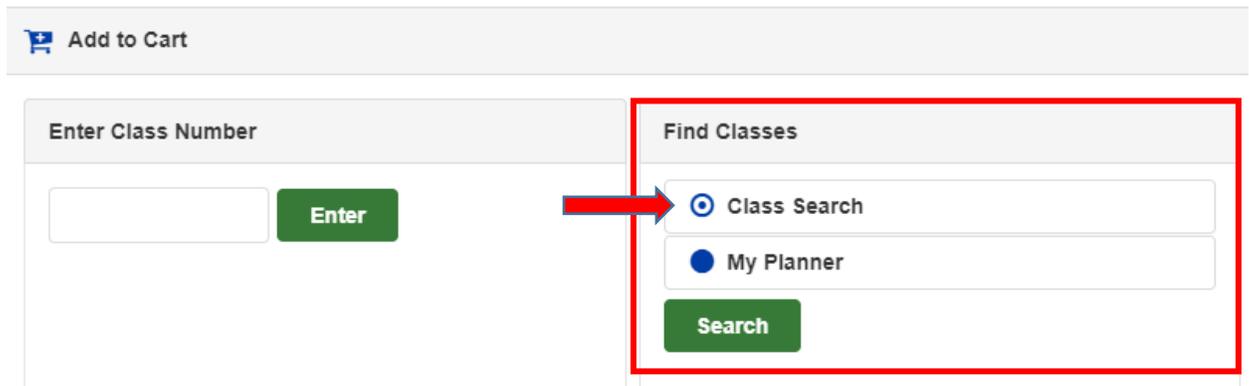
5. The following page will be displayed. To search for a specific course by name select the select subject button

6. This is the Enter search criteria page, you will be able to see the subject codes available for the University. Select the subject based on your desired course. i.e. if you are adding an English course, select E and then English. Important: The subjects marked as (Inactive) should not be selected.

7. Once your selection has been made it will auto fill in the subject section on the search for classes page.

8. Enter the 4 digit course number.

Subject		select subject	ENGL
Course Number		is exactly ∨	1010 ⬅
Course Career		Select ∨	

☑ Show Open Classes Only

9. Select the blue **Search** at the bottom right of the screen.

10. The page displayed will list all available courses offered and the details. Select the desired course based on career and/or times offered

∧ ENGL 1010 - College Writing I (Formerly 42.101)

SELECT	STATUS	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
Select	⊘	9058	202-REC Regular	MoWeFr 9:00AM - 9:50AM	Dugan 105 - Conference - SC	Thomas Desmond (PI)	01/22/2019 - 05/03/2019

SELECT	STATUS	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
Select	⊘	9059	203-REC Regular	MoWeFr 9:00AM - 9:50AM	Olsen Hall 103 - NC	Frank Morris (PI)	01/22/2019 - 05/03/2019

SELECT	STATUS	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
Select	⊘	9060	206-REC Regular	Mo 6:30PM - 9:20PM	O'Leary Library 329 - SC	Charles Raras (PI)	01/22/2019 - 05/03/2019

SELECT	STATUS	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
Select	⊘	9061	207-REC Regular	MoWeFr 10:00AM - 10:50AM	Olsen Hall 103 - NC	Frank Morris (PI)	01/22/2019 - 05/03/2019

11. After selecting the desired course section, the enrollment preference screen will appear. This is the screen where permission numbers can be entered and the wait list option is available. Select NEXT to add the course to your shopping cart.

	1 SELECT	2 CONFIRM	3 FINISH

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
202	✓ Recitation	MoWeFr 9:00AM - 9:50AM	Dugan 105 - Conference - SC	Thomas Desmond (PI)	01/22/2019 - 05/03/2019

Class Preferences

Recitation	Open
Session	Regular Academic Session
Career	Undergraduate

Enrollment Information

- Anti Req for ENGL.1010 - students cannot receive credit for both ENGL.1010, ENGL.1110 and ENGL.1010S.
- College Writing

☑ Wait list if class is full

Permission Nbr	
Grading	Graded
Units	3.00

Cancel Next

12. The selected course has been added to your shopping cart. Select CONTINUE in the bottom right corner.

✓ ENGL 1010 has been added to your Shopping Cart.

Add to Cart

Enter Class Number

[ ] Enter

Find Classes

⊙ Class Search
● My Planner

Search

2019 Spring Shopping Cart 1

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
✖ Delete	ENGL 1010-202 (9058)	MoWeFr 9:00AM - 9:50AM	Dugan 105 - Conference - SC	T. Desmond (PI)	3.00	✓

13. Review your selection and select finish enrolling.

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

⊘ OPEN		⊗ CLOSED		⊘ WAIT LIST		

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	
ENGL 1010-202 (9058)	College Writing I (Recitation)	MoWeFr 9:00AM - 9:50AM	Dugan 105 - Conference - SC	T. Desmond (PI)		3.00

Cancel   Previous   Finish Enrolling

14. You have successfully enrolled in the class as shown by a green checkmark!