RIT Student Information System

Student Enrollment

April 2012
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Presented by Educational Design Resources, NTID

SIS Workbook: Working with the Course Catalog and Schedule of Classes

Lesson 1: Accessing the Schedule of Classes

Reading Web Pages

How to View the Weekly Calendar Schedule

Adding Classes to the Shopping Cart

How to Add Classes to the Shopping Cart

How to Validate Classes

How to Delete a Course from Your Shopping Cart

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Read This: How to Use this Tutorial

This tutorial is designed to be self-directed, so you can move through the materials at your own pace. Simply follow the instructions on the left, and reference the graphics as you need. If you require additional assistance, one of the facilitators is here to assist you.

The workbook is designed to be used as a learning tool as well as a reference after the class has ended. Use the book as a reference for definitions and other information.
Read This: Course Introduction Student Information System

The new Student Information System (SIS) is a single source of student information that will be accessible to students, faculty and staff.

What is GeneSIS?

GeneSIS is an RIT Vision 2025 initiative designed to replace legacy student information systems with a unified, enterprise system. This system will enable greater flexibility to provide services and capabilities for students, faculty, and staff. The new system is a critical component of RIT’s conversion to a semester-based academic calendar in 2013. Going forward the system will be simply known as Student Information System. Some systems that will be replaced by the SIS include:

- eservices.rit.edu (Student Financial Services)
- sis.rit.edu (Registrar)
- futurestudent.rit.edu (Admissions)
- my.rit.edu (current RIT portal)

Project Implementation

It is important to note that as the system goes live, many functions are likely to change, including website address, functions, and data housed within the system.
Student Information System Security

With the new SIS, your role within RIT determines the security level and, therefore, the resources you are able to access. Remember that, as the system functionality is being rolled out Institute-wide, functionality and access by different user groups is continuing to be developed. So the functions you are able to access will change. Additional training is planned to support the future rollouts.

Browser Requirements

To access SIS, use one of the following browsers:

- **PC**  Internet Explorer versions 7 or 8. IE 9 is not yet supported.
- **Mac**  Safari 3, 4, and 5

Non-supported Browsers

Note that current versions of Firefox and Google Chrome are NOT currently supported to use the new SIS. If you use Firefox or Chrome, you may experience limited functionality.
Read This: Navigate the System

Navigating in the Student Information System

You can access Schedule of Classes in one of two ways:

1. Through the Student Information Center site at https://sis.rit.edu/info/welcome.do.

Navigation Options

You will find that there are different ways to navigate the SIS. In this tutorial, you will be presented with and practice using just one method. As you use the system, you will likely find ways that work better for you.
Lesson 1: Pre-Enrollment

Read This: Checking Enrollment Appointment

Overview of the Enrollment Process

Sometimes it’s easier to look at the big picture before diving in to the details. Here’s an overview of the Enrollment Process:

1. Log in to the new SIS and check your Enrollment Appointment time. Check for academic or financial holds. Any hold on your account will prevent you from enrolling. Holds may not be removed instantaneously, so take action to resolve holds in the weeks before your Enrollment Appointment.

2. Use the new Class Search to find classes. Add classes to your Shopping Cart and create back-up plans in case your first choices fill up. Click “Validate” to make sure you meet the requisites. Your Shopping Cart must be built and validate in order to enroll.

3. Check in with your advisor, either by e-mail or in person to make sure your Shopping Cart contains the right classes. Double-check your Shopping Cart before your Enrollment Appointment to ensure no classes have closed, and to see if you need to add a class to the Wait List.

4. When your Shopping Cart is all set and it’s time for your Enrollment Appointment, click “Enrollment Shopping cart, select the appropriate term, check the checkbox next to the classes you want to take, and then click “Enroll”. It should all take just minutes.
Accessing the Student Center

The Student Center is a self-service page that offers you a single location to begin navigation of student-related transactions. It provides important information, such as class schedule, enrollment dates, and account information in this central location. You can access the Student Center via a link on the Infocenter page at sis.rit.edu.

What’s an Enrollment Appointment?

All matriculated students are assigned an enrollment appointment, a specific date and time when you can begin enrolling in classes for an upcoming term. Seniority will continue to determine your enrollment appointment. For example, graduate students enroll the first day, followed by honors and NTID fourth- and fifth-year students the next day. Within your class, enrollment priority will be determined randomly. Approximately 150 students are assigned to each enrollment appointment. A new enrollment appointment begins every 30 minutes from 7 a.m. to 5 p.m.

Open enrollment begins when enrollment appointments have concluded and continues through the withdrawal period. During open enrollment, all RIT students can continue to enroll in classes.

How is Enrollment Appointment Priority Determined?

Seniority will continue to determine your enrollment appointment. Within your class, enrollment priority will be determined randomly.

Where to Get Help

If you experience any issues with the new student information system, please contact the ITS Service desk at:

E-mail: helpdesk@rit.edu
Phone: (585) 475-HELP [4357] or (585) 475-2810 [TTY]
Office: Gannett Building, Room 1113
Regular Hours

Monday – Thursday: 7:30 a.m. – 9:00 p.m.
Friday: 7:30 a.m. – 5:00 p.m.
Saturday & Sunday: Noon – 5:00 p.m.

Break/Summer Hours

Monday – Friday: 7:30 a.m. – 5:00 p.m.
Saturday & Sunday: Closed

How to Check Your Enrollment Appointment

1. Once logged in to the Student Center, you can check your enrollment appointment in the Enrollment Dates section in the right margin. The enrollment appointment is the second appointment listed.

2. To view more information regarding the enrollment appointment, click the Details link in the bottom right hand corner of the Enrollment Dates section. The full Enrollment Dates screen provides more information.
Do This: Checking Your Enrollment Appointment

START HERE

1. Log in to the Student Information System using the credentials provided.

2. Click the Self Service link.
3. Click the Student Center link.

4. In the right margin, you will find the Enrollment Dates section.
5. In the bottom right corner of the Enrollment Dates section, click the Details link.

6. Notice you will see more detailed information about your enrollment appointment. Click Student Center in the bread crumb trail at the top of the screen to return to the Student Center.
What Is a Hold?

A hold is a restriction on your student account that will prevent you from enrolling in classes until you’ve resolved it. Various sources can place a hold on your account, including advisors, academic departments, or Student Financial Services. Any holds on your account will be displayed in the “Holds” section of the Student Center. The Department field will tell you who placed the hold.

Since the Student Financials portion of the system will not be fully integrated until July, a financial hold will not be released instantaneously after you’ve addressed it. If you have a financial hold, you should begin resolving it immediately to prevent any delay in your enrollment.

How to Check and Clear Holds

1. Once logged in to the Student Center, the Holds section in the right margin will say Holds or No Holds if you have none on your account.

3. If you have a hold on your account, click the Details link to view more detailed information about the hold.

4. Click the title of the hold in the “Hold Item” column.

5. Resolve the hold by following the instructions to contact the person or department listed.
Do This: Checking and Clearing Holds

START HERE

1. In the Student Center, you will find the Holds section in the right margin. Click the green arrow to expand the Holds section.

2. Notice the Holds section shows an advising Hold on your account. Click the Details link in the bottom right corner of the Holds section to view more details about the advising hold.
3. If this were a real hold, you would follow the instructions to meet with your advisor prior to enrollment for the next term. Click Return at the bottom of the screen to return to the Student Center.
Read This: Class Search

The new class search has expanded new features that provide you new ways to find the classes you need. Learning methods to narrow your search will save time. In this topic, you will learn how to search for classes.

The following numbers refer to the table on the next page.
Read This: Class Search

Next, let’s review the class search parameters. Class search parameters are characteristics that can be applied to search for classes within SIS. Use the reference provided below to identify the class search parameters.

Selecting Attributes

For a successful search, you must select at least two attributes, but use caution that you don’t choose too many because this will result in fewer classes.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject</td>
<td>You may type in the numeric course subject, or if you do not know the subject, you may select it from the “Select Subject list”.</td>
</tr>
<tr>
<td>Course Number</td>
<td>You may select the actual number, or you can always search for the number in the Course Number field.</td>
</tr>
<tr>
<td>Course Career</td>
<td>You may search for all undergraduate or graduate courses. You may select the Show Open Classes Only, just select that option.</td>
</tr>
<tr>
<td>Additional Search Criteria</td>
<td>Use additional Search Criteria to narrow your search results. “Additional Search Criteria” does collapse, it will always display open as a default.</td>
</tr>
<tr>
<td>Course Attributes</td>
<td>Users may search by course attribute and course attribute values, simply select the attribute and value based on the dropdown menu.</td>
</tr>
<tr>
<td>Start/End times and Days of the Week</td>
<td>Searching by all of these is available.</td>
</tr>
<tr>
<td>Instructor Last Name</td>
<td>The ability to search by full or partial last name is available. Remember the Training environment does NOT have instructor data.</td>
</tr>
<tr>
<td>Class Nbr</td>
<td>The Class Number is a unique number assigned to every section in a term, and may be used to search for the class if known.</td>
</tr>
<tr>
<td>Course Title Keyword</td>
<td>Used to search by keywords, such as statistics or art.</td>
</tr>
<tr>
<td>Min/Max Units</td>
<td>A user may search by Units using different logic available.</td>
</tr>
<tr>
<td>Course Component</td>
<td>Allows a user to search for Lectures, Labs, Coops, Studios as needed. Describes the type of class such as distance, lab, or instructor-led class.</td>
</tr>
<tr>
<td>Session</td>
<td>If a term is broken into sessions, a user may search for a specific session.</td>
</tr>
<tr>
<td>Mode of Instruction</td>
<td>This is where you would search for In-person, On-line or blended learning classes.</td>
</tr>
<tr>
<td>Campus</td>
<td>Users may search for classes at the Main campus, or any of the other overseas campuses.</td>
</tr>
<tr>
<td>Locations</td>
<td>Some locations within a campus may be searchable as well.</td>
</tr>
</tbody>
</table>
Attributes of Special Interest to NTID students

There are several course attributes, displayed in the image below. Those relevant to NTID students are ACCS, for Access Services, and NINS, NTID Supported Students Only. Select one of these attributes if you are looking for courses supported by Access Services or that are NTID students only. If you are looking for a class supported by Access Services, you must remember to select the corresponding course attribute or your results will not reflect this selection.

<table>
<thead>
<tr>
<th>Course Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCS</td>
<td>Access Services</td>
</tr>
<tr>
<td>FOUN</td>
<td>Gen Ed Foundation</td>
</tr>
<tr>
<td>GE</td>
<td>Gen Ed Elective</td>
</tr>
<tr>
<td>GELO</td>
<td>Internal Use Only: GE Outcome</td>
</tr>
<tr>
<td>HNRS</td>
<td>Honors</td>
</tr>
<tr>
<td>NINS</td>
<td>NTID Supported Students Only</td>
</tr>
<tr>
<td>PERS</td>
<td>Gen Ed Perspectives Category</td>
</tr>
</tbody>
</table>

Open, Closed, and Wait List Classes

Below are the symbols that tell you the status of a class. Open classes have a green circle, closed classes have a blue box, and Wait List classes have a yellow triangle. It is important to know that you can still add both closed and Wait Listed classes to their shopping carts.


On the search results page, you can click the Section number of the class you’d like to take to view a full course description, prerequisites, and other information.

The Fits Schedule column checks the classes you’ve selected for the term and indicates if there are any time conflicts.

Wait Lists

The Wait List checkmark allows you to join a Wait List if a class is full. You will be assigned a Wait List number at the time of enrollment. If you do not select this option and a class is full, you will not be able to enroll in the class. It’s important to note that placing your name on a Wait List does not guarantee you’ll be enrolled in that class.

The Wait List functionality replaces RIT’s Unmet Needs system. The Wait List functionality in the new SIS offers many advantages over the ‘Unmet Needs’ system, including: an automatic enrollment process that moves a student from the Wait List into a class (section) when an opening occurs, better tools for academic departments to monitor and manage Wait Lists, and more efficient ways for advisors to monitor their students’ Wait List requests.

Unlike Unmet Needs, there’s no option to request access to any section of a multi-section course. You must add yourself to each Wait List individually.
Do This: Searching for Classes

START HERE

How to Search for Classes

1. In the Student Center, click the Search for Classes button on the top right of the screen. The Search for classes screen will appear.

2. The Search for Classes screen will default to Rochester Institute of Tech. If not, select it from the drop down menu.
3. To select the term, click the down arrow for a list of terms in the system. Select 2012-2013 Fall Quarter.

4. Click the Select Subject box to open the Enter Search Criteria Screen.

5. Let’s search for classes in Applied Computer Technology, which is course subject 0805. Click on the 0.
6. Scroll down and click Select next to 0805 Applied Computer Technology.

7. Notice that the Course Subject field is now filled in with 0805.

8. Scroll to the bottom of the screen and click Search to view a list of classes.
9. Notice that the course 216 PC Hardware I matches the Course Subject 0805. You can also see the class section, status (Open, Closed, or Wait List), capacity, days and times, and room as well as other information.

10. Click Student Center in the bread crumb trail at the top of the screen to return to the Student Center.
Read This: Adding Classes to Your Shopping Cart and Selecting Classes

What Is a Shopping Cart?

A shopping cart is similar to what you may have used when shopping online. Before your enrollment appointment begins, your shopping cart allows you to create a list of classes you’d like to take in an upcoming term. Your advisor(s) can see what classes you have placed in your shopping cart. In addition, once you’ve added classes to your shopping cart you can validate it. This feature verifies you won’t encounter issues like time conflicts or missing prerequisites during enrollment.

What Is a Shopping Cart Appointment?

A shopping cart appointment is the date and time you can begin adding classes to the shopping cart. All students will have the same shopping cart appointment. Typically, the shopping cart appointment begins about two weeks before enrollment appointments.

How to Check Your Shopping Cart Appointment

1. Once logged in to the Student Center, you can check your shopping cart appointment in the Enrollment Dates section in the right margin. The shopping cart appointment is the first appointment listed.

2. To view more information regarding the shopping cart appointment, click the Details link in the bottom right hand corner of the Enrollment Dates box.

Adding Classes to the Shopping Cart

You can begin adding classes to your shopping cart as soon as the shopping cart appointment begins. Adding classes to your shopping cart in advance of your enrollment appointment will help ensure you’ve planned both an ideal schedule and an alternate schedule (in case you don’t get your first choice for every class). Doing this will make the enrollment process more efficient for you.

Unlike with the legacy SIS, you won’t be able to enroll in more than one section of the same class. This prevents students from reserving seats in classes so their friends can enroll.

The new system will also prevent you from enrolling in classes scheduled at the same time. When you attempt to add two classes scheduled at the same time, the first class in your cart will be added but the second will be blocked. The Fits Schedule feature of the Class Search will help you identify potential conflicts as you fill your shopping cart.
How to Add Classes to the Shopping Cart

1. From the Student Center, click the Search for Classes button at the top right of the screen.
2. Conduct a search for a class.
3. Click the Select Class button next to the class you’d like to add to your shopping cart.
4. Select your enrollment preferences and click the next button.
   a. Academic departments can assign permission numbers to enroll in specific sections of a class. If you receive a permission number, you would enter it in the Permission Nbr field when adding a class.
5. Repeat steps 2-4 until you have all the classes you would like to take in your shopping cart.

How to Validate Classes

This crucial function allows you to check whether you will encounter any roadblocks before your enrollment appointment. You can validate any combination of classes in your shopping cart.

1. From the Student Center, click the Enrollment Shopping Cart link beneath the Class Schedule.
2. If necessary, select the appropriate term and click Continue.
3. Select the classes you would like to enroll in from your shopping cart.
4. Click the Validate button.
5. The next page shows you whether a class can be added for enrollment without an issue. Potential issues may include: a hold on your account, missing course prerequisites, time conflicts, or the accidental selection of multiple sections of the same class.

How to Delete a Course from Your Shopping Cart

1. From the Student Center, click the Enrollment Shopping Cart link beneath the Class Schedule.
2. If necessary, select the appropriate term and click Continue.
3. Select the classes you would like to delete from your shopping cart.
4. Click the delete button.
Do This: Adding Classes to Your Shopping Cart and Selecting Classes

START HERE

1. In the Student Center, click the Search for Classes button at the top right of the screen.

2. Search for the class by its class number. In the Class Nbr field type “12351” and then click Search. The Search Results screen will appear.
3. Click the Select Class button next to General Biology I to add it to your shopping cart.

4. Under the Class Preferences heading, check the Wait List If Class is Full box. If a Wait List has been established for a full class, this will assure you a spot on the Wait List.

5. Click the Next button to add General Biology I to your shopping cart.
6. Notice Class 1001 – 201 General Biology I has been added to your Shopping Cart. To return to the Student Center, click Student Center in the bread crumb trail at the top of the screen.
Lesson 2: Enrollment

Read This: Enrolling in a Class

Now that you’ve done the hard work of choosing your classes and organizing your schedule, enrollment shouldn’t take long. Let’s take a closer look at how to officially enroll in classes once your enrollment appointment begins.

Cart Views

Once logged in to the Student Center, click the Enrollment Shopping Cart link below the Academics banner. If necessary, select the appropriate term and click Continue.

This view of the shopping cart shows a more detailed schedule listing each class number, time, location, instructor and units. You can double-check that you’ve filled the shopping cart with the correct classes at this point, but you will also have one more chance to confirm your schedule before enrolling.

If you decide the classes in your shopping cart aren’t exactly what you want, click the Previous button to return to the cart and alter your schedule.

How to Delete a Class From Your Shopping Cart

After adding classes, you may wish to remove a class from your shopping cart. If so, you can use the delete function.

1. In the shopping cart, under the Delete column, click the trash icon next to the class you want to remove.
2. Click the Proceed to Step 2 of 3 button to finish enrollment.
How to Enroll

1. From the Student Center, click the Enrollment Shopping Cart link under your schedule.
2. If necessary, select 2012-2013 Fall Quarter and click the Continue button.
3. Under the Select column, check the box next to each class you want to enroll in.
4. Click the Enroll button beneath the schedule.
5. The Confirm classes page indicates the class title in the Description column in addition to the information on the previous page. You should now thoroughly check your shopping cart to make sure it includes all the classes you want to enroll in.
6. If you’re sure you have the correct classes in your shopping cart, click the Finish Enrolling button beneath your schedule.

Error Messages

When a class has been successfully added to your schedule you will see a Success message and a green checkmark in the Status column that confirms your enrollment. Otherwise, you may receive an error message and a Red X in the Status column.

You will receive an error message if you can’t enroll in a class you’ve selected. For instance, you could receive a message saying, “You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.”

An error message doesn’t necessarily mean you won’t be able to take that class. You may have accidentally tried to enroll in two classes that are scheduled for the same time. In this case, you’d have to decide which class you want to take.

By validating your shopping cart prior to enrollment, you can identify in advance if you will encounter any errors when you go to enroll. This will help you decide if you need to take any action.
Do This: Enrolling in a Class

START HERE

1. In the Student Center, click the Enrollment Shopping Cart link beneath your schedule.

2. If necessary, select the 2012-13 Fall Quarter and click Continue.
3. Under the Select column, check the box next to 12349, 12350, and 12351 to enroll.

4. Click the Enroll button beneath the schedule.

5. Check your shopping cart to make sure it includes classes 12349, 12350, and 12351.
6. When you have the correct classes in your shopping cart, click the Finish Enrolling button beneath your schedule.

7. To return to the Student Center, click Student Center in the breadcrumb trail at the top of the screen.
Read This: Swapping a Class

After you have enrolled, you might still change your mind about a class. Swapping a class allows you to switch from a class you've already enrolled in to a new class. The benefit of this function, however, is that you won't lose your spot in the current class if the new class is full or has a Wait List.

How to Swap a Class

1. Once in the Student Center, click the Enroll link on the left beneath Academics.
2. Click the Swap subtab under the Enroll tab.
3. If necessary, select the term and click Continue.
4. Under Swap This Class, select the class you no longer want to take.
5. Under With This Class you can do one of three things:
   a. select a class that’s in your shopping cart
   b. search for a class to add to your shopping cart;
   c. enter the 5-digit class ID if you know it. Note: Class IDs are unique to the class section and change each term.
6. Click the button to the right of the new class to continue the swap.
7. This brings you to the confirmation page where you can click either Finish Swapping to confirm or Cancel if you no longer want to swap.
8. After you click Finish Swapping, you may receive a message confirming the class has been replaced successfully. However, if the class has a Wait List, the message will indicate your position in the Wait List line. If the class is closed or you don’t have the prerequisites, the message will indicate that you cannot make the swap.
9. If the swap was made, your updated schedule will be displayed when you click My Class Schedule. If you set up a swap to a class with a Wait List, it will show you are still enrolled in the original class and on the Wait List for the new class.
Do This: Swapping a Class

START HERE

1. Once in the Student Center, click the Enroll link on the left beneath Academics.

2. Click the Swap subtab under the Enroll tab.
3. If necessary, select the 2012-13 Fall Quarter and click Continue.

4. Under Swap This Class, select 0805 126 Pc Hardware I as the class you no longer want to take.

5. Under With This Class, type 12353 in the Enter Class Nbr field.
6. Click the Enter button to the right of the new class to continue the swap.

7. This brings you to the Select a Class to Swap – Enrollment Preference page. Notice you will be adding the class 1016 305 Multivariable Calculus. Click the box next to Wait List to ensure a spot on the Wait List if the class is full. Then click Next.

8. On the Confirm Your Selection page click Finish Swapping to confirm. You could also click Cancel if you decide you no longer want to swap.
9. After you click Finish Swapping, you will receive the message “Success: This class has been replaced.”

10. Click My Class to view your updated schedule.

11. Notice your schedule now shows you are enrolled in 1016305 Multivariable Calculus.

12. To return to the Student Center, use the Go To scroll bar at the top right of the screen, select Student Center, and then click the arrow button.

STOP HERE
Read This: Dropping a Class

If you decide not to take one of the classes you've enrolled in, you can use the Drop function. After the add/drop period, you may use this function but it will be considered a “drop with penalty.” After dropping the class, you will receive a message saying the class was dropped and you've received a “W” penalty grade.

How to Drop a Class

1. In the Student Center, click the Enroll link on the left beneath Academics.
2. Click the Drop subtab under the Enroll tab.
3. Select the term and click Continue.
4. You can now select the class you'd like to drop by checking the box next to it.
5. Click the Drop Selected Classes button.
6. On the confirmation page, click Finish Dropping to drop the class. If you've changed your mind, click Previous or Cancel.
7. If the class has been dropped, you will receive a message saying “this class has been removed from your schedule.”
**Do This:** Dropping a Class

**START HERE**

1. Once in the Student Center, click the Enroll link on the left beneath Academics.

2. Click the Drop subtab under the Enroll tab.

3. If necessary, select 2012-13 Fall Quarter and click Continue.
4. Check the box next to class 12354 – 1109 (2) Power Sculpt.

5. Click the Drop Selected Classes button. The confirmation page will appear.

6. On the confirmation page, click Finish Dropping to drop the class.
7. If the class has been dropped, you will receive a message saying “Success: This class has been removed from your schedule.”

8. To return to the Student Center, use the Go To scroll bar at the top right of the screen, select Student Center, and then click the arrow button.
Read This: Editing a Class

Why Edit a Class?

Occasionally, you might need to change the status of classes you’ve enrolled in. To do this, you can use the Edit function. For instance, if you have enrolled in an activity class, you might have the option of taking it on a “Satisfactory/Fail” or “Audit” grading basis.

Another use of this function is selecting the amount of units applied to an independent study or variable credit course.

How to Edit a Class

1. Once in the Student Center, click the Enroll link on the left beneath Academics.
2. Click the Edit subtab under the Enroll tab.
3. Under “Classes you are allowed to edit” select the class you’d like to edit.
4. Click Proceed to Step 2 of 3.
5. Use the scrollbar to change the Grading basis for your course.
6. Click Next to proceed to the confirmation page. If you change your mind, you can click Cancel or Previous.
7. Click Finish Editing to finalize your change and you should receive a message saying it was successful.
8. To return to the Student Center, click Student Center in the bread crumb trail at the top of the screen.
Do This: Editing a Class

START HERE

1. Once in the Student Center, click the Enroll link on the left beneath Academics.

2. Click the Edit subtab under the Enroll tab.

3. You’ll see a scrollbar under “Classes you are allowed to edit.”
4. Select **the class you’d like** to edit and click Proceed to Step 2 of 3.

5. Use the scrollbar to change the Grading basis for your course to “Satisfactory/Fail”.

6. Click Next to proceed to the confirmation page.
7. Click Finish Editing to finalize your change.

8. Notice the success message.

9. To return to the Student Center, click Student Center in the bread crumb trail at the top of the screen.
Lesson 3: Post-Enrollment

Read This: View Current Schedule

How to View Your Current Schedule as a List

1. Once in the Student Center, click the Enroll link on the left of the screen under Academics.
2. Click the My Class Schedule subtab.
3. Select the correct term and click Continue.
4. You will now see your class schedule in list form, beginning with the lowest course number.
5. By default, you will see classes you are enrolled in, classes you have dropped, and classes in which you are Wait Listed. You can alter the view by using the Class Schedule Filter Options function above the list of classes. Check the boxes for the types of classes you want to see.
Do This: View Current Schedule

START HERE

1. Once in the Student Center, click the Enroll link on the left of the screen under Academics.

2. Click the My Class Schedule subtab.

3. Select the 2012-13 Fall Quarter and click Continue.
4. You will now see your class schedule in list form, beginning with the lowest course number.

5. Click Student Center in the bread crumb trail at the top of the screen to return to the Student Center.
Read This: View Weekly Calendar Schedule

How to View the Weekly Calendar Schedule

1. Once in the Student Center, click the Enroll link on the left of the screen under Academics.
2. Click the My Class Schedule subtab.
3. Select the correct term and click Continue.
4. You will now see your class schedule in list form, beginning with the lowest course number.
5. At the top of the page showing your schedule in list form, select Weekly Calendar View and the page automatically refreshes into the calendar view.
6. In this view, you have a variety of display options:
   a. Above the schedule, click the Previous Week and Next Week buttons to alter the schedule. This is useful to see how a holiday or academic break might affect your schedule.
   b. Type the date in the Show Week Of field to jump directly to the date of the week you’d like to view.
   c. To restrict the calendar view to classes at a certain time of day, enter the time range in the Start Time and End Time fields and click the refresh calendar button.
   d. Beneath the schedule, you can limit the days and times of the week you see in the calendar view. Check the appropriate boxes and click Refresh Calendar. You can also view course titles and instructors by checking the appropriate boxes and clicking Refresh Calendar.
   e. To return to the list view, select List View next to Select Display Option. The page automatically refreshes to the list view.
Do This: View a Weekly Calendar Schedule

START HERE

6. From the Student Center, click the Enroll link on the left of the screen under Academics.

7. Click the My Class Schedule subtab.

8. Select 2012-13 Fall Quarter and click Continue.
9. At the top of the page showing your schedule in list form, select Weekly Calendar View.

10. Let's view your class schedule in several different ways: First, to see your schedule for the following week, click the Next Week >> button.

11. Now, type “10/17/2012” in the Show Week Of field and click the Refresh Calendar button. You will see that 10/17, a Wednesday, is included in this week's schedule.

12. Enter 12:00PM into the Start Time field and click refresh calendar to see only afternoon and evening classes.
13. Beneath the schedule, check the Monday, Tuesday, and Wednesday boxes and click Refresh Calendar to see only the first three days of the week.

14. Check the Show Class Title and click Refresh Calendar to see the class titles displayed.

15. Check the Show Instructors box and click Refresh Calendar to see the instructor for each class.

16. Deselect the Show AM/PM box to see the military time of each class.
17. At the top of the screen, select List View to return to the original list of your courses.

STOP HERE

Read This: Conclusion

Congratulations! You’re now ready to successfully enroll for the upcoming term. You also know how to view your schedule and change your courses after enrollment if necessary. If you have questions at any time during the process, make sure to contact your advisor. In the meantime, keep an eye out for the announcement of your shopping cart and enrollment appointment dates in the Student Center.