

Enroll in Classes

Concept


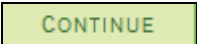
This topic will demonstrate how to register for classes in SIS.

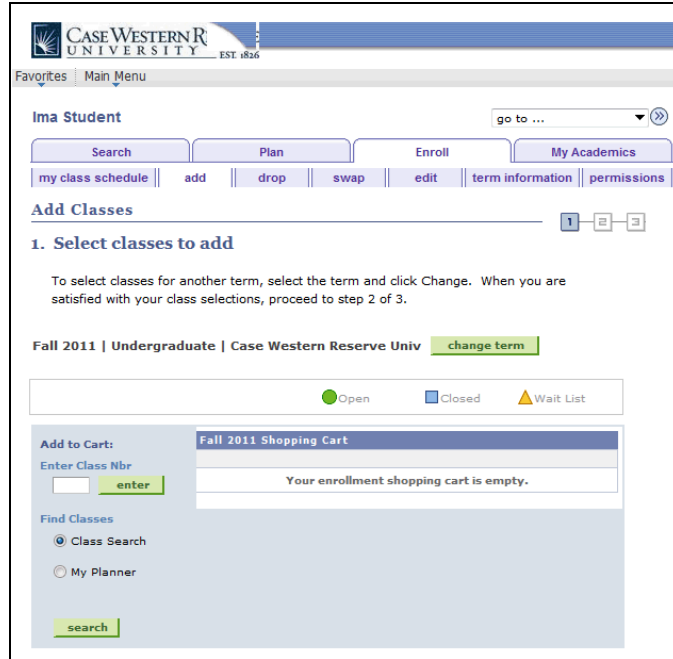
SIS_SC_Enroll

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



Step	Action
1.	The Student Center appears. Click the Enroll link. 
2.	The Enroll tab appears. If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Click the radio button next to the appropriate term. <input type="radio"/>
3.	Click the Continue button. 

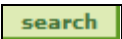


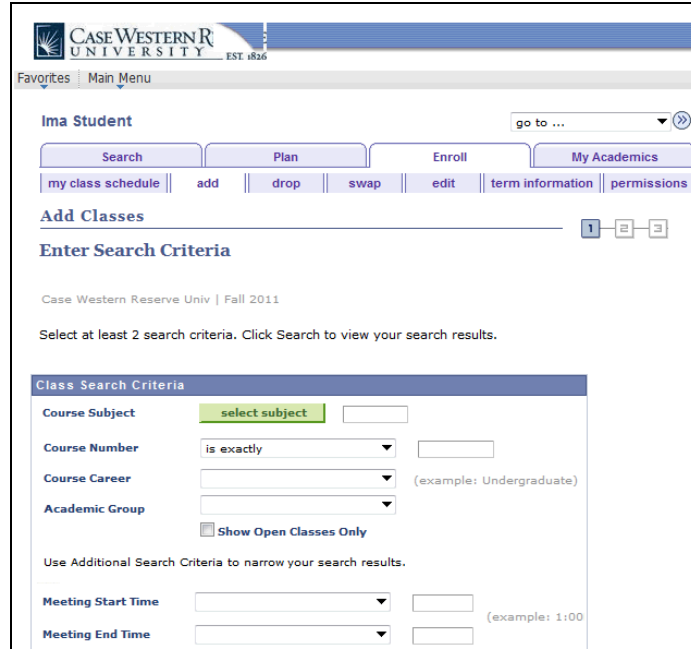
Step	Action
4.	<p>The Add Classes screen appears.</p> <p>This screen contains the Shopping Cart, which will hold the classes selected from the schedule until you can enroll in them.</p> <p>The Shopping Cart is open prior to and during registration, including before an individual's registration hold has been lifted.</p>

There are four ways to search for classes while you're logged in to the SIS.

1. Enter a class number (four or five digits, listed in the Schedule of Classes).
2. Class Search.
3. Search by My Requirements (available to undergraduate, graduate and management students).
4. Search for classes in My Planner.

This document will review Class Search and entering a class number.

Step	Action
5.	<p>Click the Search button.</p> 



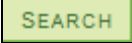
Step	Action
6.	<p>The Enter Search Criteria screen appears. A minimum of two search criteria must be entered to perform a search.</p> <p>Subject is a commonly used criterion. Type in a Course Subject, or click on the Select Subject button to look up the subject code on an alphabetical list.</p>
7.	Enter a course catalog number into the Course Number field, or leave this field blank.
8.	Use the Course Career dropdown list to select the level of the course. The choices are Undergraduate, Graduate, Management, Nursing, Law, Medicine, Applied Social Science, Dental Medicine, and Nondegree.

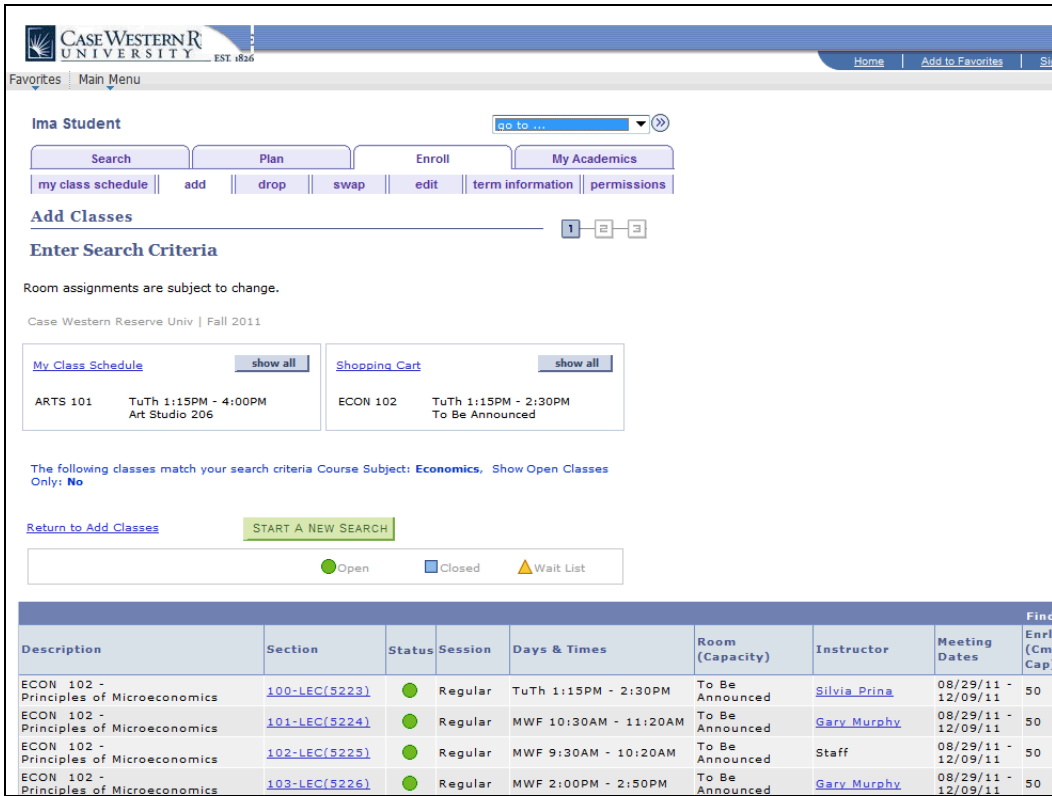
Additional search criteria are:

- Meeting Time - search for classes in a time range.
- Day of Week - search by days to include or exclude from the search.
- Instructor Last Name - the last name of the primary class instructor.
- Class Nbr - the unique code assigned to a class.
- Course Keyword - for example, archaeology.
- Course Units - a.k.a. credit hours.
- Course Component - the format of the class, like Laboratory or Clinical.
- Session - helpful when looking for PHED courses that are only

half a year.

- Campus - for example, Cleveland Institute of Art.
- Building - for example, Crawford Hall.

Step	Action
9.	Click the Search button. 

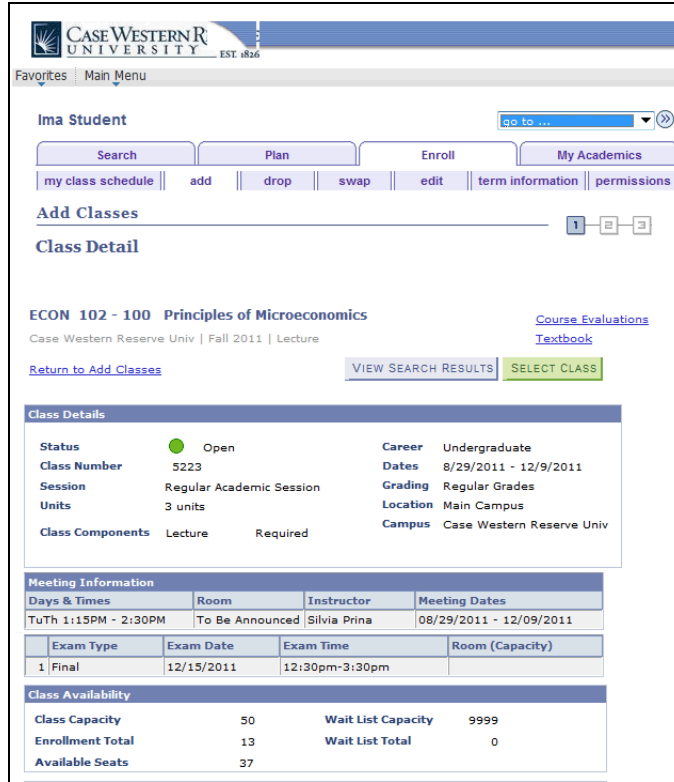


The screenshot shows the 'Add Classes' section of the student portal. It displays search criteria for 'Economics' and lists several available classes. A table at the bottom summarizes the search results.

Description	Section	Status	Session	Days & Times	Room (Capacity)	Instructor	Meeting Dates	Find Enrl (Cm Cap)
ECON 102 - Principles of Microeconomics	100-LEC(5223)	Open	Regular	TuTh 1:15PM - 2:30PM	To Be Announced	Silvia Prina	08/29/11 - 12/09/11	50
ECON 102 - Principles of Microeconomics	101-LEC(5224)	Open	Regular	MWF 10:30AM - 11:20AM	To Be Announced	Gary Murphy	08/29/11 - 12/09/11	50
ECON 102 - Principles of Microeconomics	102-LEC(5225)	Open	Regular	MWF 9:30AM - 10:20AM	To Be Announced	Staff	08/29/11 - 12/09/11	50
ECON 102 - Principles of Microeconomics	103-LEC(5226)	Open	Regular	MWF 2:00PM - 2:50PM	To Be Announced	Gary Murphy	08/29/11 - 12/09/11	50

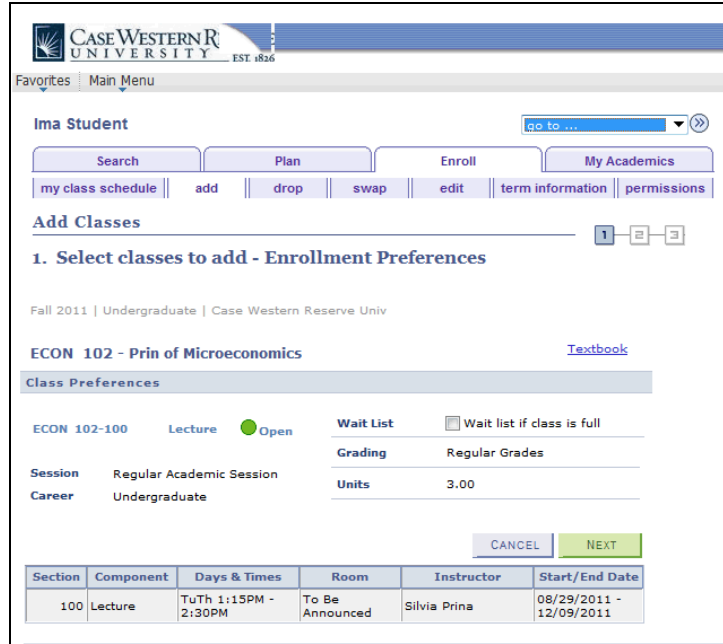
Step	Action
10.	The search results screen appears. To see more details about a class, click the Section link. 100-LEC(5223)

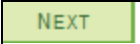
Clicking on the Section link takes you to the Class Detail screen, which contains pertinent information such as the section number, the course component, the class number, and the course description.



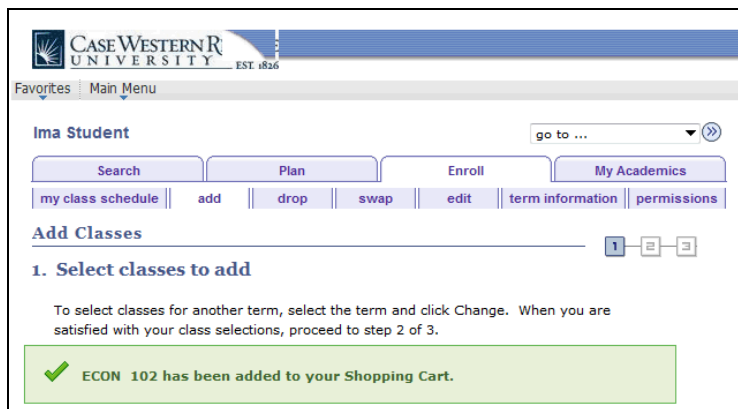
Step	Action
11.	<p>The Class Detail screen provides more information about the class, like the class enrollment limit and course description.</p> <p>To add the class to your Shopping Cart, click the Select Class button.</p> <p>SELECT CLASS</p>

If you don't want to add the class, you can return to the search results by clicking the **View Search Results** button



Step	Action
12.	<p>The Enrollment Preferences screen appears.</p> <p>Click the Next button to continue adding the class to your Shopping Cart.</p> 

If you do not want to add the class to your Shopping Cart, click **Cancel** to be returned to the Add Classes screen.




Step	Action
13.	<p>The Select Classes to Add screen appears. The Shopping Cart contains the class you selected.</p>

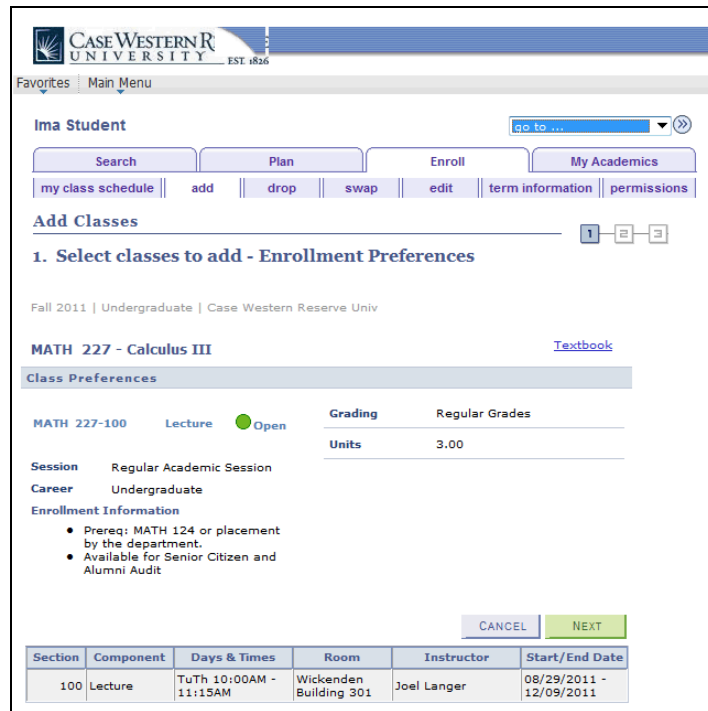
Step	Action
14.	To add a class to your Shopping Cart by using its Class Number, enter the number into the Enter Class Nbr field.

The Class Number can be found in class listings on the Registrar's website, in the Section link of a class in the SIS, and in the Class Details of a class in the SIS.



It is a unique number that represents a single class section of a course: its meeting place, time, and instructor.

Step	Action
15.	Click the Enter button. 



Ima Student

Add Classes

1. Select classes to add - Enrollment Preferences

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MATH 227 - Calculus III [Textbook](#)

Class Preferences

MATH 227-100 Lecture Open Grading Regular Grades


Session Regular Academic Session Units

Career Undergraduate

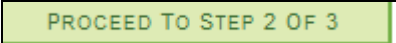
Enrollment Information

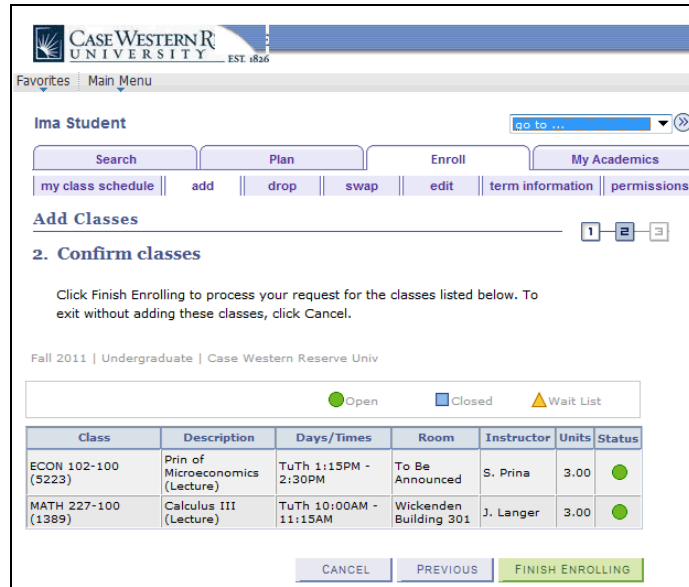
- Prereq: MATH 124 or placement by the department.
- Available for Senior Citizen and Alumni Audit

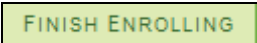
Section	Component	Days & Times	Room	Instructor	Start/End Date
100	Lecture	TuTh 10:00AM - 11:15AM	Wickenden Building 301	Joel Langer	08/29/2011 - 12/09/2011

Step	Action
16.	The Enrollment Preferences screen appears. Click the Next button to add the class to your Shopping Cart. 
17.	A confirmation message appears and the class appears in your Shopping Cart.

To remove a class from your Shopping Cart, click on the "trash can" icon to its left.

Step	Action
18.	To enroll in the classes in the shopping cart, click the Proceed to Step 2 of 3 button. 



Step	Action
19.	The Confirm Classes screen appears. To continue registering, click the Finish Enrolling button. 

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✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status	Request Permission
ACCT 202	Success: This class has been added to your schedule.	✔	<input type="checkbox"/>
ECON 103	Success: This class has been added to your schedule.	✔	<input type="checkbox"/>
MATH 201	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✘	<input type="checkbox"/>

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)
[PROCEED TO PERMISSION PAGE](#)

Step	Action
20.	<p>The View Results screen appears. Displayed next to each class is an indicator that tells you if you have been successfully enrolled in it.</p> <p>A green checkmark means that you were successfully enrolled in the class.</p> <p>A red X means that there is an error and the class cannot be added to your schedule. Read the message to determine why the class was not added.</p>
21.	<p>To get a printable page of your class schedule, click on the My Class Schedule button.</p> <p>To add other classes, click the Add Another Class button.</p> <p>To request permission to enroll in a class for which you received an error, select the class's Request Permission checkbox and click the Proceed to Permission Page button.</p>

Classes that aren't successfully added to your schedule remain in your Shopping Cart.

Classes that are successfully added to your schedule are listed in the My Class Schedule section below the Shopping Cart.

Step	Action
22.	<p>This completes the process of Enrolling in Classes in the Student Information System (SIS).</p> <p>End of Procedure.</p>