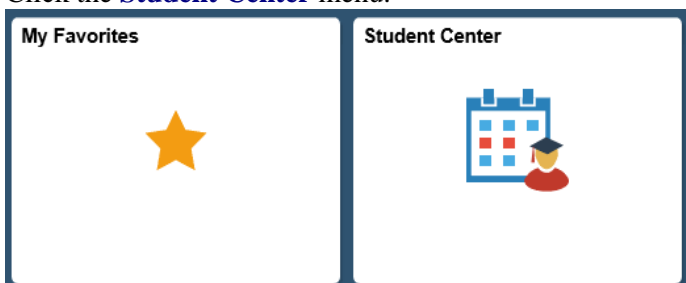
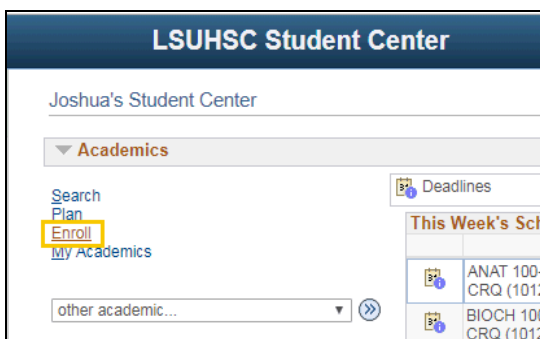


Enroll in a Class

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 **Student Center** menu.



3. Click the **Enroll** link.



4. If required, select the term. For this example, the Fall 2019 option is selected. Click the **Fall 2019** option. Click the **Continue** button.

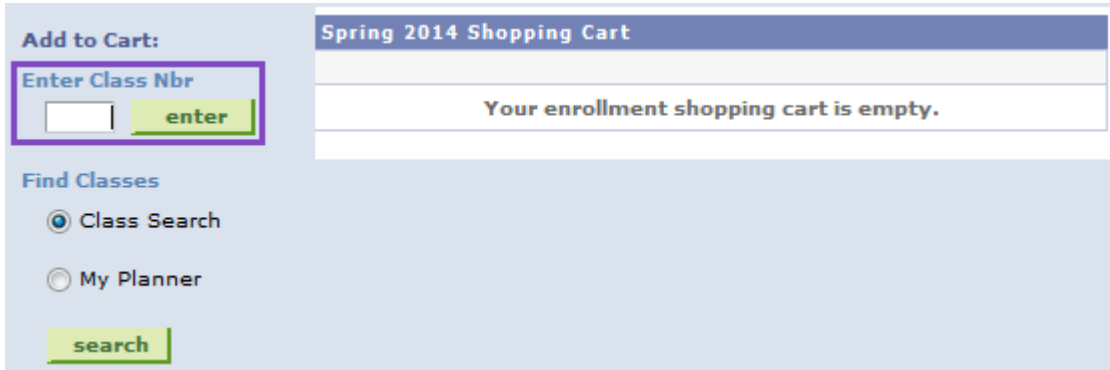
Select Term

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> Fall 2019	Medicine, New Orleans	LSUHSC - New Orleans
<input type="radio"/> Spring 2020	Medicine, New Orleans	LSUHSC - New Orleans

Continue

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.



Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

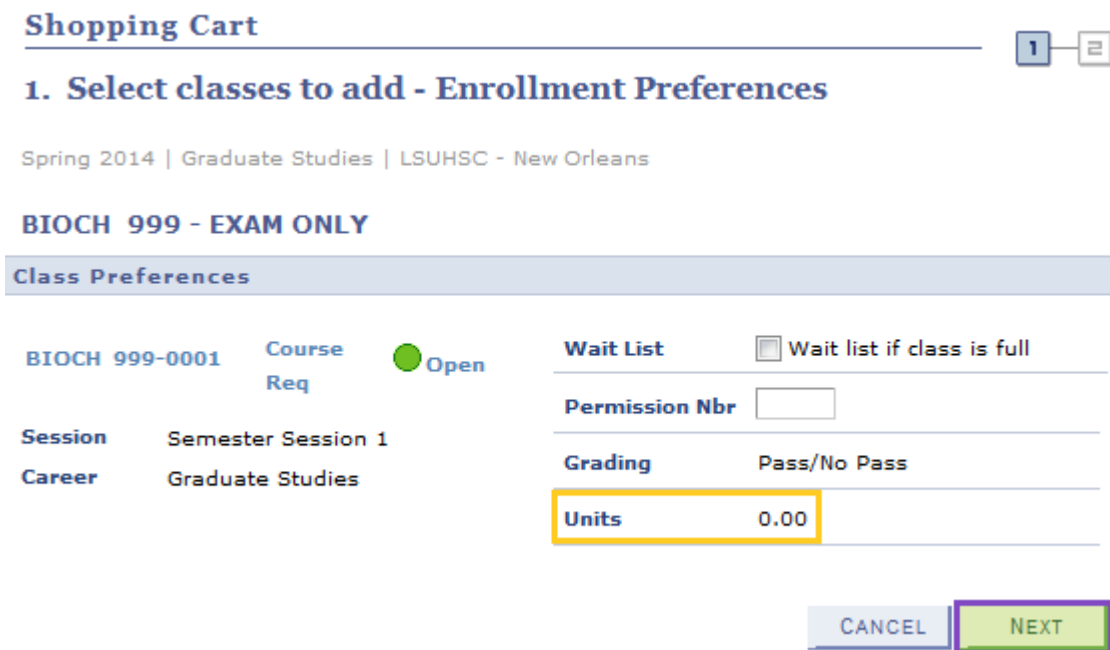
My Planner

search

Spring 2014 Shopping Cart

Your enrollment shopping cart is empty.

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



Shopping Cart 1

1. Select classes to add - Enrollment Preferences

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

BIOCH 999 - EXAM ONLY

Class Preferences

BIOCH 999-0001 Course Req **Open**

Wait List Wait list if class is full

Permission Nbr

Grading Pass/No Pass

Units 0.00

CANCEL **NEXT**

- 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.

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Planner

Spring 2014 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	BIOCH 999-0001 (1010)		TBA	N. Davis		●

for selected:

- 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.

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOCH 999-0001 (1010)	EXAM ONLY (Course Req)		TBA	N. Davis		●

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

✓ Success: enrolled✗ Error: unable to add class

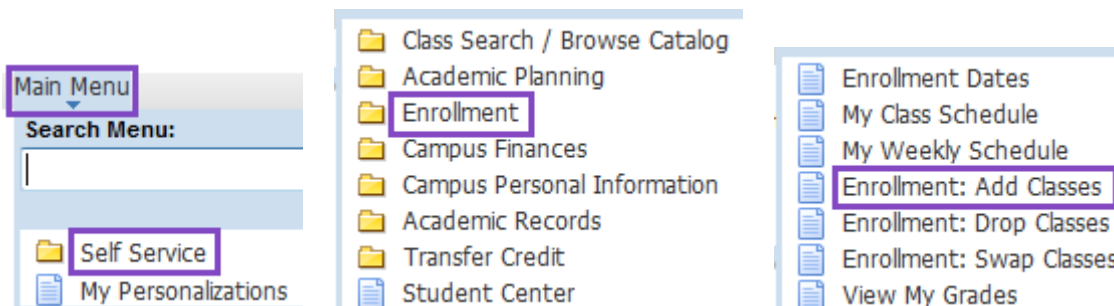
Class	Message	Status
BIOCH 999	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULEADD ANOTHER CLASS

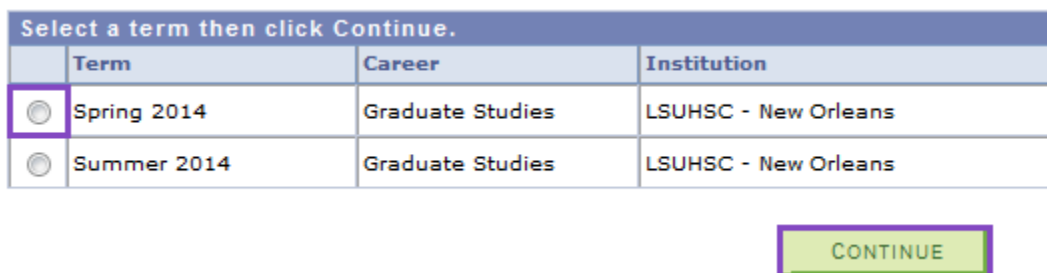
10. **NOTE:** After courses have been added, you must inquire on your account for the tuition to calculate.

The alternate option, Enrollment: Add a Class, will now be demonstrated.

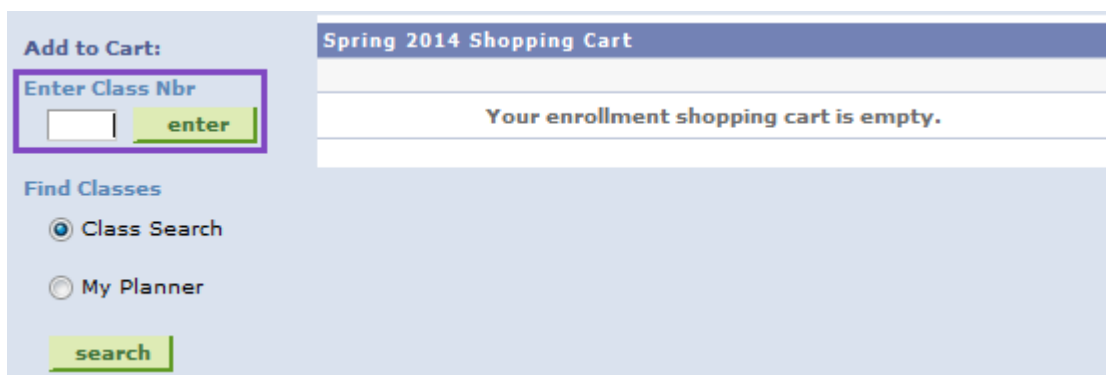
1. Click the **Main Menu** button.
 Click the **Self Service** menu.
 Click the **Enrollment** menu.
 Click the **Enrollment: Add Classes** menu.



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.



Job Aid

- 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

Class Preferences

ANAT 195-0001	Course Req	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Semester Session 1		Permission Nbr	<input type="text"/>
Career	Graduate Studies		Grading	Graded
			Units	6.00

CANCEL

NEXT

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

Add to Cart:	Spring 2014 Shopping Cart						
Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="text"/> enter		ANAT 195-0001 (1002)	TuTh 10:00AM - 12:00PM	TBA	D. Kreston, K. Paul	6.00	<input checked="" type="radio"/>
Find Classes							
<input checked="" type="radio"/> Class Search							
<input type="radio"/> My Planner							
search							

PROCEED TO STEP 2 OF 3

- Click the **Finish Enrolling** button.

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

<input checked="" type="radio"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
ANAT 195-0001 (1002)	MEDICAL NEUROSCIENCE (Course Req)	TuTh 10:00AM - 12:00PM	TBA	D. Kreston, K. Paul	6.00	<input checked="" type="radio"/>

CANCEL

PREVIOUS

FINISH ENROLLING

- NOTE:** After courses have been added, you must inquire on your account for the tuition to calculate.