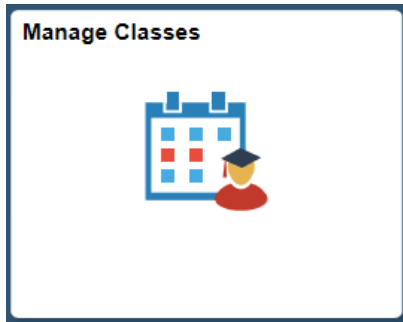


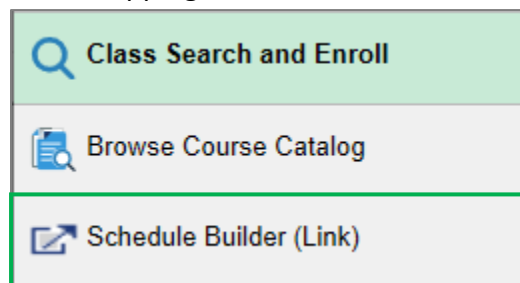
## Adding a Class

To add a class, begin by clicking on the Manage Classes tile on the Student Homepage.



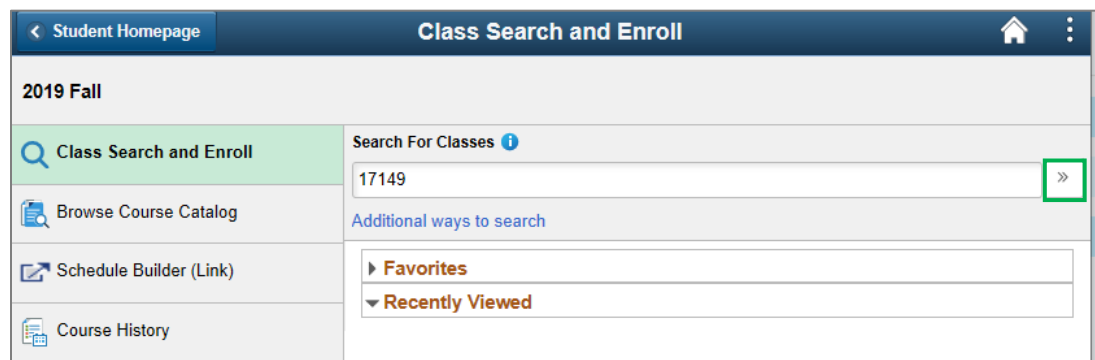
Adding classes is a multi-step process. Begin by selecting the classes that you would like to enroll in. There are a few ways to do this:

- a. Use the Schedule Builder to create your class by clicking on the Schedule Builder link. Students are able to send selected classes from the Schedule Builder to their Shopping Cart.



See additional Schedule Builder instructions here: <http://sis.ku.edu/enrollpay-student>.

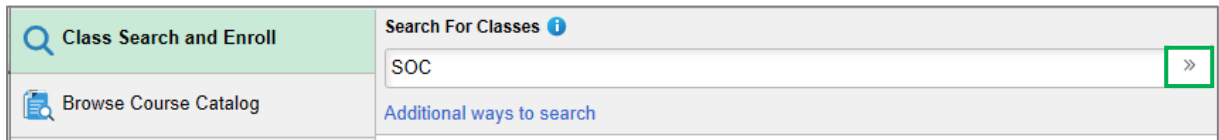
- b. Enter the five digit class number into the search box and click on the >> to search. Confirm that you have selected the correct class and then move to the Enrollment instructions.



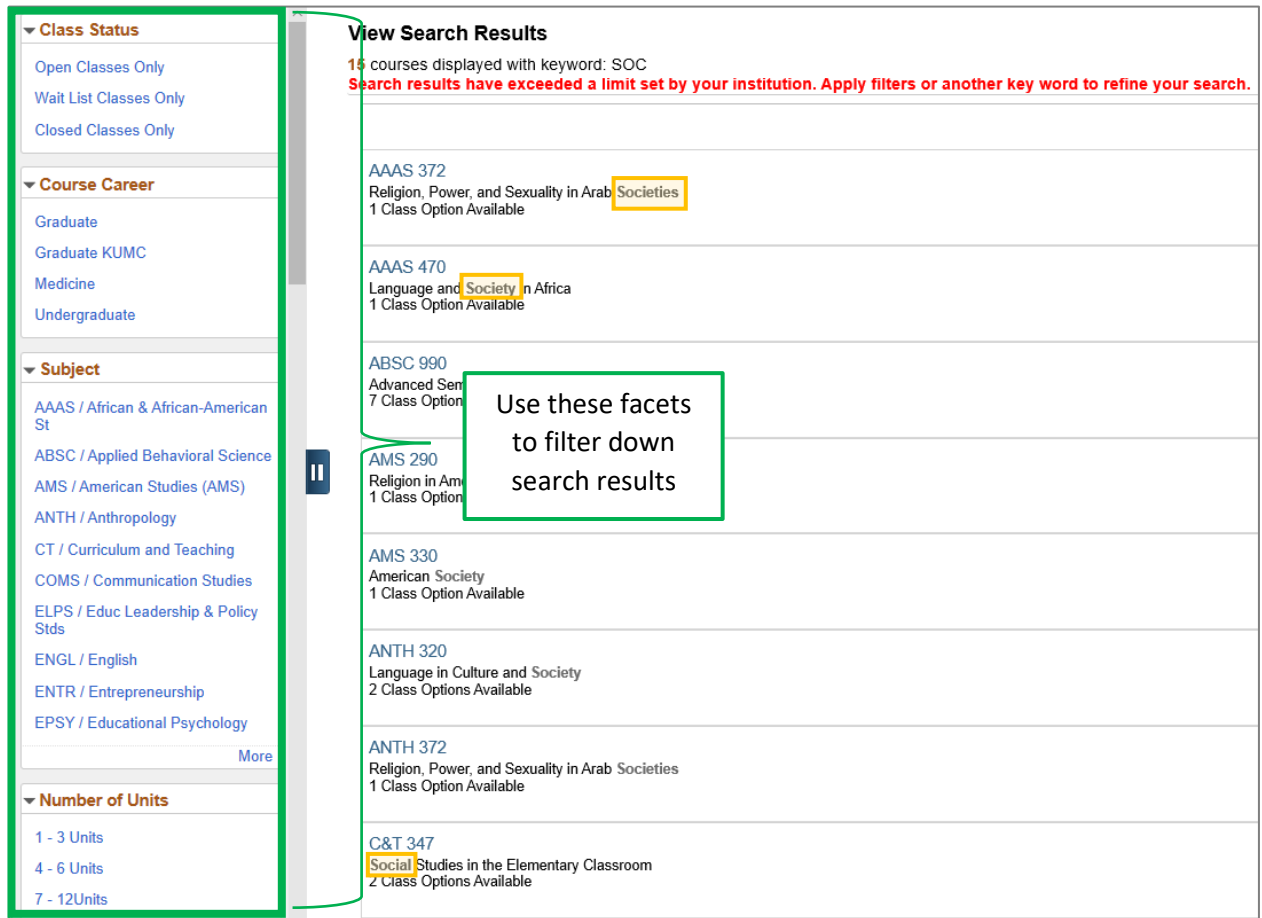
- c. Search for classes using the Class Search option.

## Class Search

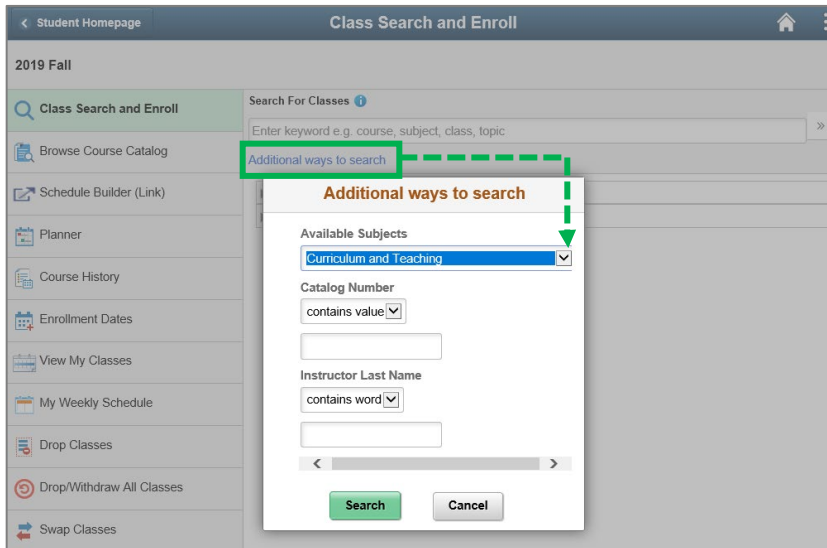
The Search for Classes search box does a global search in Enroll & Pay. For example, if you type in **SOC** and click the >> button, you will see any class that has SOC in the name or class description. This will include any courses that have Society, Social and Sociology in them.



From here, you can filter down results using the options on the bar on the left side of the page.



You can also search by Subject by clicking on the Additional ways to search link under the global search bar.



Select the course to move onto the next step.

**C&T 347**  
**Social Studies in the Elementary Classroom**  
**2 Class Options Available**

If there are multiple sections available of the same class, you can select between them here. To view information on the class, click on the hyperlink in the Class Options results.

**C&T 347**  
 Social Studies in the Elementary Classroom  
 ★ Add to favorite courses  
 ▶ Course Information  
 ▼ Class Selection

**Class Information**

Class Details   Meeting Information   **Enrollment Information**   Class Availability   Textbook/Other Information

**C&T 347 Social Studies Elemntry Classm**  
**Lecture-Class # 17149** **Status : Open**

**Requirement**  
 Students must be admitted to teacher preparation programs in the School of Education to enroll in this course, excluding PE plans.

**Class Notes**  
 1. Students must be admitted to teacher preparation programs in the School of Education to enroll in this class; excluding PE plans.  
 2. Class requirement: Concurrent enrollment in C&T 349 and C&T 351 required.

Add Consent Department Consent Required

Class Attributes 1 Flag - Prerequisite Indicated

Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	<a href="#">Lecture-Class # 17149</a>	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	J R Pearso 142	Steven White, Charles Pittack	Open Seats 2 of 26
2	Open	Regular Academic Session	<a href="#">Lecture-Class # 19120</a>	08/26/2019 - 12/20/2019	Tuesday Thursday 12:30PM to 1:45PM	J R Pearso 142	Charles Pittack	Open Seats 3 of 26

## ENROLLMENT

**Step 1:** Once you have selected a class, click on the **Next** button. Your activity will be marked using the actions bar on the left.

**2019 Fall**  
Undergraduate  
University of Kansas

**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  
**C&T 347 Social Studies in the Elementary Classroom**  
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 17149	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	Open Seats 2 of 26

**Step 2:** You can decide if you want to Enroll in a Class or Add to your Shopping Cart. **The Enroll option will not be available until your scheduled appointment time.** Click the Next button.

**2019 Fall**  
Undergraduate  
University of Kansas

**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:** Review and Submit your class.

**2019 Fall**  
Undergraduate  
University of Kansas

**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  
**C&T 347 Social Studies in the Elementary Classroom**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 17149	Regular Academic Session	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	Open Seats 2 of 26

**Confirmation:** Students will see a confirmation after enrollment.



If a class has not been added to your class schedule, a specific message will appear letting you know why you were not enrolled.

