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 Continue option.

   Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>Medicine, New Orleans</td>
<td>LSUHSC - New Orleans</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>Medicine, New Orleans</td>
<td>LSUHSC - New Orleans</td>
</tr>
</tbody>
</table>
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](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 Shopping Cart](image)

**BIOCH 999 - EXAM ONLY**

**Class Preferences**

<table>
<thead>
<tr>
<th>Session</th>
<th>Career</th>
<th>Course Req</th>
<th>Open</th>
<th>Wait List</th>
<th>Permission Nbr</th>
<th>Grading</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>999-0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Wait list if class is full**
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.
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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOCH 999</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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.
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](image)

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

![Spring 2014 Shopping Cart](image)

6. Click the **Finish Enrolling** button.

![Course List](image)

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