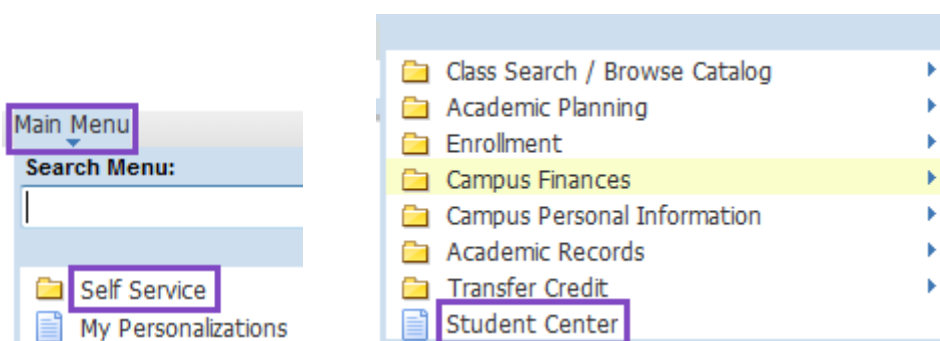
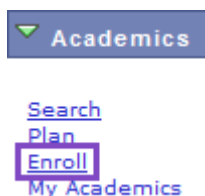


## Enroll in a Class

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.

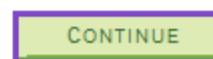


3. Click the **Enroll** link.



4. If required, select the term. For this example, the Spring 2014 option is selected.  
Click the **Spring 2014** option.  
Click the **Continue** button.

Select a term then click Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	Spring 2014	Graduate Studies	LSUHSC - New Orleans
<input type="radio"/>	Summer 2014	Graduate Studies	LSUHSC - New Orleans



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"/>	<a href="#">BIOCH 999-0001 (1010)</a>		TBA	N. Davis		<span style="color: green;">●</span>

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.

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● Open
■ Closed
▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOCH 999-0001 (1010)	EXAM ONLY (Course Req)		TBA	N. Davis		<span style="color: green;">●</span>

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

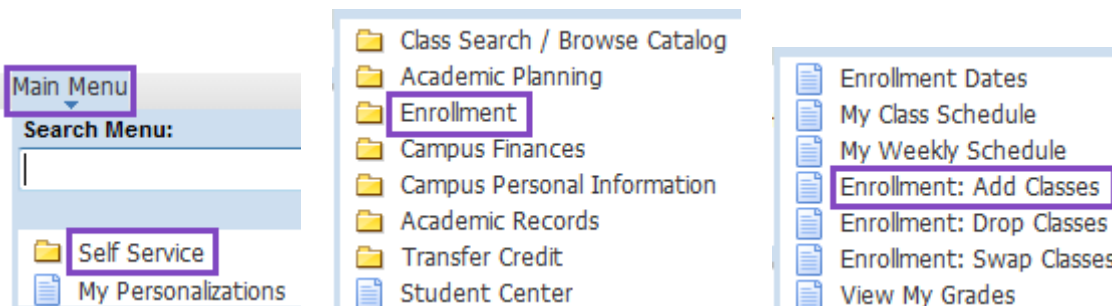
Class	Message	Status
BIOCH 999	<b>Success:</b> This class has been added to your schedule.	✓

MY CLASS SCHEDULEADD ANOTHER CLASS

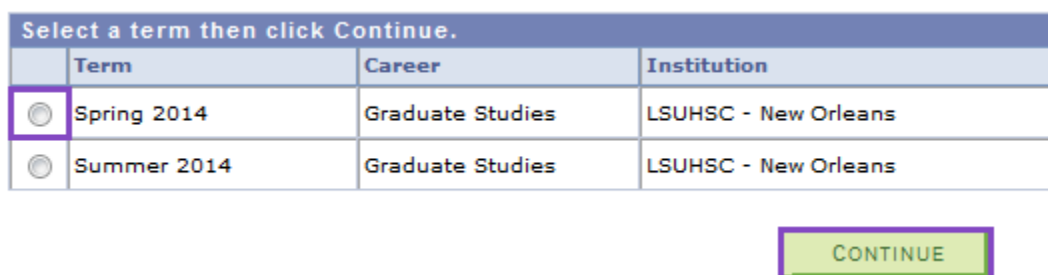
10. *NOTE: After courses have been added, you must inquire on your account for the tuition to calculate.*

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

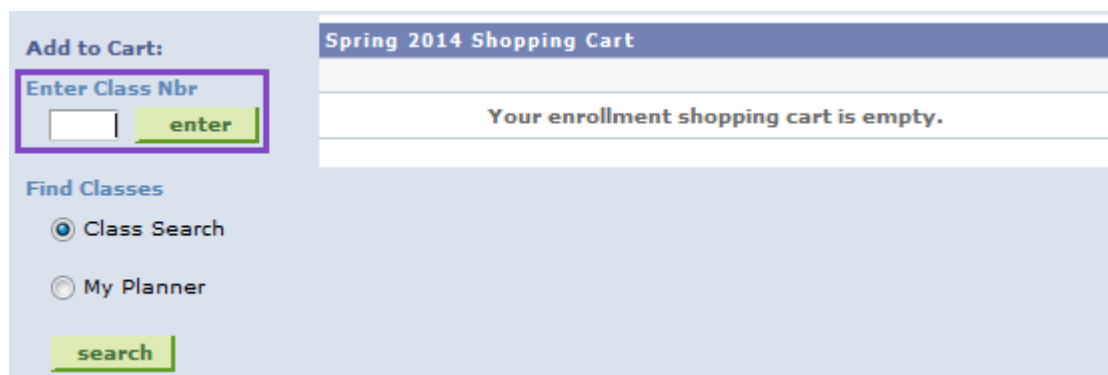
1. Click the **Main Menu** button.  
 Click the **Self Service** menu.  
 Click the **Enrollment** menu.  
 Click the **Enrollment: Add Classes** menu.



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**

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


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

<p><b>Add to Cart:</b></p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p><b>Find Classes</b></p> <p><input checked="" type="radio"/> Class Search</p> <p><input type="radio"/> My Planner</p> <p><input type="button" value="search"/></p>	<p><b>Spring 2014 Shopping Cart</b></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td><a href="#">ANAT 195-0001 (1002)</a></td> <td>TuTh 10:00AM - 12:00PM</td> <td>TBA</td> <td>D. Kreston, K. Paul</td> <td>6.00</td> <td></td> </tr> </tbody> </table>	Delete	Class	Days/Times	Room	Instructor	Units	Status		<a href="#">ANAT 195-0001 (1002)</a>	TuTh 10:00AM - 12:00PM	TBA	D. Kreston, K. Paul	6.00	
Delete	Class	Days/Times	Room	Instructor	Units	Status									
	<a href="#">ANAT 195-0001 (1002)</a>	TuTh 10:00AM - 12:00PM	TBA	D. Kreston, K. Paul	6.00										

- Click the **Finish Enrolling** button.

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

Open
  Closed
  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	

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