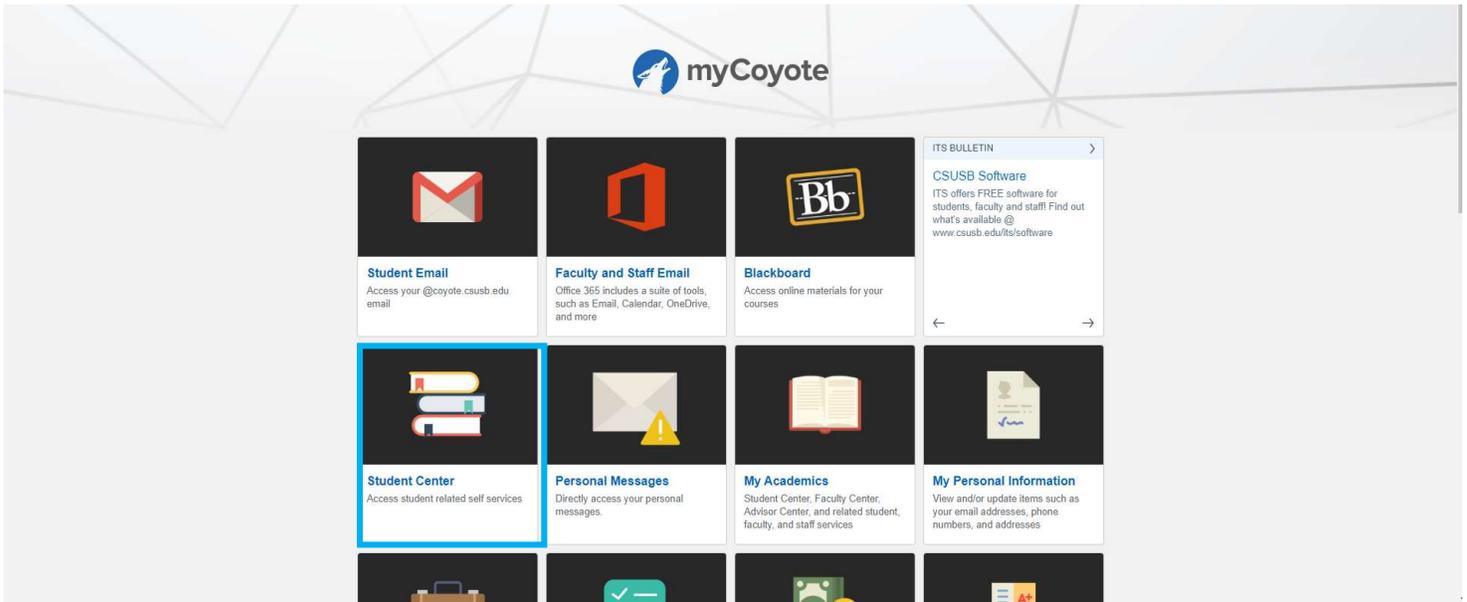
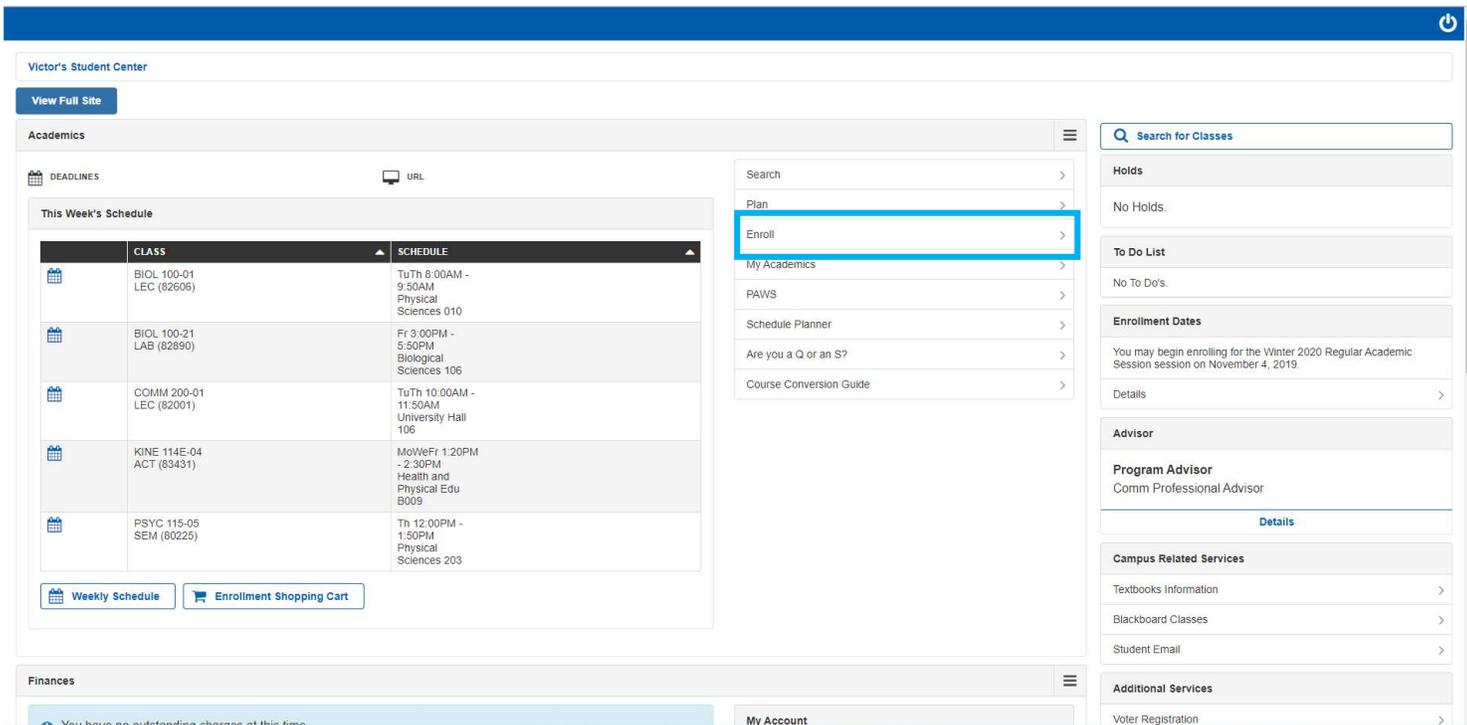


Step by Step Enrollment Process



1. Select the “Student Center” hyperlink.



2. Select the “Enroll” Tab.

The screenshot shows a web interface for selecting a term. At the top, there is a navigation bar with 'Add Classes > Select Term'. Below this, the user's name 'Victor Torres' is displayed. A 'View Full Site' button is visible. A progress bar indicates three steps: 1. SELECT (highlighted in blue), 2. CONFIRM, and 3. FINISH. The main content area is titled 'Select a term then select Continue.' and contains a list of terms for Undergraduate students at CSU San Bernardino:

- Fall 2018
- Winter 2019
- Spring 2019
- Summer 2019
- Fall 2019
- Winter 2020** (highlighted with a blue border)

On the right side, there is a sidebar titled 'In this section' with a search bar and a list of options: Search, Plan, Enroll (with sub-options: My Class Schedule, Add, Drop, Swap, Term Information), and My Academics.

3. Select the quarter in which you are planning to enroll.

The screenshot shows the 'Find Classes' step of the class selection process. The navigation bar now shows 'Add Classes > Select Classes To Add > Winter 2020'. The user's name 'Victor Torres' is still present. The progress bar shows three steps: 1. SELECT, 2. CONFIRM (highlighted in blue), and 3. FINISH. The main content area is titled 'Add to Cart' and contains a 'Find Classes' section with an input field for 'Enter Class Number', an 'Enter' button, and a 'Search' button (highlighted with a blue border). Below this, there are three status indicators: OPEN (green checkmark), CLOSED (red X), and WAIT LIST (yellow circle). The 'Winter 2020 Shopping Cart' section shows 'Your enrollment shopping cart is empty.' The 'My Winter 2020 Class Schedule' section shows three status indicators: ENROLLED (green checkmark), DROPPED (red X), and WAIT LISTED (yellow circle). Below this, there is a class listing for 'HIST 146-04 (20467)' with details: Description: AMERICAN CIVIL (Lecture), Days/Times: TuTh 8:00AM - 9:50AM, Room: Visual Arts Center 101, Instructor: M. Hawkins, and Units: 4.00.

4. Select "Search" to begin searching for classes.

Add Classes > Enter Search Criteria Return To Add Classes

Victor Torres Menu

[View Full Site](#)

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

In this section

Search

Plan

Enroll

- My Class Schedule
- Add
- Drop
- Swap
- Term Information

My Academics

[Clear](#) [Search](#)

5. After selecting search you will be taken to a new page with “Course Search Criteria”.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

6. Select the subject drop down bar and select the Course Subject in which you are searching for.

Ex. Finance = Fin

Class Search

Subject

Course Number

Course Career

Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

7. Select the “Course Number” type bar and enter the Course Number.

Ex. Fin 101 = 101

The screenshot shows the 'Enter Search Criteria' page. At the top, there is a navigation bar with 'Add Classes > Enter Search Criteria' and a 'Return To Add Classes' link. Below this, the user's name 'Victor Torres' and a 'Menu' button are visible. A 'View Full Site' button is located on the left. A light blue banner instructs the user to 'Select at least 2 search criteria. Select Search to view your search results.' The main search area is divided into two sections: 'Class Search' and 'Additional Search Criteria'. The 'Class Search' section includes dropdowns for 'Subject', 'Course Number' (with an operator 'is exactly' and an input field), and 'Course Career', along with checkboxes for 'Show Open Classes Only' and 'Open Entry/Exit Classes Only'. The 'Additional Search Criteria' section, which is highlighted with a blue border, includes dropdowns for 'Meeting Start Time' (with an operator 'greater than or equal to' and a date picker) and 'Meeting End Time' (with an operator 'less than or equal to' and a date picker), and a 'Days of Week' section with a dropdown 'include only these days' and checkboxes for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. On the right side, there is a sidebar titled 'In this section' with links for 'Search', 'Plan', 'Enroll' (with sub-links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Term Information'), and 'My Academics'.

8. By selecting “Additional Search Criteria” more criteria in which you can specify which courses you are attempting to search will display.

This screenshot shows the same 'Enter Search Criteria' page as above, but with the 'Additional Search Criteria' section collapsed. At the bottom right of the page, a blue-bordered box highlights two buttons: 'Clear' and 'Search'. The rest of the page layout, including the navigation bar, user information, and search criteria sections, remains the same as in the previous screenshot.

9. After entering your specified search requirements select the “Search” button located on the bottom right of the screen.

Add Classes > Search Results Return To Add Classes

Victor Torres Menu

[View Full Site](#)

The following classes match your search criteria:

- Course Subject: Finance
- Course Number is exactly '101'
- Show Open Classes Only: Yes

OPEN
 CLOSED
 WAIT LIST

7 class section(s) found

^ FIN 101 - Financial Choices in Life

	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
Select	20804	01-LEC Regular	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	William Stevenson	01/04/2020 - 03/16/2020	<input checked="" type="checkbox"/>
Select	20713	02-LEC Regular	We 10:00AM - 11:50AM	Jack Brown Hall 140	William Stevenson	01/04/2020 - 03/16/2020	<input checked="" type="checkbox"/>
Select	20805	03-LEC Regular	Tu 4:00PM - 5:50PM	Jack Brown Hall 140	Alfonso Anaya	01/04/2020 - 03/16/2020	<input checked="" type="checkbox"/>
Select	20831	04-LEC Regular	Th 4:00PM - 5:50PM	Jack Brown Hall 140	Alfonso Anaya	01/04/2020 - 03/16/2020	<input checked="" type="checkbox"/>
Select	20874	05-LEC Regular	Tu 6:00PM - 7:50PM	Jack Brown Hall 140	Alfonso Anaya	01/04/2020 - 03/16/2020	<input checked="" type="checkbox"/>

10. After searching, a series of courses matching your search criteria will be displayed. Review courses and click the green "Select" button.

Add Classes > Select Classes To Add > Winter 2020 > FIN 101 - FINANCIAL CHOICES IN LIFE

Victor Torres Menu

[View Full Site](#)

^ FIN 101 - FINANCIAL CHOICES IN LIFE

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Lecture	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	William Stevenson	01/04/2020 - 03/16/2020

^ Class Preferences

OPEN

Component Lecture
Status Open
Session Regular Academic Session
Career Undergraduate

Enrollment Information

- Whole Person - Social and Psychological Issues

Wait list if class is full

Grading Graded
Units 2.00

[Cancel](#) [Next](#)

11. Review Course descriptions.

Class Preferences

Component: Lecture
 Status: Open
 Session: Regular Academic Session
 Career: Undergraduate

Enrollment Information

- Whole Person - Social and Psychological Issues
- Wait list if class is full

Grading: Graded
 Units: 2.00

Cancel Next

12. Select the “Wait list if class is full” option before continuing. Then select “Next” to continue your enrollment or “Cancel” to continue your search.

Add Classes > Winter 2020

Victor Torres

View Full Site

FIN 101 has been added to your Shopping Cart.

Add to Cart

Enter Class Number: Enter

Find Classes: Search

Schedule Planner

OPEN CLOSED WAIT LIST

Winter 2020 Shopping Cart

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<input type="button" value="Delete"/>	FIN 101-01 (20804)	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	W. Stevenson	2.00	<input checked="" type="checkbox"/>

13. After officially selecting, the course will be sent to the “Shopping Cart”. At this time you may choose to...

- Continue searching for different courses and build your shopping cart.
- Continue you single course enrollment.

Winter 2020 Shopping Cart

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
<input type="button" value="Delete"/>	FIN 101-01 (20804)	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	W. Stevenson	2.00	<input checked="" type="checkbox"/>

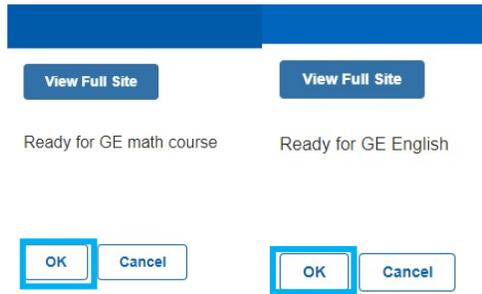
My Winter 2020 Class Schedule

ENROLLED DROPPED WAIT LISTED

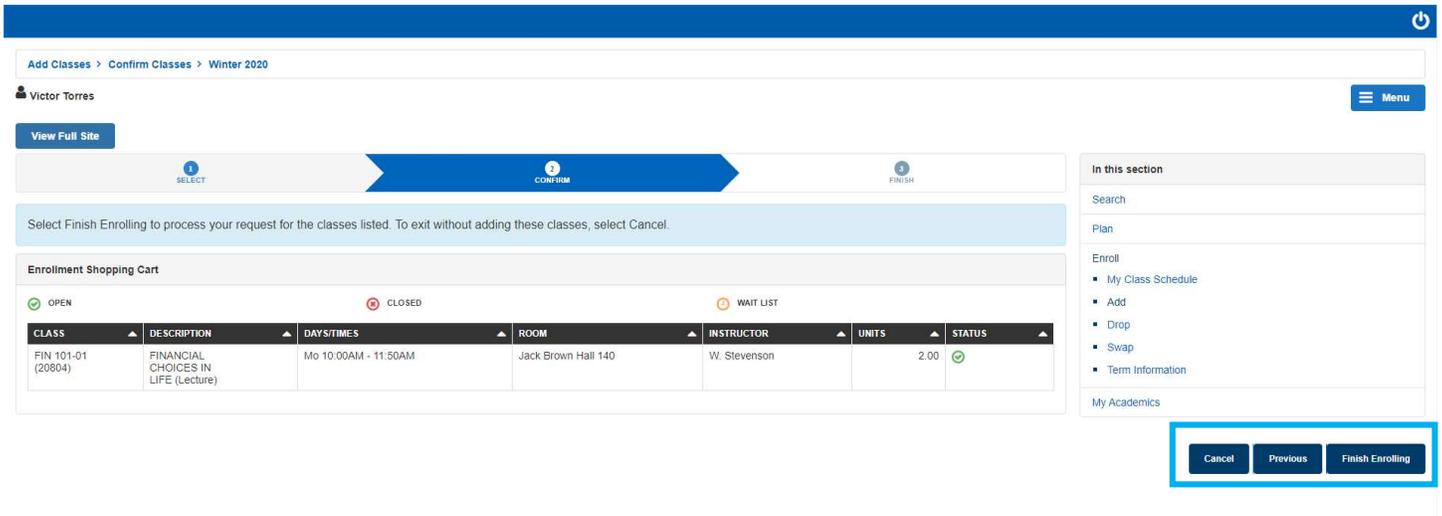
HIST 146-04 (20467)
 Description: AMERICAN CIVIL (Lecture)
 Days/Times: TuTh 8:00AM - 9:50AM
 Room: Visual Arts Center 101
 Instructor: M. Hawkins
 Units: 4.00

Proceed to Step 2 of 3

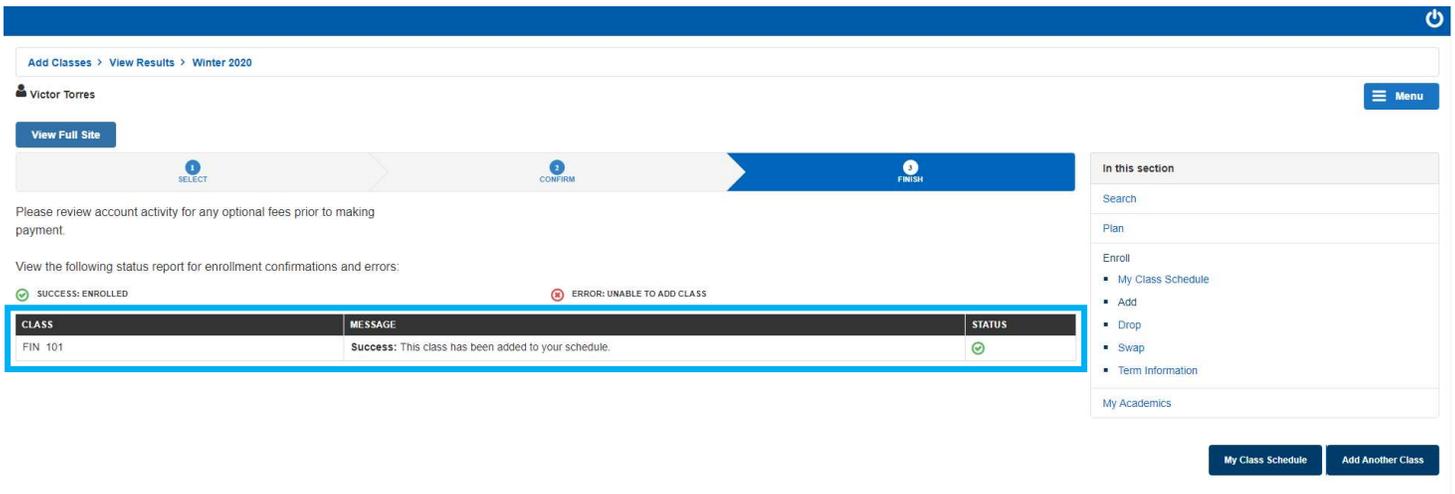
14. To continue single course enrollment select “Proceed to Step 2 of 3”.



15. Select “OK”



16. Review the course to ensure correct enrollment. Then select “Finish Enrolling” if the course is correct.



17. If successful the message will read “Success” and display a Green Check as shown below. If the enrollment fails it will read “Error” with a Red X and a reason for failed enrollment under “Message”

