

Enhanced Enrollment: Registering Smarter

A Guided Tour

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What will this do for me?

You can now:

- Add courses directly from your planner.
- Search **only** lecture/lab pairings that fit your schedule.
- Plan courses around extracurricular activities and work.
- Search for **open** courses that meet your specific GEP requirements.

It seems like a lot to take in...

Don't panic!

This isn't a *brief* tutorial because we want you to know about all of the features designed to make your life easier.

The truth is, you may not need each and every one of these features each time you enroll – but they're there for you if you do.

Feel free to jump right in and check back here if you have issues!

Navigating Enrollment

2012 Fall Term | Ms Wuf • Emplid: 000000002 • Career: Undergraduate

Select the term you wish to view here.

1 My Schedule | 2 My Shopping Cart | 3 My Events | 4 Add To Cart

Enrolled (green checkmark) | Wait Listed (yellow triangle)

Class	Description	Grading	Units	Status	Drop	Swap	Edit
PS 201	American Politics and Government	Graded	3.00	✓			
007	Lecture	Tue/Thu	11:45 AM - 01:00 PM	0G109 Caldwell Hall	Sherrie Godette	Show On My Calendar >	
WGS 305	Women and Literature	Graded	3.00	✓			
002	Lecture	Mon/Wed	04:30 PM - 05:45 PM	0G113 Tompkins Hall	Deborah Hooker	Show On My Calendar >	
			Total Units	6.00			

Drop

1. This tab shows your schedule - classes you are actually enrolled in - for the selected semester.
2. Your Shopping Cart is where classes that you have chosen but are not yet enrolled in will appear. You may enroll directly from this tab.
3. You can use "My Events" to add extracurricular activities to your schedule - and you can search for classes that fit around these activities!
4. Use this tab to add courses to your Shopping Cart.

Your calendar is color-coded, so you can easily distinguish which courses are in your shopping cart, the courses you are enrolled in, and how your events fit into your schedule.

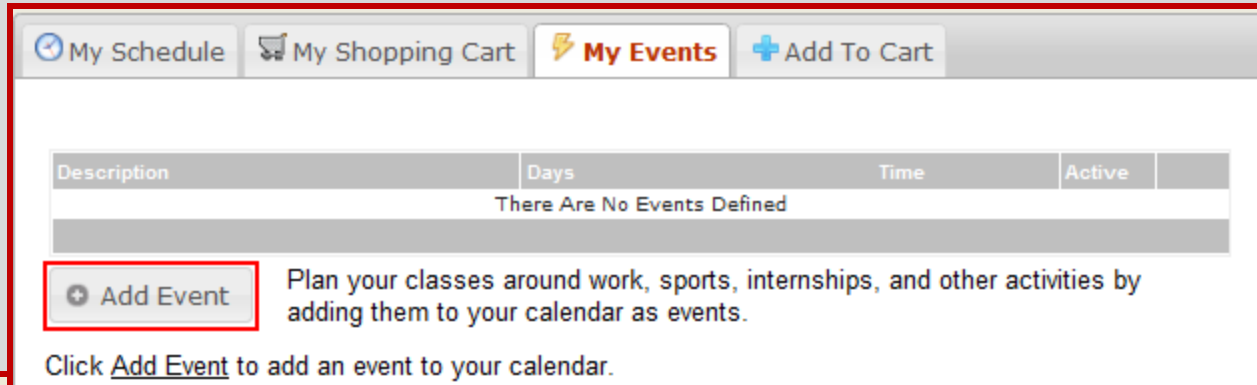
My Calendar

My Schedule (green) | My Shopping Cart (blue) | My Events (red)

	Mon	Tue	Wed	Thu	Fri
all-day	BIO 183	BIO 183	BIO 183	BIO 183	BIO 183
	BIO 183	BIO 183	BIO 183	BIO 183	BIO 183
8am		8:30 - 9:45 ACC 200		8:30 - 9:45 ACC 200	
9am	9:10 - 10:00 PSY 200		9:10 - 10:00 PSY 200		9:10 - 10:00 PSY 200
10am					
11am					
12pm		11:45 - 1:00 PS 201	12:25 - 1:15 ACC 200	11:45 - 1:00 PS 201	
1pm		1:30 - 2:45 MA 105		1:30 - 2:45 MA 105	
2pm					
3pm		3:00 - 6:00 Internship		3:00 - 6:00 Internship	
4pm					
5pm	4:30 - 5:45 WGS 305		4:30 - 5:45 WGS 305		
6pm					

Adding Events to Your Calendar

1.



My Schedule My Shopping Cart **My Events** Add To Cart

Description	Days	Time	Active	
There Are No Events Defined				

Add Event Plan your classes around work, sports, internships, and other activities by adding them to your calendar as events.

Click [Add Event](#) to add an event to your calendar.

2.

My Events are a way to block out sections of time during the day that will be considered when searching for open class sections that will fit your ideal schedule. You may Activate, Inactivate, or Delete them as you see fit to restrict or expand your class search options.

Description:

Internship

Start Time:

03:00 PM

End Time:

06:00 PM

Days:

Mon



Tue



Wed



Thu



Fri

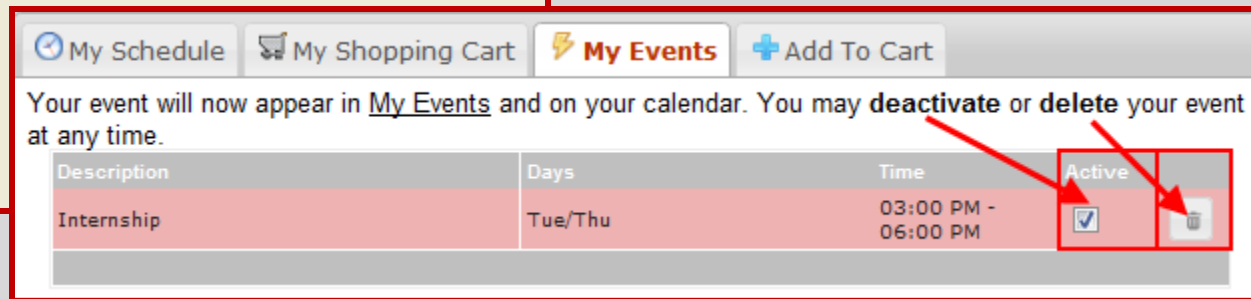


Enter your event details and click [Save](#).

Save

Cancel

3.



My Schedule My Shopping Cart **My Events** Add To Cart

Your event will now appear in [My Events](#) and on your calendar. You may **deactivate** or **delete** your event at any time.

Description	Days	Time	Active	
Internship	Tue/Thu	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Searching Smarter

When you search for classes, you have several filter options to help make the process more efficient.

You can use these filters when choosing classes from your planner, your required courses, or class search.

Search Filter Options

Open Sections Only

Wait List Ok

Only Classes That Fit My Calendar

Career: All

Location: All

GEP List: All

- Use the checkboxes to expand or limit your options.
- **Career:** Restrict your results to Graduate, Undergraduate, or Ag Institute courses only.
- **Location:** Restrict results by location of the classes.
- **GEP List:** Restrict results by GEP requirements. See **only** those courses that fulfill a particular GEP requirement.

Choosing Classes: From Planner

There are several ways to add courses to your shopping cart.

Adding courses directly from your planner is a great way to make sure you're staying on track!

The screenshot shows a web interface for course selection. At the top, there are navigation tabs: "My Schedule", "My Shopping Cart", "My Events", and "Add To Cart". Below these are "Class Search", "Required Courses", and "Planner Courses". A "Search Filter Options" section contains three checked filters: "Open Sections Only", "Only Classes That Fit My Calendar", and "Wait List Ok". To the right are dropdown menus for "Career: All", "Location: All", and "GEP List: All". A "Unassigned Courses" dropdown is also present. Below the filters is a table with columns: Course, Description, Units, Term Status, Pre-Req, Sections, and Options. The table lists four courses: CH 101 (Chem Molecular Sci, 3.00 units, Offered), CH 102 (Gen Chem Lab, 1.00 units, Offered), E 101 (Intro Engineering, 1.00 units, Offered), and ENG 101 (Acad Writing Rsch, 4.00 units, Offered). A total row shows "Total Units 9.00". Annotations include a red arrow pointing to the "Only Classes That Fit My Calendar" filter with the text "Save yourself time and frustration by searching **only** for **open** classes that fit your schedule!". Another red arrow points to a yellow warning icon in the "Pre-Req" column of the CH 101 row with the text "This icon indicates that a prerequisite for the course has not been met.". A third red arrow points to the "Sections" column of the CH 101 row with the text "Get a quick look at available sections that meet your search requirements. Just click the links to see a listing of sections!".

Search Filter Options

Open Sections Only
 Wait List Ok
 Only Classes That Fit My Calendar

Career: All
Location: All
GEP List: All

Unassigned Courses

Course	Description	Units	Term Status	Pre-Req	Sections	Options
CH 101	Chem Molecular Sci	3.00	Offered	!	28 Meet Search Filter Options	
CH 102	Gen Chem Lab	1.00	Offered		64 Meet Search Filter Options	
E 101	Intro Engineering	1.00	Offered		15 Meet Search Filter Options	
ENG 101	Acad Writing Rsch	4.00	Offered		54 Meet Search Filter Options	
Total Units		9.00				

Save yourself time and frustration by searching **only** for **open** classes that fit your schedule!

This icon indicates that a prerequisite for the course has not been met.

Get a quick look at available sections that meet your search requirements. Just click the links to see a listing of sections!

Choosing Classes: Required Courses

If you're stuck for a class to fill out your schedule, try planning by Required Courses!

You'll be sure that the courses you choose are meeting your degree requirements and helping you towards graduation!

The screenshot shows a web interface for selecting required courses. At the top, there are navigation tabs: "My Schedule", "My Shopping Cart", "My Events", "Add To Cart", "Class Search", "Required Courses" (highlighted), and "Planner Courses". Below this is a "Search Filter Options" section with three checked boxes: "Open Sections Only", "Wait List Ok", and "Only Classes That Fit My Calendar". To the right of these boxes is a text prompt: "Select the major you wish to view." Below this prompt is a dropdown menu currently set to "Engineering First Year (Civil Engineering Intended)". Further right are three dropdown menus for "Career:", "Location:", and "GEP List:", all set to "All".

Below the filters is a table of course options. The table has columns for "Course", "Description", "Units", "Sections", and "Options". The "Options" column contains expandable buttons with "+" signs and text labels. The "Found of Graphics" row is highlighted with a red box, and its "Options" cell contains the text "6 Meet Search Filter Options". The "Humanities Elective" row also has a red box around its "+" button and label.

At the bottom of the table, it says "Showing 6 to 10 of 13 entries" and includes navigation arrows.

Annotations with red arrows point to various elements: one points to the "Select the major you wish to view." text; another points to the "Engineering First Year" dropdown; a third points to the "6 Meet Search Filter Options" text; a fourth points to the "+" button for "Humanities Elective"; and a fifth points to the navigation arrows at the bottom right.

When a specific class is required, available sections will be linked for easy viewing.

If multiple courses can fulfill a requirement, clicking here will give you a list of options.

Use these buttons to navigate through your required classes.

Required Courses, continued.

Did You Know?

Only sections for which you meet the prerequisite/requirements will be shown in your Required Courses

Class Search * Required Courses ★ Planner Course:

Search Filter Options

Open Sections Only
 Wait List Ok
 Only Classes That Fit My Calendar

Meet the Global Knowledge/ U.S. Diversity requirements by using this filter as you search for other classes.

Career: All
Location: All
GEP List: Global Knowledge

Engineering First Year (Civil Engineering Intended)

Course	Description	Units	Sections	Options
	CSC Elective	3.00		+ CSC Elective
	PE & Healthy Living	1.00		+ PE & Healthy Living
GC 120	Found of Graphics	3.00	0 Meet Search Filter Options	
	Math Elective	3.00		+ Math Elective
	Humanities Elective	3.00		- Humanities Elective

Show 10 entries Filter:

Course	Description	Units	Sections
AFS 240	Afri Civilization	3.00	1 Meets Search Filter Options
ENG 224	Ctmpry Wrld Lit II	3.00	2 Meet Search Filter Options
FL 222	Lit Westn World II	3.00	1 Meets Search Filter Options
FL 393	Stds in Lit Genre	3.00	1 Meets Search Filter Options
FLR 303	Rus Lit Trans 19th	3.00	1 Meets Search Filter Options
HI 208	The Middle Ages	3.00	1 Meets Search Filter Options
HI 209	Europe 1300-1815	3.00	3 Meet Search Filter Options
HI 210	Mod Eur 1815-Pres	3.00	2 Meet Search Filter Options
HI 215	Latin Amer to 1826	3.00	2 Meet Search Filter Options
HI 216	LAT Amer Sinc 1826	3.00	2 Meet Search Filter Options

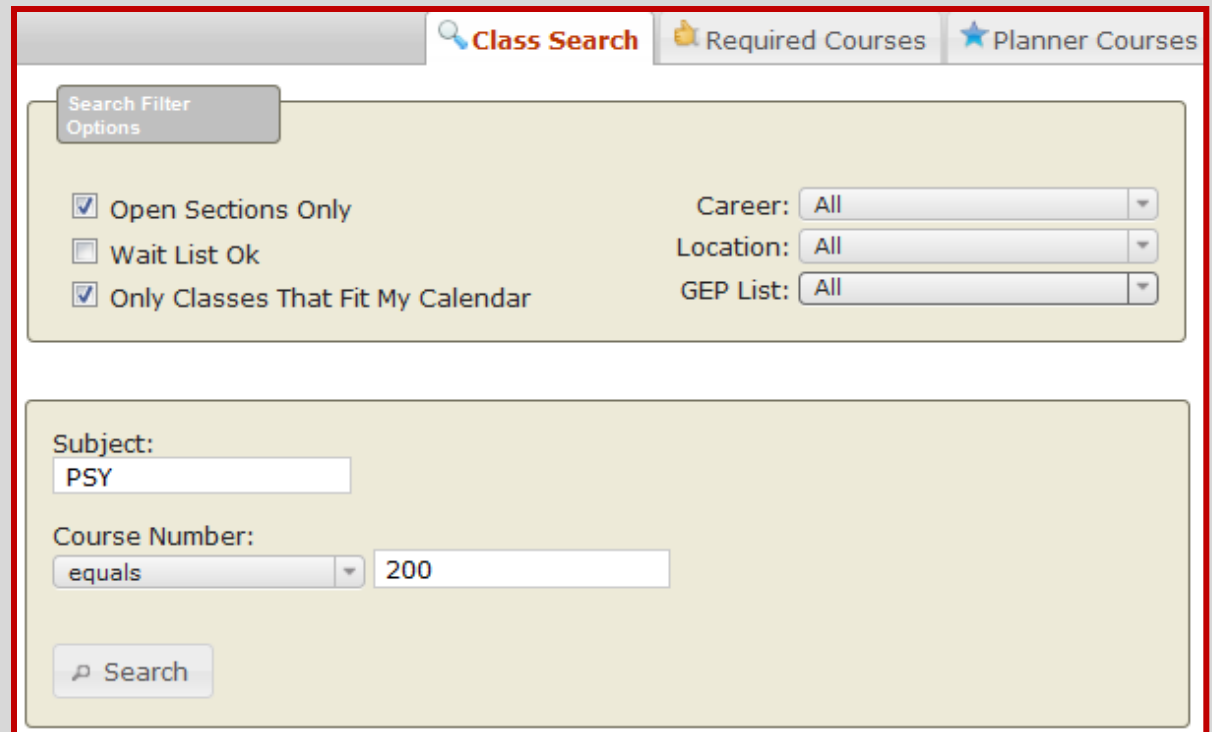
Showing 1 to 10 of 14 entries

Enter subject prefixes or keywords in this box to narrow your search results.

Use these buttons to navigate through the available courses.

Choosing Classes: Class Search

Of course, if you know the exact class you want, you can use the [Class Search](#) tab to find it.



The screenshot shows a web interface for class search. At the top, there are three tabs: "Class Search" (active), "Required Courses", and "Planner Courses". Below the tabs is a "Search Filter Options" section with three checkboxes: "Open Sections Only" (checked), "Wait List Ok" (unchecked), and "Only Classes That Fit My Calendar" (checked). To the right of these are three dropdown menus: "Career: All", "Location: All", and "GEP List: All". Below this is a "Subject:" field with the text "PSY" and a "Course Number:" field with a dropdown menu set to "equals" and the text "200". At the bottom is a "Search" button.

Once you've chosen a course, you'll need to find a section and add it to your [Shopping Cart](#)...

Adding Classes to Your Cart

2012 Fall Term | Ms Wuf • Emplid: 000000002 • Career: Undergraduate

Class Search Results ▶ 5 Offerings Found

● Open ■ Closed ▲ Wait List ⚠ Requisite Not Met ⓘ Reserved Seats

Class	Description	Grading	Units	Status	
PSY 200	Intro to Psych	Graded	3.00	●	Add To Cart
001	Lecture Tue/Thu	08:30 AM - 09:45 AM	00117 Witherspoon Student Cen	Samuel Pond	358 of 435 Available
Show On My Calendar					
PSY 200	Intro to Psych	Graded	3.00	●	Add To Cart
002	Lecture Mon/Wed	01:30 PM - 02:45 PM	00216 Poe Hall	Sarah Desmarais	61 of 200 Available
Show On My Calendar					
PSY 200	Intro to Psych	Graded	3.00	●	Add To Cart
004	Lecture Tue/Thu	08:30 AM - 09:45 AM	00216 Poe Hall	Deanna Larus	190 of 200 Available
Show On My Calendar					
Hover over this link to see how a particular section fits into your schedule. → Show On My Calendar					
PSY 200	Intro to Psych	Graded	3.00	●	Add To Cart
006	Lecture Mon/Wed/Fri	09:10 AM - 10:00 AM	00216 Poe Hall	Dana Kotter-Gruehn	138 of 200 Available
Show On My Calendar					
PSY 200	Intro to Psych	Graded	3.00	●	Add To Cart
601	Lecture		Distance Education-Internet		73 of 123 Available
Show On My Calendar					

[Close](#)

When you've decided on a section, use the "Add to Cart" button to add it to your Shopping Cart.

My Calendar

■ My Schedule ■ My Shopping Cart ■ My Events

	Mon	Tue	Wed	Thu	Fri
all-day					
8am					
9am		8:30 - 9:45 PSY 200		8:30 - 9:45 PSY 200	
10am					
11am					
12pm		11:45 - 1:00 PS 201		11:45 - 1:00 PS 201	
1pm					
2pm		1:30 - 2:45 MA 105		1:30 - 2:45 MA 105	
3pm		3:00 - 6:00 Internship		3:00 - 6:00 Internship	
4pm	4:30 - 5:45 WGS 305				
5pm			4:30 - 5:45 WGS 305		
6pm					
7pm					
8pm					
9pm					

Enrolling from Your Shopping Cart

Remember, you are **not enrolled** for the classes in your Shopping Cart!

My Schedule **My Shopping Cart** My Events Add To Cart

Open Closed Wait List Requisite Not Met Reserved Seats

Class	Description	Units	Status	Wait List Ok	Swap	
MA 105	Mathematics of Finance	3.00	Open	<input type="checkbox"/>		
001	Lecture	Tue/Thu	01:30 PM - 02:45 PM	02203 SAS Hall	125 of 240 Available	
						Show On My Calendar >>
Total Units		3.00				

Enroll

Check this box if you wish to be added to the waitlist for a course.

Clicking the trash can icon will remove a course from your Shopping Cart.

Once you click "Enroll," the class(es) in your cart will be added to your schedule, if they are still available.

Be sure to click Enroll to add classes to your schedule. You should see this if the enrollment is successful:

Enrollment Transaction Completed

Success Error

Class	Message	Status
MA 105	Success: This class has been added to your schedule.	Success

Close

How do I Swap?

My Schedule | **My Shopping Cart** | My Events | Add To Cart

Open Closed Wait List Requisite Not Met Reserved Seats

Class	Description	Units	Status	Wait List Ok	Swap
ENG 101	Academic Writing and Research	4.00	Open	<input type="checkbox"/>	<input type="button" value="Swap"/>

001 Lecture Mon/Tue/Thu/Fri 08:05 AM - 08:55 AM OG121 Tompkins Hall Holly Hayes 17 of 21 Available

Total Units 4.00

If you want to swap a course in your cart for a course already on your schedule, click the Swap button.

Note:
You can also Swap from My Schedule for a class in your Shopping Cart!

Choose the course from your schedule that you want to swap, and click Save.

Enrollment Swap ► ENG 101

Swap ENG 101 with:

- MA 105
- Choose Scheduled Class
- MA 105
- PS 201
- WGS 305

Enrollment Transaction Completed

This is what you'll see if the Swap is successful! Success Error

Class	Message	Status
ENG 101	Success: This class has been replaced.	<input checked="" type="checkbox"/>

How do I Drop?

My Schedule My Shopping Cart My Events Add To Cart

Enrolled Wait Listed

From your schedule, select the course you wish to drop.

Class	Description	Grading	Units	Status	Drop	Swap	Edit
ENG 101	Academic Writing and Research	Graded	4.00	✓	<input type="checkbox"/>		
001	Lecture	Mon/Tue/Thu/Fri	08:05 AM - 08:55 AM	OG121 Tompkins Hall	Holly Hayes	Show On My Calendar >	
PS 201	American Politics and Government	Graded	3.00	✓	<input checked="" type="checkbox"/>		
007	Lecture	Tue/Thu	11:45 AM - 01:00 PM	OG109 Caldwell Hall	Sherrie Godette	Show On My Calendar >	
WGS 305	Women and Literature	Graded	3.00	✓	<input type="checkbox"/>		
002	Lecture	Mon/Wed	04:30 PM - 05:45 PM	OG113 Tompkins Hall	Deborah Hooker	Show On My Calendar >	
Total Units			10.00				

Remember:

Dropping below full-time status may impact financial aid and/or insurance.

Drop

Click the Drop button to drop the selected course.

Drop Confirmation

Are you sure you want to Drop the following Classes from your Schedule?

- PS 201 Confirm that you wish to drop the class.

Continue

Cancel

How do I Edit a Course?

My Schedule My Shopping Cart My Events Add To Cart

From your schedule, select the course you wish to edit. ✓ Enrolled ⚠ Wait Listed

Class	Description	Grading	Units	Status	Drop	Swap	Edit
ENG 101	Academic Writing and Research	Graded	4.00	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001	Lecture	Mon/Tue/Thu/Fri	08:05 AM - 08:55 AM	OG121 Tompkins Hall	Holly Hayes	Show On My Calendar »	
PS 201	American Politics and Government	Graded	3.00	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
007	Lecture	Tue/Thu	11:45 AM - 01:00 PM	OG109 Caldwell Hall	Cherrie Godette	Show On My Calendar »	
WGS 305	Women and Literature	Graded	3.00	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002	Lecture	Mon/Wed	04:30 PM - 05:45 PM	OG113 Tompkins Hall	Deborah Hooker	Show On My Calendar »	
Total Units			10.00				

Remember:

Courses taken for Credit Only may not meet degree requirements.

Please check with your advisor if you are unsure about whether to change a class to Credit Only.

Editing allows you to change the Grading Basis of a course from Graded to Credit Only

Enrollment Edit ▶ WGS 305

Grading Basis:
Sat/Unsat
Graded
Sat/Unsat

Make your edits and click [Save](#).

Save Cancel

