Student Enrollment
Quick Reference Guide

Presented by
Educational Design Resources, RIT
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.

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.

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. Click the down arrow for a list of terms.

4. Click on a term you want to enroll in.

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

6. Scroll down and click Select next to the subjects.

7. Scroll to the bottom of the screen and click Search to view a list of classes.

8. Click Student Center in the bread crumb trail at the top of the screen to return to the Student Center.

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.
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.
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.

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.

**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.”

**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.
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.