Preparing to Enroll in Classes
The Four Steps to Successful Enrollment

- Step 1: Check Your Enrollment Appointments and Holds
- Step 2: Search for Classes and Build Your Shopping Cart
- Step 3: Check-In and Double-Check
- Step 4: Enroll In Your Classes
Step 1: Check Your Enrollment Appointments and Holds

Log in to SIS and check what time your enrollment appointment is. Look for holds—holds on your account may prevent you from enrolling. You may not be able to remove holds instantaneously, so take action to resolve them in the weeks before your enrollment appointment.
Step 2: Search for Classes and Build Your Shopping Cart

Use the class search to find classes. If you are unsure of the course subject code, click select subject and sort by college using the Academic Group dropdown menu. 4-letter alpha subject codes are used for all courses. 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 and don't have any conflicts.
Step 3: Check and Double-Check

If you have questions about what to enroll in, check with your advisor, either by email or in person, to make sure you are on the right track. Then make sure to double-check your shopping cart closer to the time of your enrollment appointment to ensure no classes have closed. If a class is full you may have an opportunity to wait list the class.
When your shopping cart is all set and your enrollment appointment begins, click **enrollment shopping cart**, select the appropriate term, check the box for the classes you would like to take, and click **enroll**.
Log in to SIS (http://sis.rit.edu)
Things to check before enrollment:

- **Holds**: All 1<sup>st</sup> year students will have an advising hold be sure to schedule an appointment with your advisor before enrollment so the hold can be lifted.

- **Examples of Other Holds** include:
  - Dean’s Hold
  - Registrar’s Hold
  - Financial Hold
  - Advising Hold
  - Judicial Hold
  - Health Hold
Enrollment Dates:

Shopping Cart Appointment:
• Open several weeks before enrollment begins.
• All students have the same shopping cart appointment.
• You can start filling your shopping cart October 30th

Enrollment Appointments:
• Determined by your year level
• You must click the details link to find your appointment time
• Enrollment appointments for all students begin on November 13th.
• First-year students: November 17, 2017
Click the Search for Classes button to see what classes are available and make selections to add to your shopping cart.
• If you know the course subject (ex. EEEE) code you can enter it directly into the Course Subject box.

• If you know the full course number you can enter the subject code (ex. EEEE) into the Course Subject box and the next three digits into the Course Number (ex. 301) field then hit enter.

• If you don’t know the course subject code, click select subject.
Select Subject shows you a list of course subjects at RIT

Academic Group sorts and displays all course subjects offered in a specific RIT College

Clicking select next to a course subject returns you to the search page with the subject field filled in
• Once you’ve pressed Enter or Search a list of classes being offered in the term are displayed.
• Clicking a link in the Section column will give you more details about the class including course description, restrictions, and more.
• From the classes offered list you can also click additional details to view Course Attributes.
• Course attributes identify classes that have already been assigned interpreters, captionists, and notetakers, as well as other types of classes such as honors or general electives.
• Selecting a class is a two step process, you must hit next to put the course in your shopping cart.

• Also, we recommend selecting the wait list box, so if the class is full you have a chance at getting in as people change schedules.
Class Shopping Cart

- Once classes are selected they are placed in your shopping cart
- Classes in your shopping cart are not automatically enrolled and do NOT guarantee a spot in the class
- Once your enrollment appointment begins, go to your shopping cart to Enroll
Validating Classes in Shopping Cart

- Before your enrollment appointment begins you can select classes in your shopping cart and click validate to check for:
  - time conflicts
  - requisites (e.g., correct year level, major, pre-requisite and co-requisites classes)
- Validation does not check:
  - Reserved capacity (seats reserved for certain groups for a set period of time)
- Validating your class choices before enrollment is strongly recommended and will help avoid issues on your enrollment day
Messages:

- Read carefully

- A green check mark means that you don’t have a conflict in your schedule and you meet the requisites for the class

- A red X means that there is a potential problem, and will give you an explanation

- You cannot enroll in:
  - time conflicts
  - multiple sections of the same class

### Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>OK to Add</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1016 225</td>
<td>OK to Add.</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>1016 204</td>
<td>There is a time conflict for class number 12353 and class number 12447. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.</td>
<td>❌</td>
<td></td>
</tr>
<tr>
<td>0105 363</td>
<td>OK to Add.</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>0535 501</td>
<td>OK to Add.</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>
1. Select the classes in your shopping cart you wish to enroll in
2. Hit the enroll button
3. Select the finish enrolling button to complete the enrollment process

exit without adding these classes, click Cancel.
It is important to read the messages next to the course:

- A red X means that your enrollment into the course was unsuccessful.
- A green check mark means one of two things:
  1. You were successfully enrolled in the class
  2. You were successfully placed on the wait list.
One way to view your enrolled classes is through the **my class schedule** tab and under **Enroll**.

- It tells you under **status** if you were **enrolled** or **wait listed** for a course.
### This Week's Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMG 122-01 LEC (12059)</td>
<td>MoWeFr 2:00PM - 2:50PM Carlson Ctr Imaging (CAR)-1125</td>
</tr>
<tr>
<td>CHMG 122-01L3 LAB (12218)</td>
<td>Fr 10:00AM - 11:50AM Thomas Gosnell Hall (GOS)-A207</td>
</tr>
<tr>
<td>CHMG 122-01R1 REC (12416)</td>
<td>Fr 3:00PM - 3:50PM Thomas Gosnell Hall (GOS)-A300</td>
</tr>
<tr>
<td>CVET 330-02 LEC (10490)</td>
<td>MoTuWeTh 11:00AM - 11:50AM Sustainability Inst(SUS)-3140</td>
</tr>
<tr>
<td>CVET 431-02 LEC (14985)</td>
<td>TuTh 3:30PM - 4:45PM Sustainability Inst(SUS)-3140</td>
</tr>
<tr>
<td>FINC 120-03 LEC (11726)</td>
<td>Online Class</td>
</tr>
</tbody>
</table>

**Weekly schedule**

**enrollment shopping cart**
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Sep 23</th>
<th>Tuesday Sep 24</th>
<th>Wednesday Sep 25</th>
<th>Thursday Sep 26</th>
<th>Friday Sep 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00AM</td>
<td>CVET 330 - 02 Lecture 11:00AM - 11:50AM Sustainability Institute 3140</td>
<td>CVET 330 - 02 Lecture 11:00AM - 11:50AM Sustainability Institute 3140</td>
<td>CVET 330 - 02 Lecture 11:00AM - 11:50AM Sustainability Institute 3140</td>
<td>CVET 330 - 02 Lecture 11:00AM - 11:50AM Sustainability Institute 3140</td>
<td>CHMG 122 - 01 Laboratory Lecture 10:00AM - 11:50AM Thomas Gosnell Hall A207</td>
</tr>
<tr>
<td>12:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00PM</td>
<td>CHMG 122 - 01 Lecture 2:00PM - 2:50PM Chester F. Carlson Center 1125</td>
<td>CHMG 122 - 01 Lecture 2:00PM - 2:50PM Chester F. Carlson Center 1125</td>
<td>CHMG 122 - 01 Lecture 2:00PM - 2:50PM Chester F. Carlson Center 1125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>CVET 431 - 02 Lecture 3:30PM - 4:45PM Sustainability Institute 3140</td>
<td>CVET 431 - 02 Lecture 3:30PM - 4:45PM Sustainability Institute 3140</td>
<td></td>
<td>CHMG 122 - 01R1 Recitation 3:00PM - 3:50PM Thomas Gosnell Hall A300</td>
<td></td>
</tr>
<tr>
<td>4:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Meeting Information not available:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINC 120 - 03 (Lecture)</td>
<td>Personal Financial Management</td>
<td></td>
<td>08/26/2013</td>
<td>12/14/2013</td>
</tr>
</tbody>
</table>
How to Drop a Class

• Click the drop tab under Enroll

• Select the class you wish to drop

• Hit the drop selected classes button

• Classes dropped before the end of the Add/Drop period are removed from your academic record. Classes dropped after then receive a grade of ‘W’.
Setting up a Swap:
- You must be enrolled in classes
- You can set up a swap between a class you are enrolled in and a class you’d like to take
- **Swap must be set up prior to being placed on the wait list**

Swaps are handy:
- When you don’t want to drop below a certain credit limit
- You are enrolled in one section of a class but would take a different section
Things to Remember...

- In order to be full-time, you must enroll in at least 12 credits. If you are not full-time your VR/Financial Aid may be impacted.
- If you need Access Services, you **MUST** request services at myaccess.rit.edu, even if the course already appears to have an Interpreter/C-Print/Notetaker assigned.
- Shopping Carts open October 30th.
- Enrollment begins for 1st year students on Friday, November 17th, 2017.
For more help...

- See your academic advisor
- Visit [www.rit.edu/enrollment](http://www.rit.edu/enrollment)
- Email [ritenrollment@rit.edu](mailto:ritenrollment@rit.edu)