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

4. If you already know the class number you wish to enroll in input class number and click enter
5. If you want to look up available courses choose class search and click “search”

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
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”.

9. To view class detail click on the blue link after the section.
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.
12. You are returned to the “Add Classes” page where you can select additional courses or proceed to process your enrollment by clicking the button.
### 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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201-D3</td>
<td>Introduction to Psychology</td>
<td>M 12:00PM -</td>
<td>TBA</td>
<td>L. Bhuyan-Duncan</td>
<td>5.00</td>
<td>Open</td>
</tr>
<tr>
<td>(1644)</td>
<td>(Lecture)</td>
<td>12:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[FINISH ENROLLING] [CANCEL] [PREVIOUS]

13. Confirm courses listed and select [FINISH ENROLLING] button
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
17. Once all enrollment is completed you may process your tuition payment by clicking
    MAKE A PAYMENT