1. Select the “Student Center” hyperlink.

2. Select the “Enroll” Tab.
3. Select the quarter in which you are planning to enroll.

4. Select “Search” to begin searching for classes.
5. After selecting search you will be taken to a new page with “Course Search Criteria”.

Ex. Finance = Fin

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

Ex. Finance = Fin

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

Ex. Fin 101 = 101
8. By selecting “Additional Search Criteria” more criteria in which you can specify which courses you are attempting to search will display.

9. After entering your specified search requirements select the “Search” button located on the bottom right of the screen.
10. After searching, a series of courses matching your search criteria will be displayed. Review courses and click the green “Select” button.

11. Review Course descriptions.
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.

13. After officially selecting, the course will be sent to the “Shopping Cart”. At this time you may choose to...
   a. Continue searching for different courses and build your shopping cart.
   b. Continue you single course enrollment.

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”