Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. From **Student Home**, click the **Classes & Enrollment** tile.

   Alternatively, from the **NavBar**, select Navigator > Academics > Classes & Enrollment.

2. Click the **Term** in which you wish to enroll. If you are active in multiple careers, select the appropriate career.

3. Enter a keyword or name for which you want to search, e.g. **biology** or **MATH 121**, then hit **Enter** or click the **Search icon** to the right of the search bar.

   Alternatively, use the filters on the left side of the screen, or you can use the filters in combination with keywords to find the classes you want.

   For more detailed information on searching for classes, see Class Search Tips.

4. Search results appear by class section. Click a class in the search results to see class details, including the course description, location, and the way in which the class is graded.

5. On the **Details** tab, click the **Enroll or Add to Cart** button to start the enrollment process or add the class to your shopping cart.

6. After selecting the class, the **Review Class Selection** step appears. Review the class to confirm this is the class in which you would like to enroll or add to the shopping cart. Once confirmed, click **Next**.

7. If the class offers a waitlist, you may request to be put on the waitlist if the class is full. Click the slider to change the response.

8. If the class is offered for a variable number of units, select the appropriate number of units from the dropdown list.

9. Click **Accept**.

10. The **Enroll or Add to Cart** page appears. Select whether you wish to **Enroll** in the class or **Add to Shopping Cart**. If your enrollment appointment date has not arrived for the term, you will only be able to select **Add to Shopping Cart**.

    Note: If you attempt to enroll and are unable to enroll for any reason, e.g., the class is closed or there is a time conflict with another class, the class will not automatically be added to the shopping cart. You may add all courses to the shopping cart first, then attempt to enroll in all classes at once.

    After making a selection, click **Next**.

11. The **Review and Submit** page appears. Click on any of the previous steps on the left to review and change options if needed. If the class displayed is correct and all preferences are set correctly, click **Submit**.

12. Click **Yes** to confirm submission of the class choice.

13. The **Confirmation** page appears, which will either indicate that class enrollment was selected or will present an error message.

    If an error is displayed, and there are options available to resolve the error, you will see a **Request Permissions** link. Some enrollment errors, such as registration holds, cannot be resolved with permissions. Be sure to click the **Tasks** tile on the **Student Home** to resolve any registration holds before enrolling.

14. If permission requests are needed, click the **Request Permissions** link. More permissions may be listed than appeared in the original error message.

15. Select the permissions for submission, enter a reason for requesting permission, and click **Submit Request**. See **Requesting Class Permissions** on the [SIS Resources page](#) for more information.

Enroll from Shopping Cart

16. To enroll in classes in the shopping cart, click the **Shopping Cart** menu in the left-hand navigation menu.

17. Click the checkbox to the left of the classes and click the **Enroll** button.

18. Confirm enrollment by clicking **Yes.**

19. A message will appear for each course indicating the class has been added to your schedule or will state the reason you are unable to enroll in the class.

    Note: You may request permissions for one or more classes from this page by clicking the **Request Permissions** link for each class as desired.

20. To make changes to your classes (drop, edit, swap, or withdraw), expand the **Modify Classes** folder on the left-hand navigation menu to see available options.

    Decision: Do you need to make changes to your classes?

    - To drop classes, go to step 21.
    - To edit classes, go to step 23.
    - To swap classes, go to step 25.
    - To withdraw from classes, go to step 27.

This completes the process of registering for classes. Remaining steps apply to other paths.

21. To drop one or more classes, click the **Modify Classes** folder on the left-hand navigation menu.

22. Click **Drop Classes**. Select the class(es) to drop and confirm the selection(s).

    Note: For the Summer term, the only option is to drop all classes. If you are attempting to withdraw from the Fall or Spring term, please see **Withdraw from All Classes** below.

    Go to step 20.

23. If available, to change the number of units for which you are enrolled in a class, opt for a different grading basis, or select a different set of components that are offered for a particular class, click **Edit Classes**.

24. Alternative class options will appear, such as sections that are offered at different days or times than the section in which you are currently enrolled.

    Note: If you attempt to edit your selection and are unable to enroll in the newly selected class, the original class will not be removed from your schedule.

    Go to step 20.

25. To swap one class for another without losing your seat in the original class, from the **Swap Classes** menu, select the class from your schedule which you wish to swap for another class.

26. Select the second class by entering the class number in the appropriate field, by selecting the course from your shopping cart, or by clicking **Search** to use the **Class Search** option.

    Note: If the class selected for enrollment is unavailable, the original class will still remain on your schedule.

    Go to step 20.

27. To withdraw from a Fall or Spring term, select **Withdraw from All Classes** located under the **Modify Classes** folder in the left-hand navigation menu.

    Note: For the Summer term, you can simply drop all classes. See **Withdrawing from a Term** on the SIS Resources page for more information.

    Go to step 20.