



DIVISION *of* ACADEMIC AFFAIRS
School of Graduate Studies

ENROLLING IN A CLASS

- To enroll in a class, click the **Enroll/Drop** link;
- Click the **Term** button (for example: “Fall 2023”);
- Click the **Continue** button;
- Select **Class Search** and then click **Search** button;
- Click the dropdown button to activate the menu to find the course subject;
- Click a subject in the list (for example: BIOL-Biology);
- Enter the **Course Number** (for example: enter a valid value e.g. “113”; Note: the “Course Number” has also been known as “Catalog Number”)
- Click the **Search** button; Note: if it returns no results, the section may be full/closed
- Click the **Select Class** button;
- Click the **Next** button;
- Click the **Proceed to Step 2 of 3** button;
- Click the **Finish Enrolling** button;
- View results of your added classes in the **Status Column**. Check for error messages and adjust the enrollment accordingly.
- To view the class schedule, click the **My Class Schedule** button.
- The class schedule automatically displays in the **List View**.