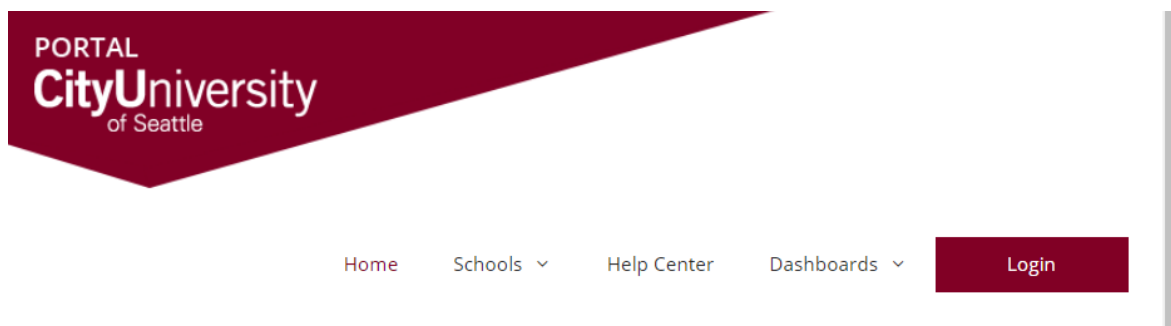


Student Center: How to Enroll online

1. Log in using your Username and Password



2. Select “Register for Classes” from the list on the right hand side under My Student Center.

- My Student Center
- My Grades
- My Account
- My Schedule
- Register for Classes
- Update Personal Information

3. You will be sent to the Academics section and the “enroll” tab. Choose from the available terms for enrollment and click Continue.

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> Spring 2008-2009	Undergraduate	City University of Seattle
<input type="radio"/> Summer 2009-2010	Undergraduate	City University of Seattle

CONTINUE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit

go to ...

4. If you already know the class number you wish to enroll in input class number and click enter

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2009-2010 | Undergraduate | City University of Seattle [change term](#)

Open Closed

Add to Cart: Summer 2009-2010 Shopping Cart

Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

My Summer 2009-2010 Class Schedule
You are not registered for classes in this term.

5. If you want to look up available courses choose class search and click “search”

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. A text block explains: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, the current term is 'Summer 2009-2010 | Undergraduate | City University of Seattle' with a 'change term' button. A 'Shopping Cart' section shows 'Your enrollment shopping cart is empty.' The 'Find Classes' section has a 'Class Search' option with a dropdown arrow, which is circled in red, and a 'search' button below it. At the bottom, a 'My Summer 2009-2010 Class Schedule' section shows 'You are not registered for classes in this term.'

6. Select at least two of the following criteria to enter

- a. Course subject: Input or Select Subject
- b. Course number
- c. Course Career: Input or select course career from drop down
- d. For additional search criteria select the link before selecting search

The screenshot shows the 'Enter Search Criteria' page. It has the same navigation tabs as the previous page. The main heading is 'Enter Search Criteria'. Below the heading, it says 'City University of Seattle | Summer 2009-2010' and 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search Criteria' section includes: 'Course Subject' with a 'select subject' button and an input field; 'Course Number' with a dropdown menu set to 'is exactly' and an input field; 'Course Career' with a dropdown menu set to 'Undergraduate'; and two checkboxes: 'Show Open Classes Only' (checked) and 'Show Open Entry/Exit Classes Only' (unchecked). Below this, there is a link 'Additional Search Criteria' which is circled in red. At the bottom, there are buttons for 'Return to Add Classes', 'CLEAR CRITERIA', and 'SEARCH'.

▼ Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week ▼

Mon
 Tues
 Wed
 Thurs
 Fri
 Sat
 Sun

Instructor Last Name is exactly ▼

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Units between and

Course Component ▼

Session ▼

Mode of Instruction ▼

Campus ▼

Location ▼

- e. Meeting time: needs to be entered exact
 - f. Instructor Last name
 - g. Class number: unique number given to every scheduled course in a term
 - h. Course title keywords
 - i. Course Unit range
 - j. Course Component: select from drop down
 - k. Session: select from drop down
 - l. Mode of Instruction: Select from drop down
 - m. Campus: Select from drop down
 - n. Location: Site location
7. Click Search to get results

8. Some courses have multiple sections. To view all available sections, either scroll or click “View All sections”

[Return to Add Classes](#) START A NEW SEARCH

● Open ■ Closed

▼ BC 301 - Critical Thinking

View 1 First ◀ 1-4 of 4 ▶ Last

Section [01-LEC\(1005\)](#) Status ● select class

Session Regular

Instruction Mode		In Class	Location TRENCIN	
Days & Times	Room	Instructor	Meeting Dates	
We 9:00AM - 12:00PM	TBA	Larry Johnson	07/01/2009 - 09/30/2009	

Section [02-LEC\(1006\)](#) Status ● select class

Session Regular

Instruction Mode		Mixed Mode	Location BELLEVUE	
Days & Times	Room	Instructor	Meeting Dates	
We 6:00PM - 9:00PM	TBA	Cheryl Laws	07/01/2009 - 09/30/2009	

Section [03-LEC\(1007\)](#) Status ● select class

Session 10 Week DL

Instruction Mode		Online	Location USADL	
Days & Times	Room	Instructor	Meeting Dates	
Mo 12:00AM - 12:00AM	TBA	David Lambert	07/13/2009 - 09/20/2009	

9. To view class detail click on the blue link after the section.

Search
 Plan
 Enroll
 My Academics

my class schedule ||
 add ||
 drop ||
 swap ||
 edit

Add Classes 1 2 3

Class Detail

BC 301 - 01 Critical Thinking
 City University of Seattle | Summer 2009-2010 | Lecture

[Return to Add Classes](#) VIEW SEARCH RESULTS SELECT CLASS

Class Details

Status	● Open	Career	Undergraduate
Class Number	1005	Dates	7/1/2009 - 9/30/2009
Session	10 Week Regular	Grading	Graded
Units	5 units	Location	Trencin
Instruction Mode	In Class	Campus	Europe
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 9:00AM - 12:00PM	TBA	Larry Johnson	07/01/2009 - 09/30/2009

Class Availability

Class Capacity	40	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	40		

10. You can select this course by clicking the green **SELECT CLASS** button or you can return to your search results by clicking the blue

VIEW SEARCH RESULTS

Button

11. Once you have selected your course click the **NEXT** button to continue processing the enrollment or click **CANCEL** to return to the previous menu

The screenshot shows a web interface for course selection. At the top, there are four tabs: Search, Plan, Enroll, and My Academics. Below the tabs are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The current step is '1. Select classes to add - Enrollment Preferences'. Below this, it specifies 'Summer 2009-2010 | Undergraduate | City University of Seattle'. The course 'BC 301 - Critical Thinking' is highlighted. Under 'Class Preferences', there is a table with columns for 'Grading' and 'Units'. The 'Grading' is 'Graded' and 'Units' is '5.00'. Below the table, there are fields for 'Session' (10 Week Regular) and 'Career' (Undergraduate). At the bottom right, there are 'CANCEL' and 'NEXT' buttons. At the bottom left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'.

Grading	Graded
Units	5.00

Session: 10 Week Regular
Career: Undergraduate

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

BC 301 has been added to your Shopping Cart.

Summer 2009-2010 | Undergraduate | City University of Seattle change term

Open
 Closed

Summer 2009-2010 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BC 301-01 (1005)	We 9:00AM - 12:00PM	TBA	L. Johnson	5.00	<input checked="" type="radio"/>

Add to Cart:

Enter Class Nbr enter

Find Classes

Class Search

search

PROCEED TO STEP 2 OF 3

12. You are returned to the “Add Classes” page where you can select additional courses or proceed to process your enrollment by clicking the PROCEED TO STEP 2 OF 3 button.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2008-2009 | Undergraduate | City University of Seattle

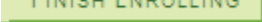
Open
 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 201-03 (1644)	Introduction To Psychology (Lecture)	Mo 12:00AM - 12:00AM	TBA	L. Bhuyan-Duncan	5.00	<input checked="" type="checkbox"/>

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

go to ...

13. Confirm courses listed and select  button

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#)

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2008-2009 | Undergraduate | City University of Seattle

✔ Success: enrolled | ✘ Error: unable to add class

Class	Message	Status
PSY 201	Success: This class has been added to your schedule.	✔

[MAKE A PAYMENT](#) | [MY CLASS SCHEDULE](#) | [ADD ANOTHER CLASS](#)

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#)
 go to ...

14. You will see if the enrollment request was successful or if there was an error, if there is an error contact your advisor for assistance in process your enrollment

15. You may now select to view your course schedule by clicking

[MY CLASS SCHEDULE](#) or

16. You may add an additional course by clicking

[ADD ANOTHER CLASS](#)

17. Once all enrollment is completed you may process your tuition

payment by clicking [MAKE A PAYMENT](#)