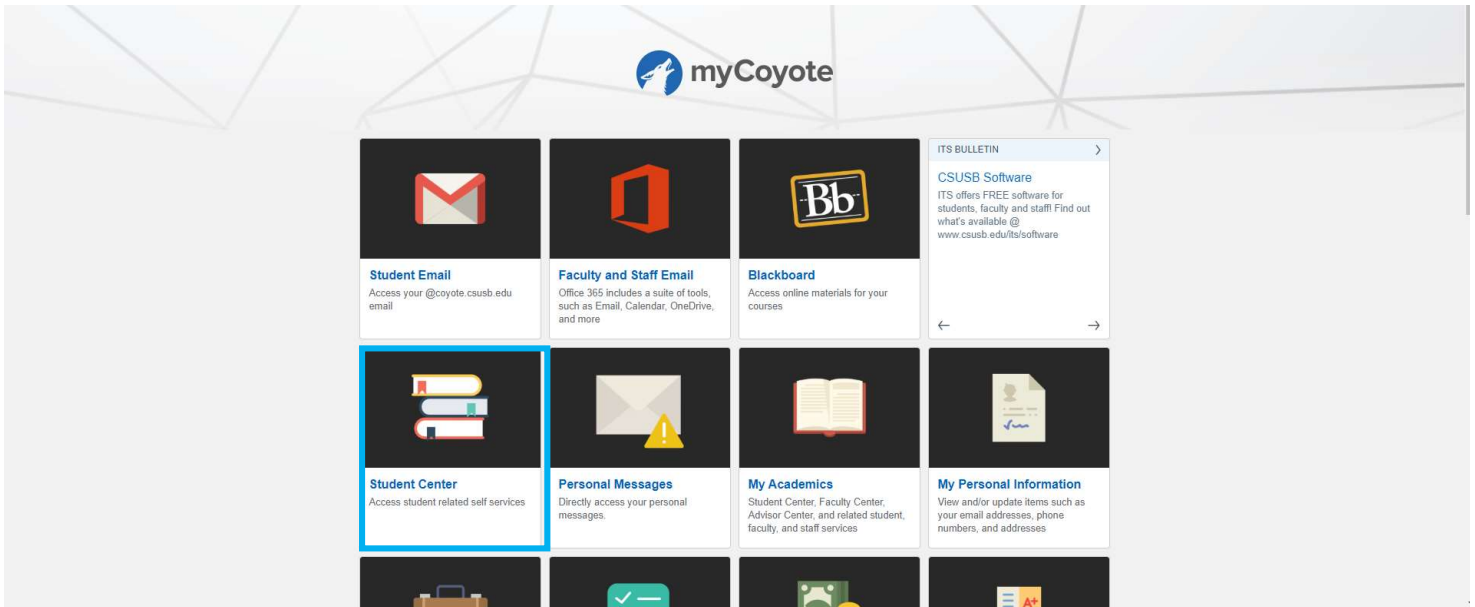
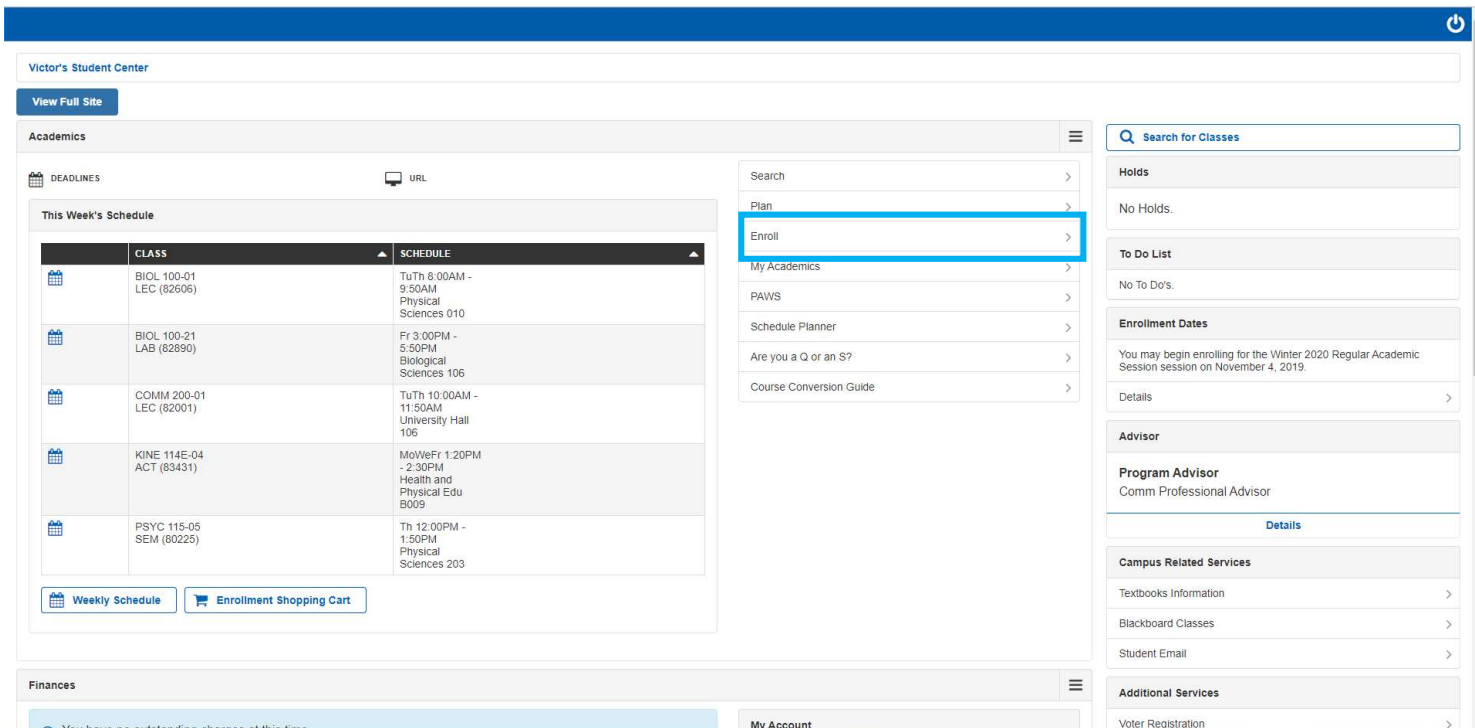


Step by Step Enrollment Process



1. Select the “Student Center” hyperlink.



2. Select the “Enroll” Tab.

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
Select

Course Number
is exactly

Course Career
Select

☒ 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
Select

Course Number
is exactly

Course Career
Select

☒ 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
Select

Course Number
is exactly

Course Career
Select

☒ 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

[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 Select

Course Number is exactly

Course Career Select

☒ Show Open Classes Only ☐ Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time greater than or equal to 🕒

Meeting End Time less than or equal to 🕒

Days of Week include only these days ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

In this section

Search

Plan

Enroll

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

My Academics

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

[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 Select

Course Number is exactly

Course Career Select

☒ 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](#)

- 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

☒ 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

Change Term

Victor Torres

Menu

View Full Site

FIN 101 has been added to your Shopping Cart.

Add to Cart

Enter Class Number

Enter

Find Classes

Search

Class Search

Schedule Planner

OPEN

CLOSED

WAIT LIST

Winter 2020 Shopping Cart

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
Delete	FIN 101-01 (20804)	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	W. Stevenson	2.00	

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
Delete	FIN 101-01 (20804)	Mo 10:00AM - 11:50AM	Jack Brown Hall 140	W. Stevenson	2.00	

My Winter 2020 Class Schedule

ENROLLED

DROPPED

WAIT LISTED

HIST 146-04 (20467)

Description: AMERICAN CIVIL (Lecture)

Days/Times: TuTh 8:50AM - 9:50AM

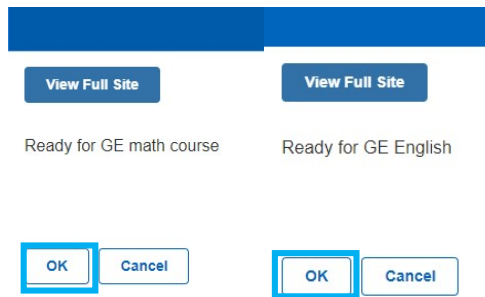
Room: Visual Arts Center 101

Instructor: M. Hawkins

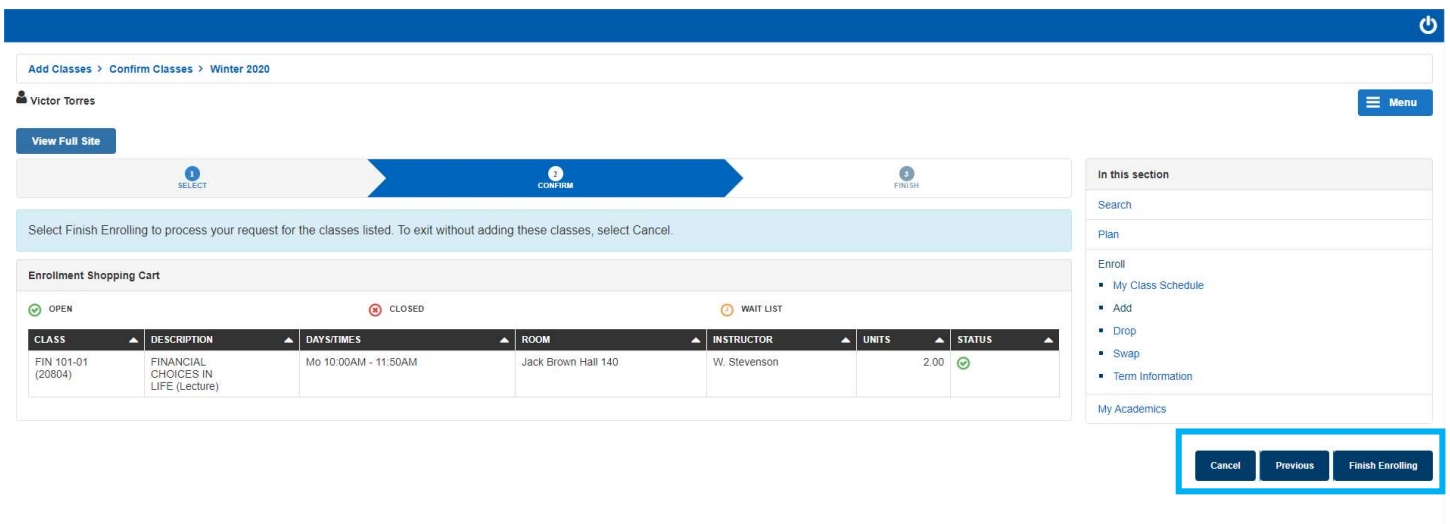
Units: 4.00

Proceed to Step 2 of 3

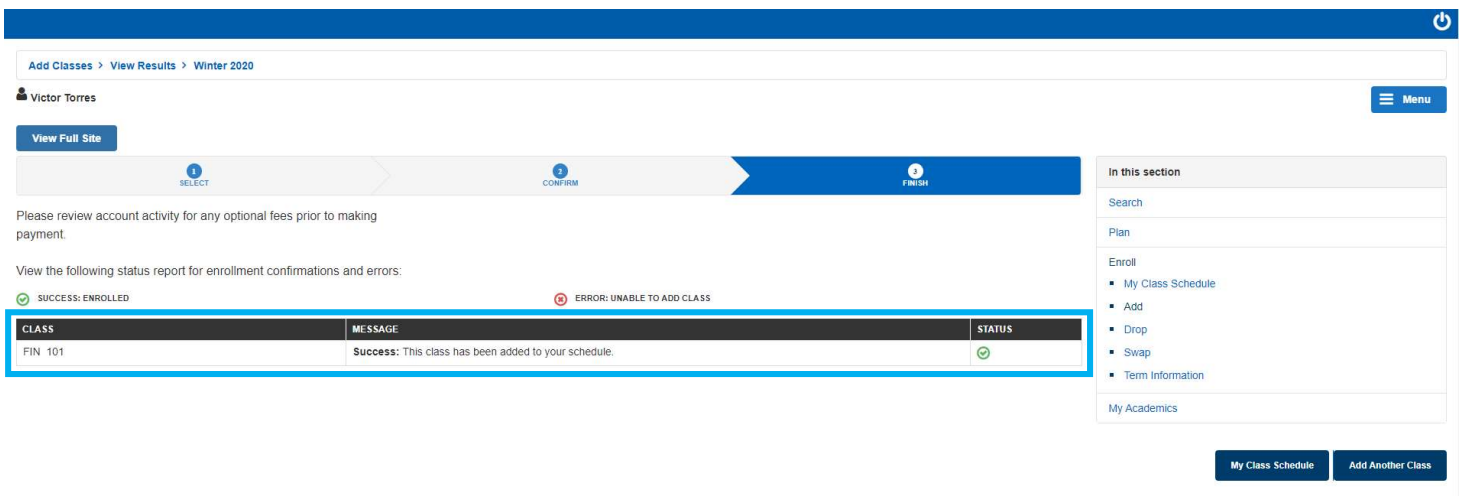
14. To continue single course enrollment select “Proceed to Step 2 of 3”.



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”

