## **Adding a Class**

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

Manage Classes

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.

<b>Q</b> Class Search and Enroll
🛃 Browse Course Catalog
CARCENTION Schedule Builder (Link)

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

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.

Student Homepage	Class Search and Enroll	<b>^</b> :
2019 Fall		
<b>Q</b> Class Search and Enroll	Search For Classes ()	
	17149	>
E Browse Course Catalog	Additional ways to search	
C Schedule Builder (Link)	► Favorites	
	✓ Recently Viewed	
E Course History		

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.

<b>Q</b> Class Search and Enroll	Search For Classes 🛈				
	SOC	»			
Rowse Course Catalog	Additional ways to search				

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

	View Search Results
Open Classes Only	15 courses displayed with keyword: SOC
Wait List Classes Only	Search results have exceeded a limit set by your institution. Apply filters or another key word to refine your search.
Closed Classes Only	
✓ Course Career	AAAS 372 Religion, Power, and Sexuality in Arab Societies 1 Class Option Available
Graduate	
Graduate KUMC	AAAS 470
Medicine	Language and <mark>Society</mark> n Africa 1 Class Option Available
Undergraduate	
✓ Subject	ABSC 990 Advanced Sem
AAAS / African & African-American St	<sup>7 Class Option</sup> Use these facets
ABSC / Applied Behavioral Science	AMS 290 to filter down
AMS / American Studies (AMS)	Religion in Am I Class Option
ANTH / Anthropology	
CT / Curriculum and Teaching	AMS 330
COMS / Communication Studies	American Society 1 Class Option Available
ELPS / Educ Leadership & Policy Stds	
ENGL / English	ANTH 320 Language in Culture and Society
ENTR / Entrepreneurship	2 Class Options Available
EPSY / Educational Psychology	
More	ANTH 372 Religion, Power, and Sexuality in Arab Societies
- Number of Units	1 Class Option Available
1 - 3 Units	C&T 347
4 - 6 Units	Social Studies in the Elementary Classroom
7 - 12Units	

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

< Student Homepage	Class Search and Enroll	Â	:
2019 Fall			
Q Class Search and Enroll	Search For Classes 👔		) »
Browse Course Catalog	Enter keyword e.g. course, subject, class, topic Additional ways to search		
Schedule Builder (Link)	Additional ways to search		
Planner	Available Subjects		
Course History	Curriculum and Teaching		
Enrollment Dates	contains value		
View My Classes	Instructor Last Name		
My Weekly Schedule	contains word		
5 Drop Classes			
() Drop/Withdraw All Classes	Search Cancel		
arr Swap Classes	Gaiter		

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.

				Class Informat	ion		×
	Class D	etails Meeting I	nformation	Enrollment Informatic	on Class Ava	ilability Textb	ook/Other Information
		Social Stdies Elemntry Class # 17149 ent	r Classrm				Status : Open
	Students n	nust be admitted to teacher	r preparation progr	ams in the School of Edu	cation to enroll in this	course; excluding PE	plans.
	Class Not 1. Studer	es its must be admitted to tea	cher preparation p	rograms in the School of	Education to enroll in	this class; excluding P	PE plans.
С&Т 347	2. Class	requirement: Concurrent er	nrollment in C&T 3	49 and C&T 351 required			
Social Studies in the Elementary Classroom	Add Conse	nt		Department Consent R	equired		
Course Information	Class Attril	outes 1		Flag - Prerequisite Indio	cated		
Class Selection Select a class option (1)					Coloriado	ilters 2 options	
Option Status Session Cla	1\$5	Meeting Dates	Days and Times	Room		Seats	
1 Open Regular Academic Session Lee	cture-Class # 1714	08/26/2019 - 12/20/2019	Tuesday Thursday 8:00AM to 9:15AM	142		Open Seats 2 of 26 >	)
2 Open Regular Academic Session Leo	cture-Class # 1912	08/26/2019 - 12/20/2019	Tuesday Thursday 12:30PM 1:45PM			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.

× Exit		Class Search and Enroll					
2019 Fall Undergraduate University of Kansas							
Review Class Selection     Visited		w Class Selection					
2 Enroll or Add to Cart Not Started	You have selected C&T 347 Social Studie Option Status Open	&T 347 Social Studies in the Elementary Classroom					
Not Started	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.

× Exit	Class Search and Enroll	< Previous	Next	>
2019 Fall Undergraduate University of Kansas				
1 Review Class Selection Complete	Step 2 of 3: Enroll or Add to Cart			
2 Enroll or Add to Cart Visited	Do you wish to enroll or add the class to your Shopping Cart?			
3 Review and Submit Not Started	<ul> <li>Add to Shopping Cart</li> </ul>			

**Step 3:** Review and Submit your class.

× Exit		< Previous				
2019 Fall Undergraduate University of Kansas						
1 Review Class Selection Complete	Step 3 of 3: Review and Submit					
2 Enroll or Add to Cart Complete	You have selected to enroll in C&T 347 Social Studies in the Elementary Classroom					
3 Review and Submit	Class	Session	Meeting Dates	Days and Times	Seats	
Visited	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.

Student Homepage	Confirmation				
	Not added to class schedule		×		
University of Kansas					
Q Class Search and Enroll	★ C&T 347 - Social Studies in the Elementary Classroom				
E Browse Course Catalog	- Department Concept Paquired. You must obtain permission to take this class. If you have a permission number select the "Pohy				
C Schedule Builder (Link)	Return to Class Preferences				
Course History	Q Return to Class Search Results				
Enrollment Dates	Return to Keyword Search Page				