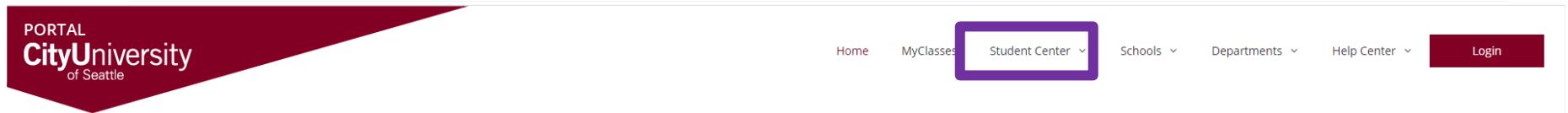


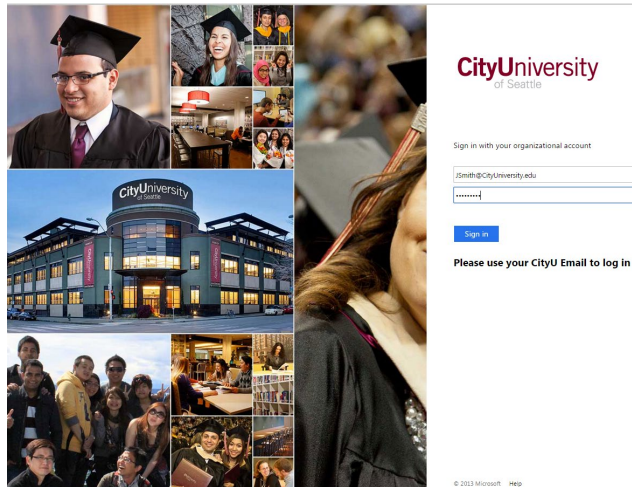
## Student Center: How to Enroll online

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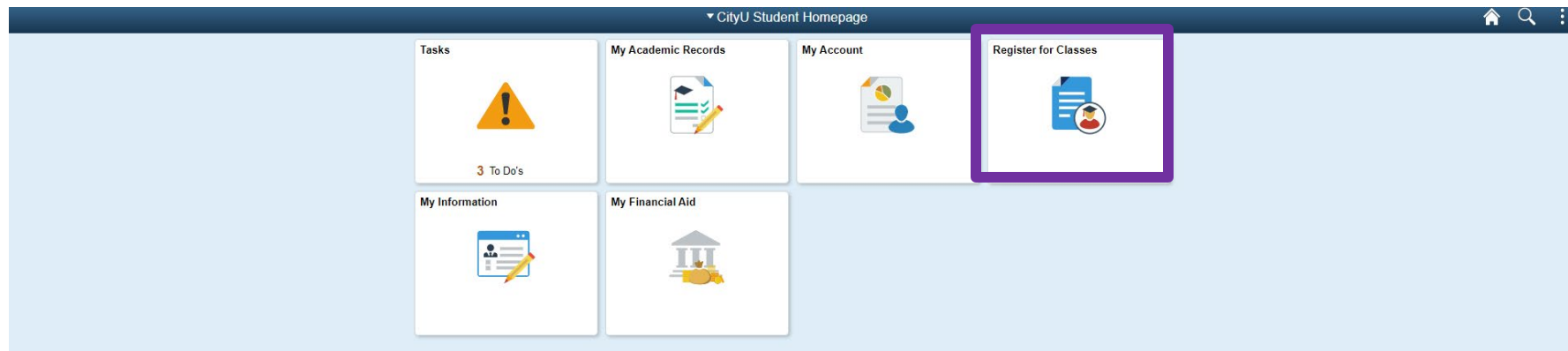
Log into My.Cityu.edu Portal. Click on the Student Center in the top navigation.



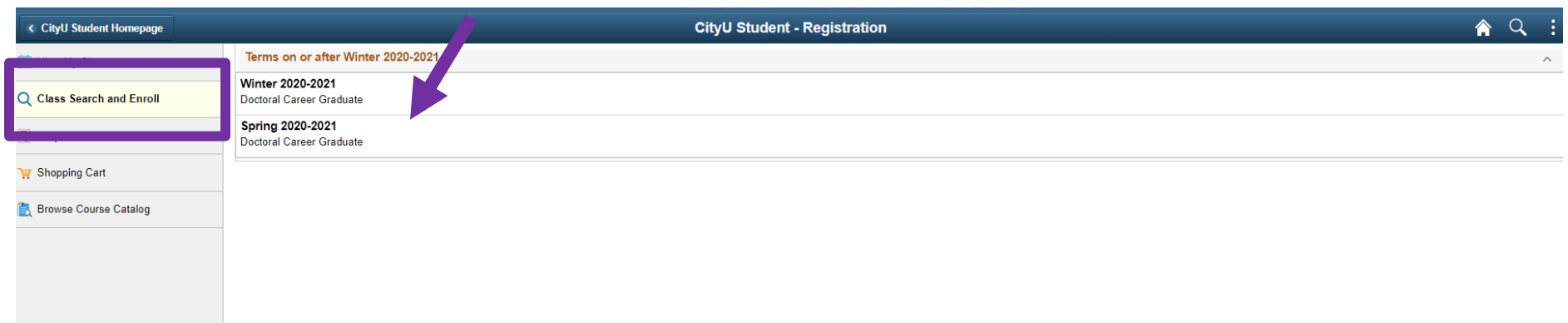
You will be directed to the CityU system login page. Enter your username and password.



Click on the “Register for Classes Tile” on your CityU Student Homepage.

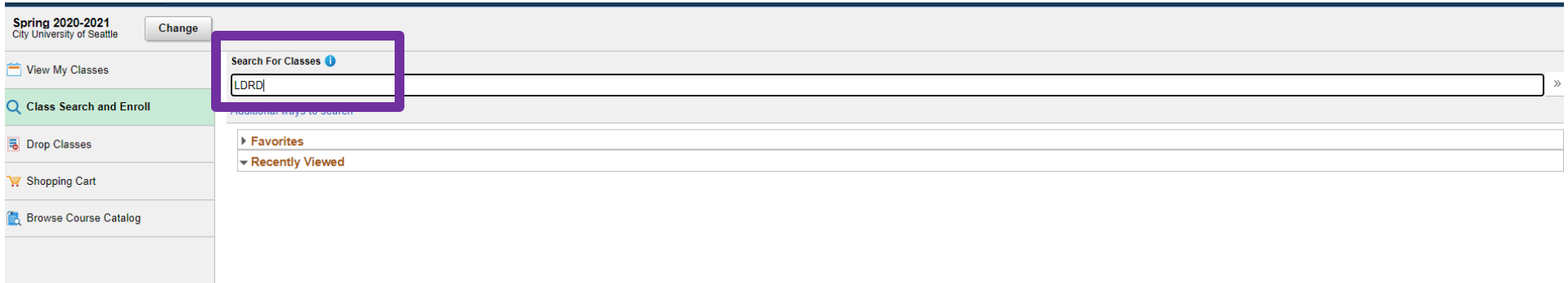


The Menu options for this tile will open. Click on the “Class Search and Enroll” link on the left. The terms available for registration view or actual enrollment will be listed in the center part of the screen. Select the term you want to enroll for classes by clicking the listing.



This will open the search option. The term you have selected will be in the left corner. If more than one term is available (from the screen above) the system will let you toggle between them with the Change Button.

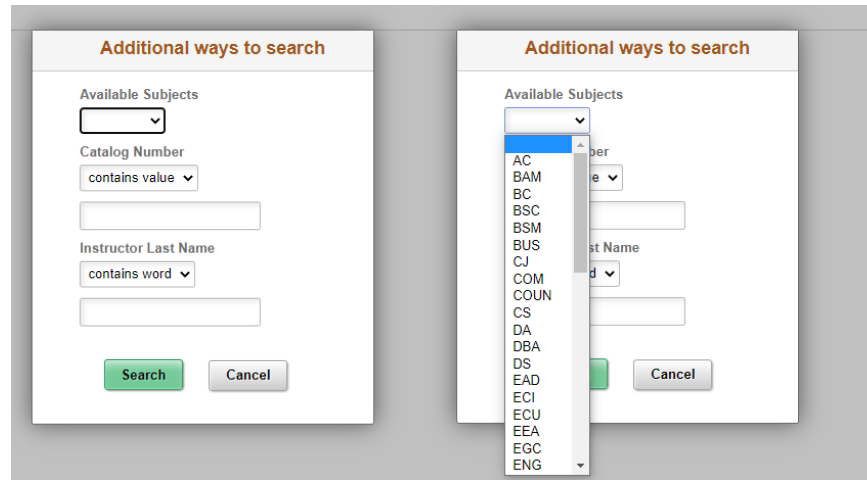
If you know the name of the course e.g. academic subject area and number” you want to search enter it in the Search for Classes area.



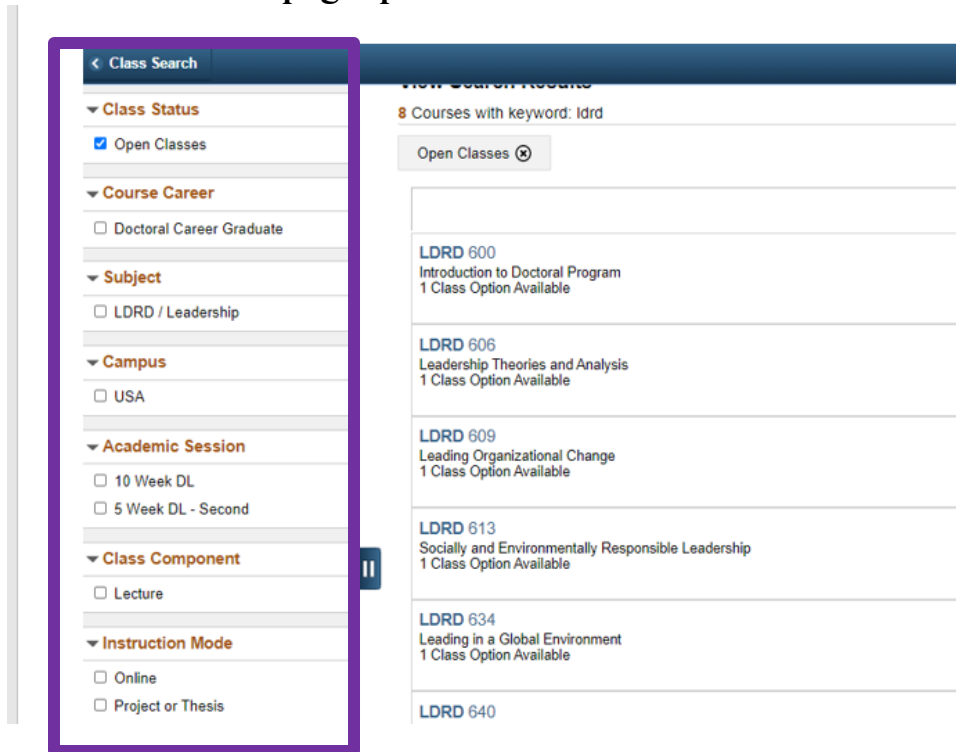
If you do not know or want to use more search options, click the Additional Ways to Search Link.



This will allow you to search by subject area.



The return of your basic search will return the classes in the Academic Subject area you have selected e– but it will also open a more robust search filter on the page specific to those classes it returns.



From the list of classes in your return, click the class you are interested in.

Strategic Thinking  
1 Class Option Available

**LDRD 654**  
Legal Issues in Higher Education  
1 Class Option Available

When the course opens, if it has an arrow to the right – its selectable for registration. Click the course.

LDRD 662  
Student Populations and Experiences  
★ Add to favorite courses  
▶ Course Information  
▼ Class Selection

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats	Selected Filter	1 option
1	Open	10 Week DL	<a href="#">Lecture - Section 01 - Class 1084</a>	01/11/2021 - 03/21/2021	Monday	Hampton Hopkins	Open Seats 36 of 40		>

That will start the enrollment process. Click the steps in order.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

- 1** Review Class Selection  
Visited
- 2 Enroll or Add to Cart  
Not Started
- 3 Review and Submit  
Not Started

**Step 1 of 3: Review Class Selection**  
You have selected  
**LDRD 654** Legal Issues in Higher Education  
Option Status Open

Class	Session	Meeting Dates
<a href="#">Lecture - Section 01 - Class 1089</a>	10 Week DL	04/05/2021 - 06/13/202

Step 2 will ask if you want to Enroll now or add the selected class to your “shopping cart” for later enrollment.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Review Class Selection  
Complete

2 Enroll or Add to Cart  
Visited

3 Review and Submit  
Not Started

### Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Step 3 will verify your selection. Hit Submit.

Winter 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Review Class Selection  
Complete

2 Enroll or Add to Cart  
Complete

3 Review and Submit  
Visited

### Step 3 of 3: Review and Submit

You have selected to enroll in

LDRD 662 Student Populations and Experiences

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 01 - Class 1084	10 Week DL	01/11/2021 - 03/21/2021	Monday	Open Seats 36 of 40

[Submit](#)

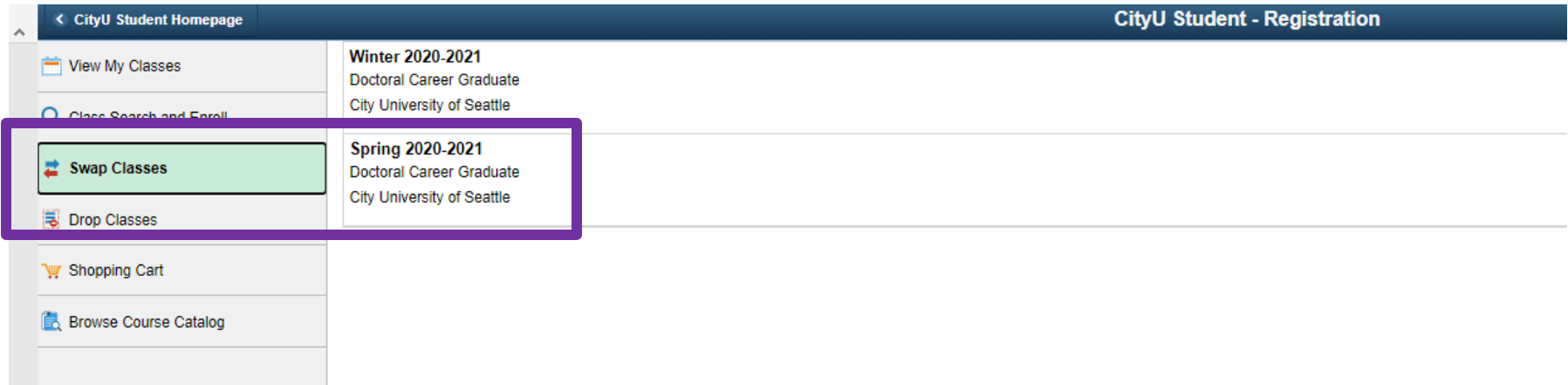
The system will verify your registration. If there is an error it will tell you what needs to be done (time conflict overrides or contact your advisor due to class permissions/requisites not being met).

✔ LDRD 654 - Legal Issues in Higher Education  
This class has been added to your schedule.

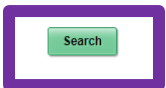
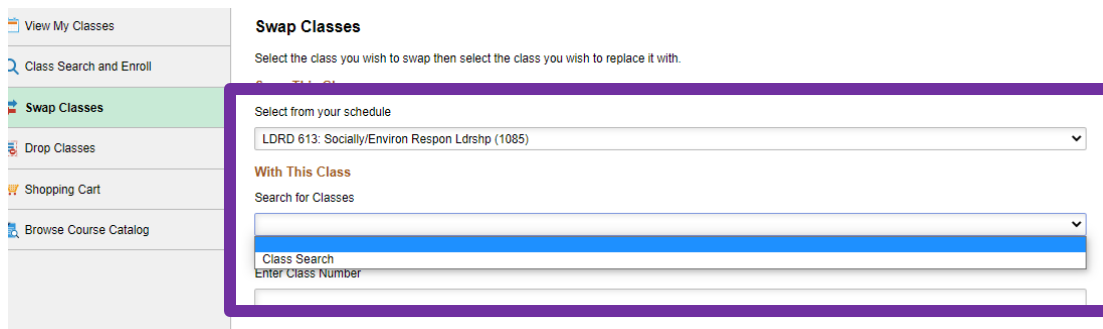
[Return to Class Search Results](#)

# Swapping Courses

If you are already registered for a course/s (and its open enrollment) and you need to change one of your courses, simply click Swap Classes and then select the term.



Select the course you are wanting to swap in the first box. And then select Class Search in second box. Then hit submit.



Conduct the search process again. When you have selected the 'new' course by clicking it.

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic »

Additional ways to search

Recently Viewed

- LDRD 613  
Socially and Environmentally Responsible Leadership  
1 class option available >
- LDRD 609  
Leading Organizational Change  
1 class option available >**
- LDRD 654  
Legal Issues in Higher Education  
1 class option available >

[Delete All](#)

It will provide you the course information (time, date, etc.). Select the course again.

LDRD 609  
Leading Organizational Change

▶ [Course Information](#)

▼ [Class Selection](#)

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	10 Week DL	<a href="#">Lecture - Section 01 - Class 1084</a>	04/05/2021 - 06/13/2021	Monday	Open Seats 40 of 40

>

It will provide you the course information (time, date, etc.). Select the course again. It will launch the enrollment process. If it's the course you want, click step 2.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

- 1 Review Class Selection**  
Visited
- 2 Confirm Class Swap  
Not Started

**Step 1 of 2: Review Class Selection**

You have selected  
**LDRD 609** [Leading Organizational Change](#)

Option Status Open

Class	Session	Meeting Dates	Day
<a href="#">Lecture - Section 01 - Class 1084</a>	10 Week DL	04/05/2021 - 06/13/2021	Mon



It will verify your swap information. Click submit on the right.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Review Class Selection  
Complete

2 Confirm Class Swap  
Visited

### Step 2 of 2: Confirm Class Swap

You are replacing this Class

LDRD 613 Socially and Environmentally Responsible Leadership

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 01 - Class 1085	10 Week DL	04/05/2021 - 06/13/2021	Monday	Open Seats 39 of 40

With this Class

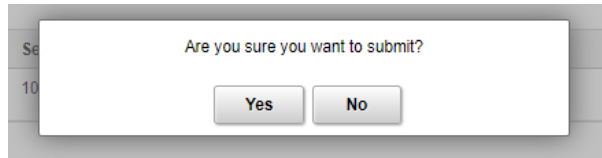
LDRD 609 Leading Organizational Change

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 01 - Class 1084	10 Week DL	04/05/2021 - 06/13/2021	Monday	Open Seats 40 of 40

Submit

Verify.



The system will tell you if the swap is successful. In this example, the course was a repeated course, so it is telling the student to verify with their advisor it will count towards graduation.

✔ Swap LDRD 613 - Socially and Environmentally Responsible Leadership with LDRD 609 - Leading Organizational Change

You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.

# Dropping Courses

If you are already registered for a course/s (and its open enrollment) and you need to drop a course, simply click the Drop Classes link and then select the term you want to access.

< CityU Student Homepage Select a Value

- View My Classes
- Shopping Cart
- Class Search and Enroll
- Drop Classes**
- Swap Classes
- Browse Course Catalog

Winter 2020-2021  
Doctoral Career Graduate  
City University of Seattle

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

Select the course/s you are dropping by click the select box.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2 Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - Section 01 - Class 1084	LDRD 609 Leading Organizational Change	Monday	To be Announced	Staff	3.00	Enrolled

Then click the 2<sup>nd</sup> step.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Select Classes to Drop  
Complete

2 Review Classes to Drop  
Not Started

### Step 1 of 2: Select Classes to Drop

Select	Class	Description
<input checked="" type="checkbox"/>	Lecture - Section 01 - Class 1084	LDRD 609 Leading Organi:

Verify the class and then click the Drop Classes Button.

Spring 2020-2021  
Doctoral Career Graduate  
City University of Seattle

1 Select Classes to Drop  
Complete

2 Review Classes to Drop  
Visited

### Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - Section 01 - Class 1084	LDRD 609 Leading Organizational Change	Monday	To be Announced	Staff	3.00	Enrolled

Drop Classes

Confirm the drop.

Confirm that the following class(es) are to be dropped

Yes No

The system will notify you if successful or if there is an error (outside of permission range) where you must contact your advisor. Please see the Add/Drop schedule of the catalog for the appropriate dates.

✔ LDRD 609 - Leading Organizational Change  
This class has been dropped.