Select the “Course Planning and Enrollment” tile to *enroll in classes from the course catalog*.

Select the “Browse Course Catalog” option and search for a course.
The search for class MATH 111 brings up relevant courses from the Course Catalog. On the left are criteria for further filtering the search results. Select MATH 111 to see the course detail.

Here you have the option of either viewing classes (by term) or adding the course to your planner. Click the “View Classes” button.
Select a term to see the class options for that term.

Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that two of the classes are open, while none are waitlisted or closed. To enroll in a class select one of the class options.
When you select your class option, you will then be guided through a series of steps to enroll in the class.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.

Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class.

Once you have completed your preference selections click the “Accept” button to proceed to the next step.
Step 3 gives you the option to either enroll in the class or add the class to your shopping cart for enrollment later.

Select the “Enroll” option.

Click the “Next” button to proceed to the next step.

Step 4 is a final review and submission of your enrollment request.

After reviewing, click the “Submit” button.
Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.

You should then receive a message stating that your enrollment was successful.