

#### 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.

Case Western Res	ERVE	
Favorites Main Menu		
•		
Homepage		
Ima Student	ID: 9991	111
-		
Academics		
Search	Fall 2011 Schedule	
Plan	Class	Schedule
Enroll My Academics	ARTS 101-100 LEC (1051)	TuTh 1:15PM - 4:00PM Art Studio 206
other academic 🔻 🛞	BIOL 215-100 LEC (2541)	To Be Announced

Step	Action
1.	The Student Center appears.
	Click the <b>Enroll</b> 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.
3.	Click the Continue button.



CASE WESTERN R UNIVERSITY EST 1826			
Favorites Main Menu			
Ima Student		go to	- >>>
Search Plan	Enroll	My A	cademics
my class schedule add drop swap	edit te	erm information	permissions
Add Classes		_	
1. Select classes to add		1	-121-121
1. Select classes to add			
To select classes for another term, select the term and	-	When you are	
satisfied with your class selections, proceed to step 2	or 3.		
Fall 2011   Undergraduate   Case Western Reserv	e Univ chang	ge term	
Open	Closed	▲ Wait Lis	t
Add to Cart: Fall 2011 Shopping Cart			
Enter Class Nbr enter Your enrollme	it shopping cart is	empty.	
Find Classes  O Class Search			
Ŭ			
O My Planner			
search			

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

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.	Click the <b>Search</b> button.



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lma Student			go to	• (>>
Search	Plan	Enroll	My.	Academics
my class schedule	add drop swap	edit	term information	permissions
Add Classes			1	-2-3
Enter Search Cr	riteria		_	
Case Western Reserve	a Univ   Fall 2011			
Select at least 2 searc	ch criteria. Click Search to view your	r search resu	lts.	
	,, ,			
Class Search Criteri	a			
Course Subject	select subject			
Course Number	is exactly			
Course Career		(example:	Undergraduate)	
Academic Group	▼			
Actual aroup	Show Open Classes Only			
Use Additional Search	Criteria to narrow your search results	5.		
Meeting Start Time	▼		(example: 1:00	
Meeting End Time	_		(example: 1:00	

Step	Action
6.	The <b>Enter Search Criteria</b> screen appears. A minimum of two search criteria must be entered to perform a search.
	<b>Subject</b> is a commonly used criterion. Type in a Course Subject, or click on the <b>Select Subject</b> button to look up the subject code on an alphabetical list.
7.	Enter a course catalog number into the <b>Course Number</b> field, or leave this field blank.
8.	Use the <b>Course Career</b> 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 <b>Search</b> button.
	SEARCH

CASE WESTERN R UNIVERSITY						
Vorites Main Menu	326				Home	Add to Favorites
lma Student			10 to 🔻 📎			
Search	Plan	Enroll	My Academics			
my class schedule add	drop swap	edit term	information permissions			
Add Classes						
Enter Search Criteria						
Room assignments are subject to cl	hange.					
Case Western Reserve Univ   Fall 20	011					
My Class Schedule	show all Shoppin	ng Cart	show all			
ARTS 101 TuTh 1:15PM - 4:0 Art Studio 206	OOPM ECON 1	.02 TuTh 1:15P To Be Annou				
The following classes match your se Only: No	arch criteria Course Sub	oject: Economics, Sh	how Open Classes			
Return to Add Classes	START A NEW SEARC	н				
	Open	Closed	Wait List			
Description	Section	Status Session	Days & Times	Room (Capacity)	Instructor	Meeting Dates
CON 102 -	Section 100-LEC(5223)	Status Session	Days & Times TuTh 1:15PM - 2:30PM		Instructor Silvia Prina	
CON 102 - trinciples of Microeconomics CON 102 -				(Capacity) To Be		Dates 08/29/11 - 12/09/11 08/29/11 -
Description Principles of Microeconomics CON 102 - Principles of Microeconomics CON 102 - Principles of Microeconomics	100-LEC(5223)	Regular	TuTh 1:15PM - 2:30PM	(Capacity) To Be Announced To Be	<u>Silvia Prina</u>	Dates 08/29/11 - 12/09/11

Step	Action
10.	The search results screen appears.
	To see more details about a class, click the <b>Section</b> link.

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.



CASE WESTERN UNIVERSIT	NR Y EST 1826									
lma Student						[	go to			•>>>
Search	Pla	n			Enro	0		My A	cader	nics
my class schedule	add dro	p	swap		edit	tern	n infor	mation	peri	missions
Add Classes								- 1	-2	-3
Class Detail								_		
ECON 102 - 100 Pri Case Western Reserve Un <u>Return to Add Classes</u> Class Details			2	SEAF	ксн R	ESULTS		Course I Textboo CT CLA:	k	<u>ations</u>
Status				Caree						
	Open 223			Dates		Jndergrad 3/29/201		9/2011		
	gular Academic S	essior				Regular G		5/2011		
	inits			Locat	ion N	Aain Carr	npus			
Class Components Leo	ture Requ	uired		Camp	us (	Case Wes	stern R	eserve	Univ	
Meeting Information										
Days & Times	Room		nstructor			ing Date				
TuTh 1:15PM - 2:30PM	To Be Annound				08/2	9/2011 -			_	
		Exam				Room (C	Capacit	ty)		
	/15/2011	12:30	)pm-3:30pr	m						
Class Availability										
Class Capacity	50		Wait List	t List Capacity 9999						
Enrollment Total	13		Wait List	Total		0				
Available Seats	37									

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

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



CASE WESTERN R UNIVERSITY EST 1826			
Favorites Main Menu			
Ima Student Search Plan		Enroll	My Academics
my class schedule add drop Add Classes 1. Select classes to add - Enroll	swap ment Pre		information    permissions   1 - 글 - 글
Fall 2011   Undergraduate   Case Western Res	serve Univ		Textbook
ECON 102-100 Lecture Open	Wait List Grading	Regular Grad	class is full
Session Regular Academic Session Career Undergraduate	Units	3.00	
		CANCE	NEXT
Section Component Days & Times	Room	Instructor	Start/End Date
100 Lecture TuTh 1:15PM - To 2:30PM Ann	Be iounced	Silvia Prina	08/29/2011 - 12/09/2011

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

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

Case Western R		
Favorites Main Menu		
Ima Student		go to 🔻 📎
Search Plan	Enroll	My Academics
my class schedule add drop	swap edit	term information permissions
Add Classes		<b></b>
1. Select classes to add		
To select classes for another term, select the satisfied with your class selections, proceed	-	e. When you are
ECON 102 has been added to your S	Shopping Cart.	

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



think beyond the possible

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

ECON 102 - Principles of Mi	100-LE(2680)	
Class Number	3432	

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.

Case Western R
UNIVERSITY EST 1826
Favorites Main Menu
Ima Student
Search Plan Enroll My Academics
my class schedule add drop swap edit term information permissions
Add Classes
1. Select classes to add - Enrollment Preferences         Fall 2011   Undergraduate   Case Western Reserve Univ
MATH 227 - Calculus III <u>Textbook</u>
MATH 227-100 Lecture Open Grading Regular Grades
Units 3.00
Session Regular Academic Session
Career Undergraduate
Enrollment Information  • Preven; MATH 124 or placement by the department. • Available for Senior Citizen and Alumni Audit
CANCEL NEXT
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 <b>Next</b> 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 <b>Proceed to Step 2 of</b> <b>3</b> button.
	PROCEED TO STEP 2 OF 3

	u					
Ima Student				go to .		-
Search		Plan	Enroll		My Academ	ics
my class schedu	le add	drop swap	edit	term inform	mation perm	nissior
						-131
exit without a	classes molling to process ye dding these classes, graduate   Case Wes	click Cancel.	classes listed	below. To		
Click Finish Er exit without a	nrolling to process yo dding these classes,	click Cancel.	classes listed		Vait List	1
Click Finish Er exit without a	nrolling to process yo dding these classes,	click Cancel.		ed 🔺 V	Vait List	
Click Finish Er exit without a Fall 2011   Underg	nrolling to process y dding these classes, graduate   Case Wes	click Cancel. tern Reserve Univ	Clos	ed 🔺 V		

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



# Student Information System Process Document

**Enroll in Classes** 

	Success: enrolled X Error: unable to ad	d class	
Class	Message	Status	Request Permission
ACCT 202	Success: This class has been added to your schedule.	<b>~</b>	
ECON 103	Success: This class has been added to your schedule.	<b>~</b>	
MATH 201	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	×	

Step	Action	
20.	<b>View Results</b> screen appears. Displayed next to each class is an indicator that you if you have been successfully enrolled in it.	
	A green checkmark means that you were successfully enrolled in the class.	
	A red <b>X</b> 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.	
21.	To get a printable page of your class schedule, click on the <b>My Class Schedule</b> button.	
	To add other classes, click the Add Another Class button.	
	To request permission to enroll in a class for which you received an error, select the class's <b>Request Permission</b> checkbox and click the <b>Proceed to Permission Page</b> button.	

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.	This completes the process of Enrolling in Classes in the Student Information System (SIS). End of Procedure.