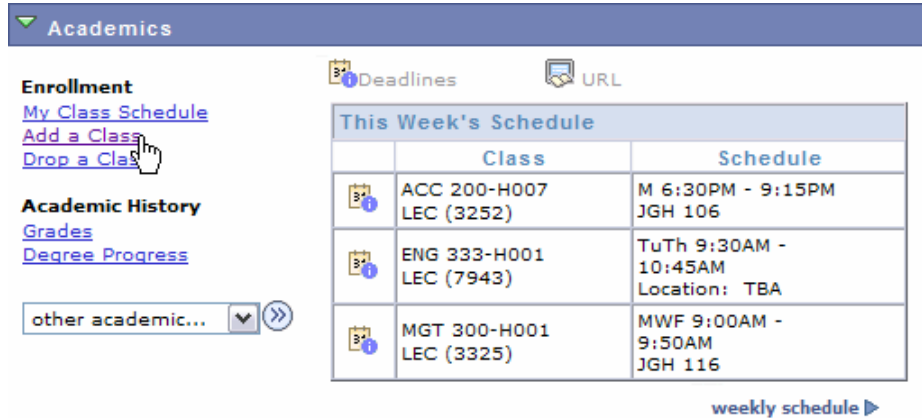


Student Service Center – Academic Section – Add a Class

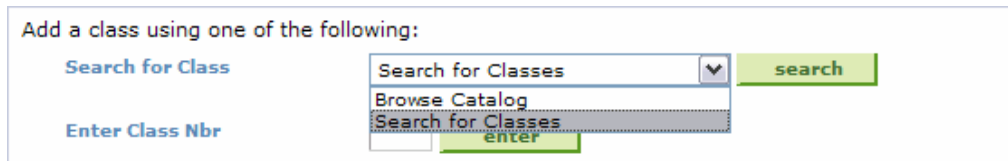
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 Step 1: Select Classes to Add 1
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 Step 3: View Results..... 3



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.

▼ **SCM 320 - Business and Professional Speaking**

View All Sections First 1-2 of 2 Last

Section [H005-LEC\(7914\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
W 6:30PM - 9:15PM	LAB 206	Keith Erickson	8/22/2007 - 12/14/2007

Section [H006-LEC\(10444\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 6:30PM - 9:15PM	TBA	Kimberly Wingo	8/22/2007 - 12/14/2007

- 2. Find the class section that you would like to add and click on its [select class](#) button.

Class Preferences

SCM 320-H006 Lecture ● Open

Grading Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Location	Instructor	Start/End Date
H006	Lecture	Tu 6:30PM - 9:15PM	TBA	Kimberly Wingo	8/22/2007 - 12/14/2007

- 3. Verify this is the class you would like to add and click on the [NEXT](#) button when you would like to continue the addition process.

▼ **Fall 2007-2008 Enrollment Shopping Cart**

● Open ■ Closed

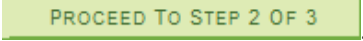
Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	SCM 320-H006 (10444)	Bus And Prof Spking (Lecture)	Tu 6:30PM - 9:15PM	TBA	K. Wingo	3.00	●

View All Classes in Cart First 1 of 1 Last

[PROCEED TO STEP 2 OF 3](#)

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

● Open ■ Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
SCM 320-H006 (10444)	Bus And Prof Spking (Lecture)	Tu 6:30PM - 9:15PM	TBA	K. Wingo	3.00	●

CANCEL
PREVIOUS
FINISH ENROLLING

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 FINISH ENROLLING button.

Step 3: View Results

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
SCM 330	Success: This class has been added to your schedule.	✔

MAKE A PAYMENT
MY CLASS SCHEDULE

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 MAKE A PAYMENT 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 MY CLASS SCHEDULE button and following instructions from the “SSC – Academics – My Schedule” document.