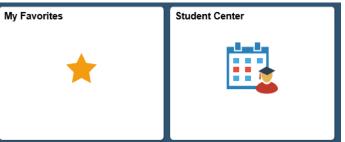
Enroll in a Class

- 1. There are two methods for enrolling/adding a class: utilizing the Student Center or utilizing the Enrollment: Add a Class option. Both methods will be demonstrated. We will begin with utilizing the Student Center.
- 2. In this exercise you will enroll in BIOCH 999, class number 1010. Click the **Student Center** menu.



3. Click the **Enroll** link.

LSUHSC Student Cer	nter	
Joshua's Student Center		
Academics		
Search	bead	lines
Plan Enroll My Academics	This W	Veek's Sch
	8	ANAT 100- CRQ (1012
other academic 🔻 🛞	3	BIOCH 100 CRQ (1012

If required, select the term. For this example, the Fall 2019 option is selected. Click the **Fall 2019** option.

Click the **Continue** button.

Select Term

4.

Select a term then select Continue.					
Term	Career	Institution			
Fall 2019	Medicine, New Orleans	LSUHSC - New Orleans			
Spring 2020	Medicine, New Orleans	LSUHSC - New Orleans			
		Continue			

6.

Session

Career

Semester Session 1

Graduate Studies

5. You may enter the Class Nbr directly into the field or search for it using the Class Search option. Enter the desired information into the Enter Class Nbr field. Enter a valid value e.g. "1010". Click the Enter button.

Add to Cart:	Spri	ng 2014 Shop	ping Cart		
Enter Class Nbr	. –	You	r anrollmant cho	pping cart is empty.	
enter		100	r enronment site	pping care is empty.	
Find Classes					
Olass Search					
🔘 My Planner					
search					
Make sure the units Click the Next butto	n.	for the select	ed class.		
Shopping Car	L .				1-2-
1. Select class	ses to a	ld - Enrol	lment Prefe	erences	
Spring 2014 Gradu	ate Studies	LSUHSC - N	ew Orleans		
BIOCH 999 - EX	AM ONLY				
Class Preferences	;				
BIOCH 999-0001	Course	Open	Wait List	Wait list if class is	s full
	Req				

Permission Nbr

Grading

Units

Pass/No Pass

CANCEL

NEXT

0.00

7. Click the Select box next to the class you have chosen. In this example the **BIOCH 999-0001** (1010) option is selected.

Click the **Enroll** button.

Add to Cart:	Spring	2014 Shoppi	ing Cart				
Enter Class Nbr	Select	Class	Days/Times	Room	Instructor	Units	Status
enter		BIOCH 999- 0001 (1010)		ТВА	N. Davis		•
Find Classes		(1010)					
Olass Search							-
🔘 My Planner			for selected	delete	validate	enrol	1
search							

8. Click the **Finish Enrolling** button.

2. Confirm classes

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

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

		Open	Close	ed 🛆 V	Vait Li≲	st
Class	Description	Days/Times	Room	Instructor	Units	Status
BIOCH 999-0001 (1010)	EXAM ONLY (Course Req)		тва	N. Davis		
		CANCEL	PREVIOUS	FINISH	ENRO	LLING

9. You may add another class or view your class schedule. Click the **My Class Schedule** button.

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

 Success: enrolled
 Error: unable to add class

 Class
 Message
 Status

 BIOCH 999
 Success: This class has been added to your schedule.
 Image: Class Add Added Adde

10. *NOTE: After courses have been added, you must inquire on your account for the tuition to calculate.*

The alternate option, Enrollment: Add a Class, will now be demonstrated.

Click the Main Menu button.
 Click the Self Service menu.
 Click the Enrollment menu.

Click the Enrollment: Add Classes menu.

Main Menu Search Menu:	 Class Search / Browse Catalog Academic Planning Enrollment Campus Finances Campus Personal Information 	Enrollment Dates My Class Schedule My Weekly Schedule Enrollment: Add Classes
🗀 Self Service	Academic Records Transfer Credit	Enrollment: Drop Classes
My Personalizations	Student Center	View My Grades

2. Select the appropriate term.

Click the **Continue** button.

Select a term then click Continue.						
	Term	Institution				
\odot	Spring 2014	Graduate Studies	LSUHSC - New Orleans			
\odot	Summer 2014	Graduate Studies	LSUHSC - New Orleans			

To add classes, you can enter the Class Number directly if you know it, or you can go to Class Search and search by Department. In this example, ANAT 195, class number 1002 will be selected.
 Click the Enter button.

Add to Cart:	Spring 2014 Shopping Cart
Enter Class Nbr	Your enrollment shopping cart is empty.
Find Classes	
Olass Search	
O My Planner	
search	

CONTINUE

4. Once you have selected the class, make sure the units are correct if editable.

Click the **Next** button.

The selected class will be added to your shopping cart.

ANAT 195 - MEDICAL NEUROSCIENCE

Class Pre	ference	5			
ANAT 195-0001 Course Open Req		Wait List Permission Nbr	Wait list if class is full		
Session	Semes	ter Session	1		
Career	Gradua	ate Studies		Grading	Graded
				Units	6.00
					CANCEL NEXT

5. After you have added all of your classes to your shopping cart, click the **Proceed to Step 2 of 3** button.

Add to Cart: Enter Class Nbr	Spring 2014 Shopping Cart							
	Delete	Class	Days/Times	Room	Instructor	Units	Status	
	Î	ANAT 195- 0001 (1002)	TuTh 10:00AM - 12:00PM	тва	D. Kreston, K. Paul	6.00	•	
Find Classes								
Class Search								
🔘 My Planner								
search								

6. Click the **Finish Enrolling** button.

Spring 2014 | Graduate Studies | LSUHSC - New Orleans

		Open	Close	ed 🛆 V	Vait Lis	st
Class	Description	Days/Times	Room	Instructor	Units	Status
ANAT 195-0001 (1002)	MEDICAL NEUROSCIENCE (Course Req)			D. Kreston, K. Paul	6.00	
		CANCEL	PREVIOUS	FINISH	ENRO	LLING

7. NOTE: After courses have been added, you must inquire on your account for the tuition to calculate.

PROCEED TO STEP 2 OF 3