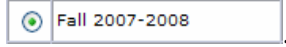
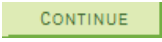




Student Service Center – Academic Section – Add a Class (CHEATSHEET)

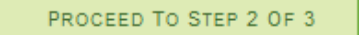
Basic Navigation

1. Click on the [Add a Class](#) link in the Student Service Center.
2. Click on the semester in which you want to add the class. 
3. Click on the  button.

Step 1: Select Classes to Add

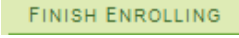
1. Search for the class (using 1 of methods below)
 - a. “Browse Catalog”: allows you to view classes by description (not used often)
 - OR**
 - b. “Search for Classes”: allows you to identify department (ENG=English) and the course number (such as 101). Then, you can choose from open classes.
 - OR**
 - c. “Enter Class Nbr”: allows you to enter the 4 or 5-digit registration code for the exact section of course you want to add.
2. Find the class section that you would like to add and click on its  button.
3. Verify this is the class you would like to add and click on the  button when you would like to continue the addition process.

NOTE: This has placed your class into your “shopping cart,” but it is **NOT officially added to your class schedule.**





4. Repeat steps 1-3 to add all of the classes you wish to add
5. Once you have input all of the classes to be added, click the .

Step 2: Confirm class(es) to add

1. Confirm this is (or these are, if you added more than one class) the correct class(es) to add to your class schedule.

2. If it is correct, click on the  button.

Step 3: View Results

1. Check whether or not your classes were added successfully.
 - You will see a  by the classes that were added successfully.
 - You will see a  by the classes that were not added.
2. You have the option to make a payment toward your tuition by clicking on the  button and following instructions from the “SSC – Finance – Make a Payment” document.
3. You have the option of viewing your class schedule by clicking on the  button and following instructions from the “SSC – Academics – My Schedule” document.