Enroll in a Class

1. There are two methods for enrolling/adding a class: utilizing the Student Center or utilizing the Enrollment: Add a Class option. Both methods will be demonstrated. We will begin with utilizing the Student Center.

2. In this exercise you will enroll in BIOCH – 999, class number 1010.
   Click the Main Menu button.
   Click the Self Service menu.
   Click the Student Center menu.

3. Click the Enroll link.

4. If required, select the term. For this example, the Spring 2014 option is selected.
   Click the Spring 2014 option.
   Click the Continue button.
5. You may enter the Class Nbr directly into the field or search for it using the Class Search option. Enter the desired information into the **Enter Class Nbr** field. Enter a valid value e.g. "1010". Click the **Enter** button.

![Image of a shopping cart interface](image)

6. Make sure the units are correct for the selected class. Click the **Next** button.

**Shopping Cart**

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

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

**BIOCH 999 - EXAM ONLY**

**Class Preferences**

<table>
<thead>
<tr>
<th>Session</th>
<th>Semester Session 1</th>
<th>Career</th>
<th>Graduate Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOCH 999-0001</strong></td>
<td>Course Req</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

**Wait List** | Wait list if class is full

**Permission Nbr** | |

**Grading** | Pass/No Pass

**Units** | 0.00
7. Click the Select box next to the class you have chosen. In this example the **BIOCH 999-0001 (1010)** option is selected.

   Click the **Enroll** button.

8. Click the **Finish Enrolling** button.

### 2. Confirm classes

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOCH 999-0001</td>
<td>EXAM ONLY (Course Req)</td>
<td>TBA</td>
<td>N. Davis</td>
<td></td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CANCEL</th>
<th>PREVIOUS</th>
<th>FINISH ENROLLING</th>
</tr>
</thead>
</table>
9. You may add another class or view your class schedule. Click the **My Class Schedule** button.

### 3. View results

View the following status report for enrollment confirmations and errors:

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOCH 995</td>
<td><strong>Success:</strong> This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

[MY CLASS SCHEDULE] [ADD ANOTHER CLASS]
The alternate option, Enrollment: Add a Class, will now be demonstrated.

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Enrollment** menu.
   Click the **Enrollment: Add Classes** menu.

2. Select the appropriate term.
   Click the **Continue** button.

3. To add classes, you can enter the Class Number directly if you know it, or you can go to Class Search and search by Department. In this example, ANAT 195, class number 1002 will be selected.
   Click the **Enter** button.
4. Once you have selected the class, make sure the units are correct if editable. Click the Next button. The selected class will be added to your shopping cart.

**ANAT 195 - MEDICAL NEUROSCIENCE**

<table>
<thead>
<tr>
<th>Class Preferences</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 195-0001</td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Semester Session 1</td>
</tr>
<tr>
<td>Career</td>
<td>Graduate Studies</td>
</tr>
<tr>
<td></td>
<td>Units 6.00</td>
</tr>
</tbody>
</table>

5. After you have added all of your classes to your shopping cart, click the Proceed to Step 2 of 3 button.

6. Click the Finish Enrolling button.