

Begin by logging into SIS at [case.edu/sis](https://case.edu/sis) with your CWRU Network ID and password.

**TIP:** If you want to look at your schedule or other pages in SIS at the same time that you're searching for classes, click the Actions menu (three vertical dots) in the upper right, then click New Window. You can then use one window to look at permission requests, your schedule, etc. while searching for classes. You can open as many additional windows as you would like. Just remember to close all of the windows when you log out.

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. If you do not see this button, you are not eligible to enroll in this career and term.

If a class has multiple components, you may be required to select a section for each component.

6. If the class offers a waitlist or is offered for a variable number of units, the **Review Class Preferences** step appears.
7. If the class offers a waitlist, you may request to be put on the waitlist if the class is full.
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. The **Confirmation** page appears, which will either indicate that class enrollment was selected or will present an error message.
13. 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.

## Drop Classes

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, click **Next** and then **Drop Classes**, and confirm the selection(s) by clicking **Yes**.

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

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

## Edit Classes

23. To change the number of units for which you are enrolled in a class which is offered for a variable number of units, 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.

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

## Swap Classes

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 selecting the course from your shopping cart or by clicking **Search for Class** to use the **Class Search** option.

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

This completes the process of swapping classes. Remaining step applies to another path.

## Withdrawal from Classes

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. See **Term Withdrawal** on the [SIS Resources page](#) for full instructions.

**Note:** For the Summer term, you can simply drop all classes.