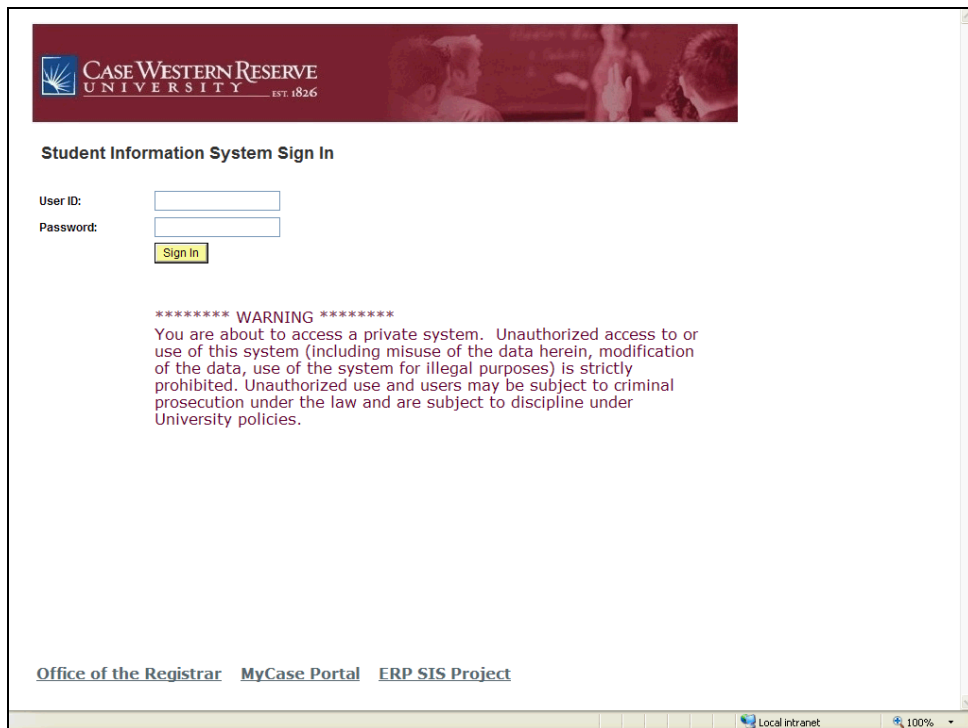



Enrolling in Classes

Procedure

Use the following steps to register for classes in the new Student Information System (SIS).



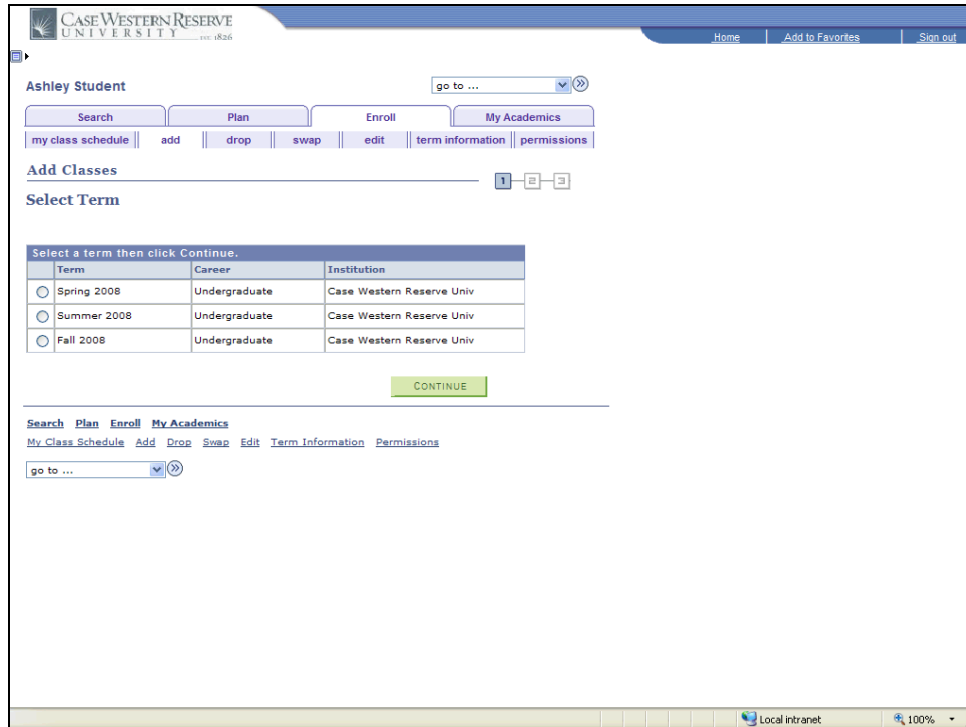
Step	Action
1.	Beginning on the SIS Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the password that goes with your Case Network ID into the Password field.
3.	Click the Sign In button. 

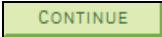
Student Information System

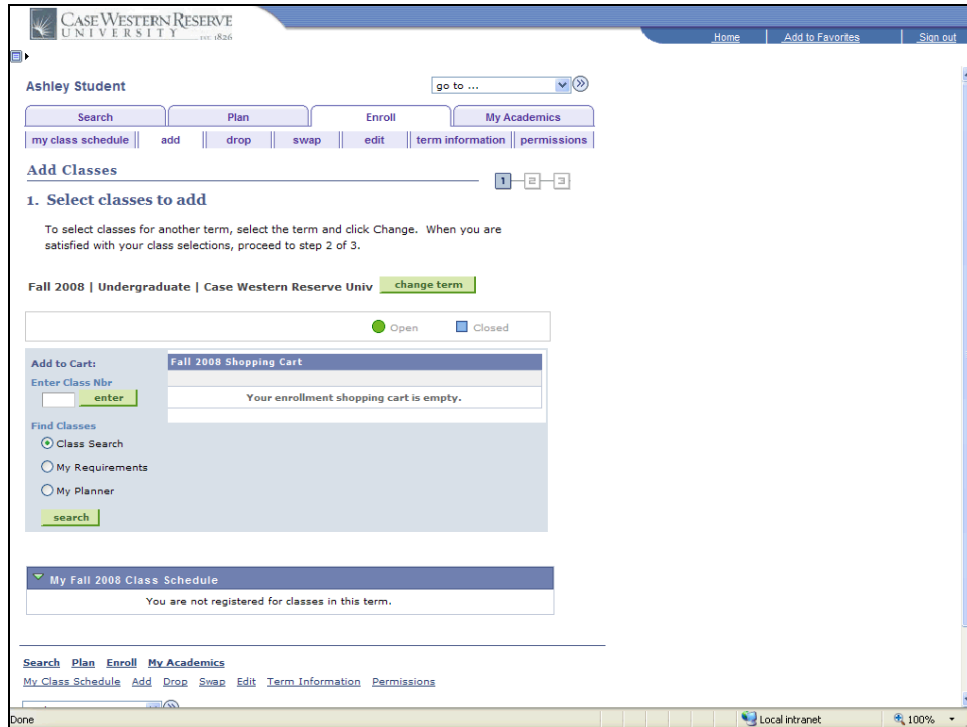
Student Self Service: Enrolling in Classes




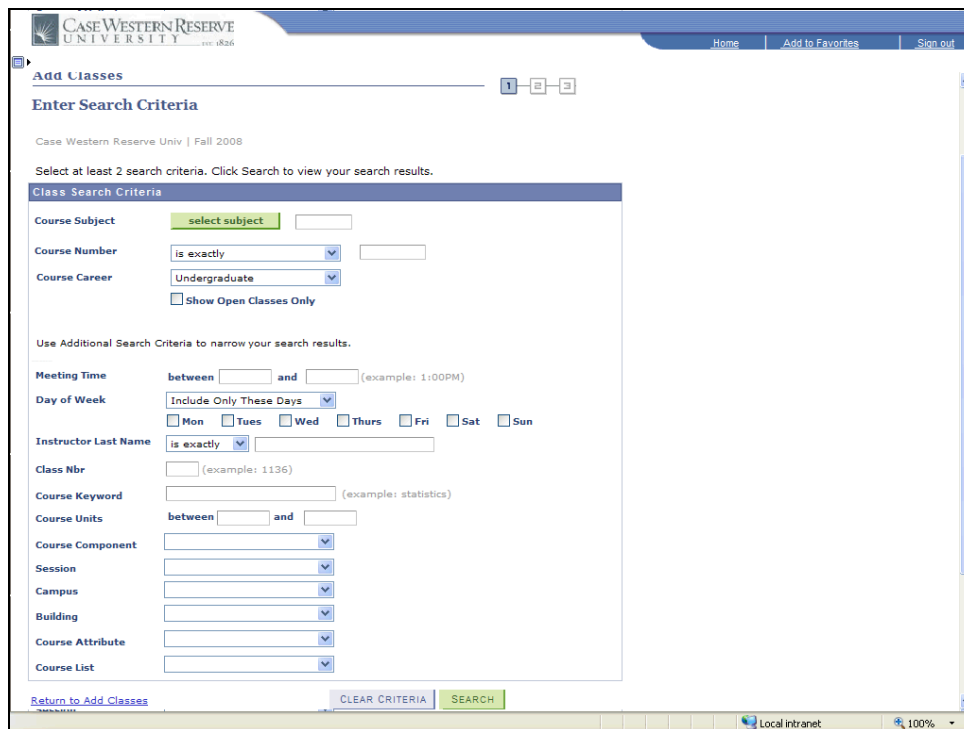
Step	Action
4.	<p>The first page that appears in the SIS is the Student Center. This is the jumping-off point for using the rest of the self-service tools in the SIS.</p> <p>To start the Registration process, click the Enroll link.</p> <p>Enroll</p>



Step	Action
5.	<p>The Enroll tab is opened.</p> <p>If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms.</p> <p>Select the appropriate term from the options given by clicking in its radio button.</p> <input type="radio"/>
6.	<p>Click the Continue button.</p> 



Step	Action
7.	<p>The Add Classes page appears.</p> <p>This is the Shopping Cart, which will hold the classes selected from the Schedule until you enroll.</p> <p>Even if your Enrollment Date hasn't arrived, or if your advisor hasn't removed your Advisement Hold, you can still put classes in your Shopping Cart.</p>
8.	<p>There are four ways to search for classes while you're logged into the SIS.</p> <ol style="list-style-type: none"> 1. Enter a class number (four digits, listed in the Schedule of Classes). 2. Class Search 3. Search by My Requirements. 4. Search for classes in My Planner. <p>This document will review Class Search and entering a class number.</p>
9.	<p>The Class Search radio button is selected by default.</p> <p>To start looking for classes, click the Search button.</p> 



Step	Action
10.	The class search page appears. A minimum of two search criteria must be entered to perform a search. Subject is a commonly used criterion. Type in a Course Subject, or click on the Select Subject button to look up the subject code on an alphabetical list.
11.	Enter a class's course catalog number into the Course Number field.
12.	Use the Course Career dropdown list to select the level of the course. The choices are Undergraduate, Graduate, Management, Nursing, Law, Medicine, Applied Social Science, Dental Medicine, and Nondegree.



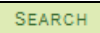
Additional search criteria are:

- Meeting Time - search for classes in a time range.
- Day of Week - search by days to include or exclude from the search.
- Instructor Last Name
- Class Nbr - the unique four digit code assigned to a class.
- Course Keyword
- Course Units
- Course Component - the format of the class, like Laboratory or Clinical.
- Session - helpful when looking for PHED courses that are only half a year.


Student Information System


Student Self Service: Enrolling in Classes

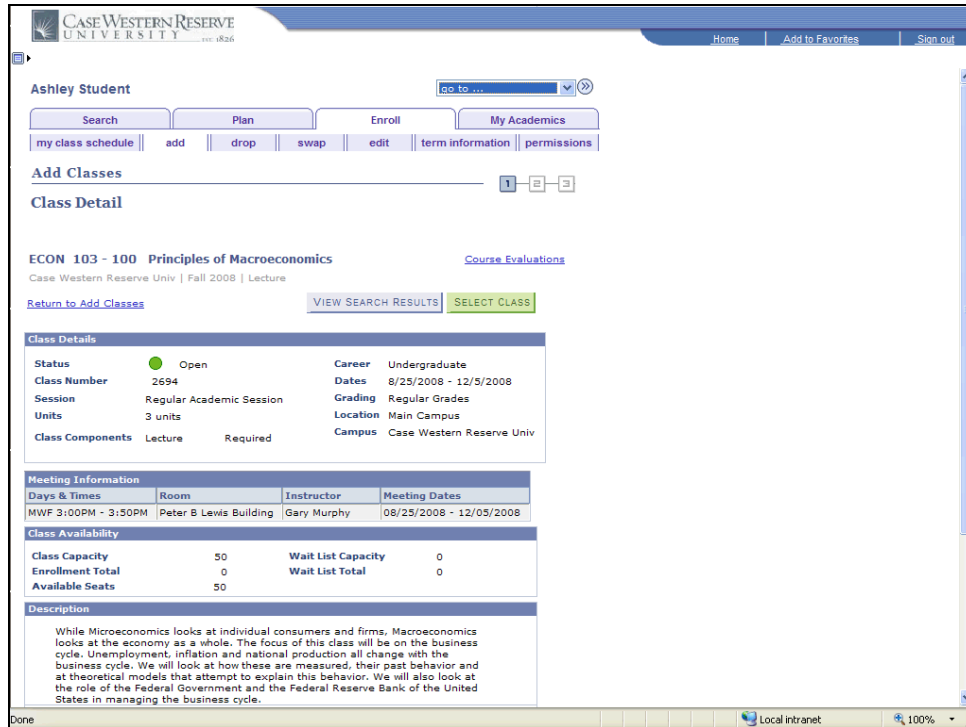
- Campus
- Building

Step	Action
13.	Click the Search button once the desired criteria are entered. 



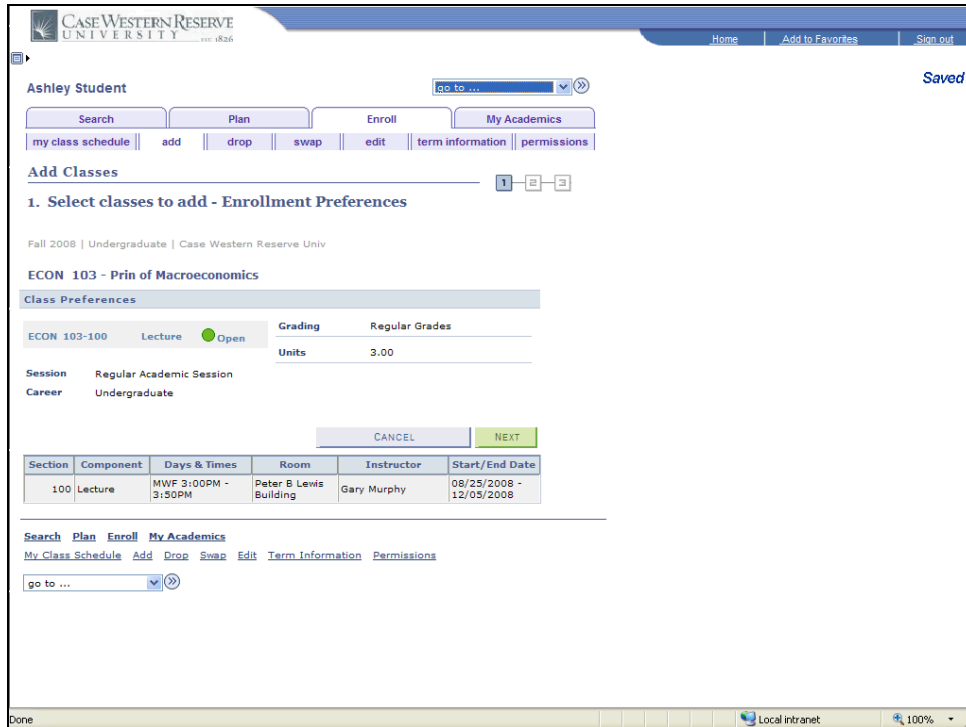
Step	Action
14.	The search results page appears. To see more details about a class, click the Section link. 

 The Section link itself holds lots of pertinent info: the section number, the course component, and the class number.



The screenshot shows the 'Class Detail' page for 'ECON 103 - 100 Principles of Macroeconomics'. The page includes a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Enroll' tab is active, showing options like 'my class schedule', 'add', 'drop', 'swap', 'edit', 'term information', and 'permissions'. The main content area displays the class name, 'Case Western Reserve Univ | Fall 2008 | Lecture', and a 'Course Evaluations' link. There are buttons for 'Return to Add Classes', 'VIEW SEARCH RESULTS', and 'SELECT CLASS'. The 'Class Details' section provides information such as Status (Open), Career (Undergraduate), Class Number (2694), Dates (8/25/2008 - 12/5/2008), Session (Regular Academic Session), Grading (Regular Grades), Units (3 units), Location (Main Campus), and Campus (Case Western Reserve Univ). The 'Meeting Information' table shows Days & Times (MWF 3:00PM - 3:50PM), Room (Peter B Lewis Building), Instructor (Gary Murphy), and Meeting Dates (08/25/2008 - 12/05/2008). The 'Class Availability' table shows Class Capacity (50), Enrollment Total (0), Available Seats (50), Wait List Capacity (0), and Wait List Total (0). The 'Description' section provides a brief overview of the course content.

Step	Action
15.	<p>The Class Detail page provides more information about the class, like the class enrollment limit and course description.</p> <p>To add the class to your Shopping Cart, click the Select Class button.</p> <p>If you don't want to add the class, you can go back to your search results by clicking the View Search Results button.</p> <p style="text-align: center;">SELECT CLASS</p>



Ashley Student Saved

Home | Add to Favorites | Sign out

Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information | permissions

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2008 | Undergraduate | Case Western Reserve Univ

ECON 103 - Prin of Macroeconomics

Class Preferences

ECON 103-100 Lecture Open Grading Regular Grades

Units 3.00

Session Regular Academic Session

Career Undergraduate

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
100	Lecture	MWF 3:00PM - 3:50PM	Peter B Lewis Building	Gary Murphy	08/25/2008 - 12/05/2008

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information | Permissions

go to ...

Done Local intranet 100%

Step	Action
16.	<p>Once a class is selected, the Enrollment Preferences page appears.</p> <p>Click the Next button to continue adding the class to your Shopping Cart.</p> <p>If you change your mind about the class, click Cancel and you'll be taken back to your Shopping Cart.</p> <p style="text-align: center;">NEXT</p>

Step	Action
17.	Your shopping cart appears with your class inside it. Remember - you haven't registered for it yet! It will stay here until you want to register.
18.	To add a class to your shopping cart by using its Class Number, just enter the number into the Enter Class Nbr field. For example, enter "4586".

The Class Number can be found in class listings on the Registrar's website, in the Section link of a class in the SIS, and in the Class Details of a class in the SIS.

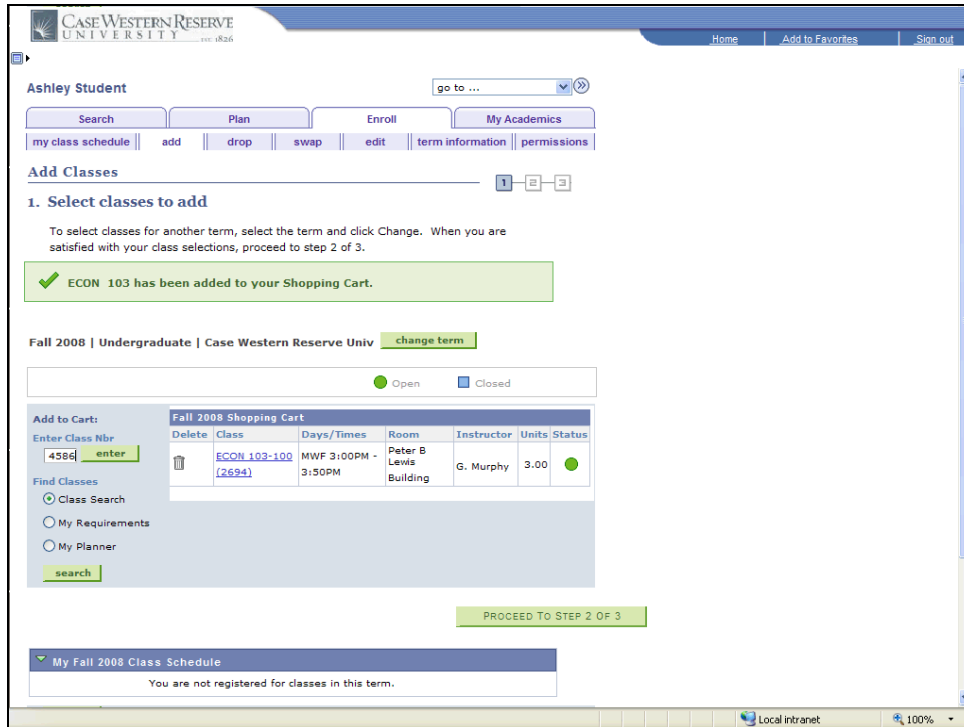
ECON 102 - Principles of Microeconomics **100-LEC (2680)**


Class Number 3432

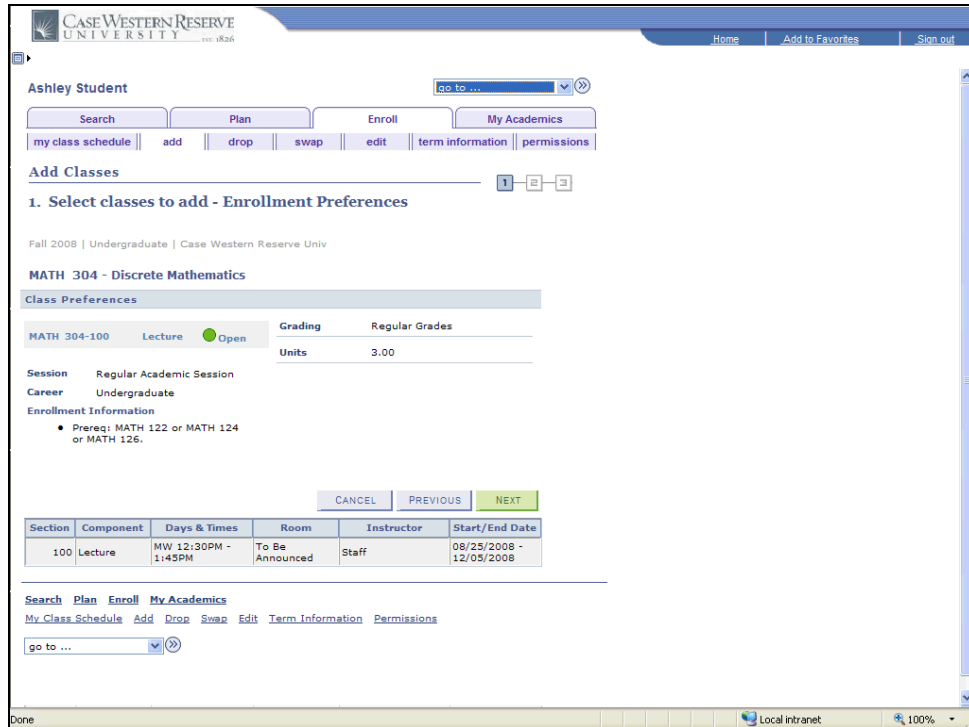
It is a unique four digit number that represents a single class section of a course: it's meeting place, time, and instructor.

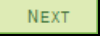
Student Information System

Student Self Service: Enrolling in Classes



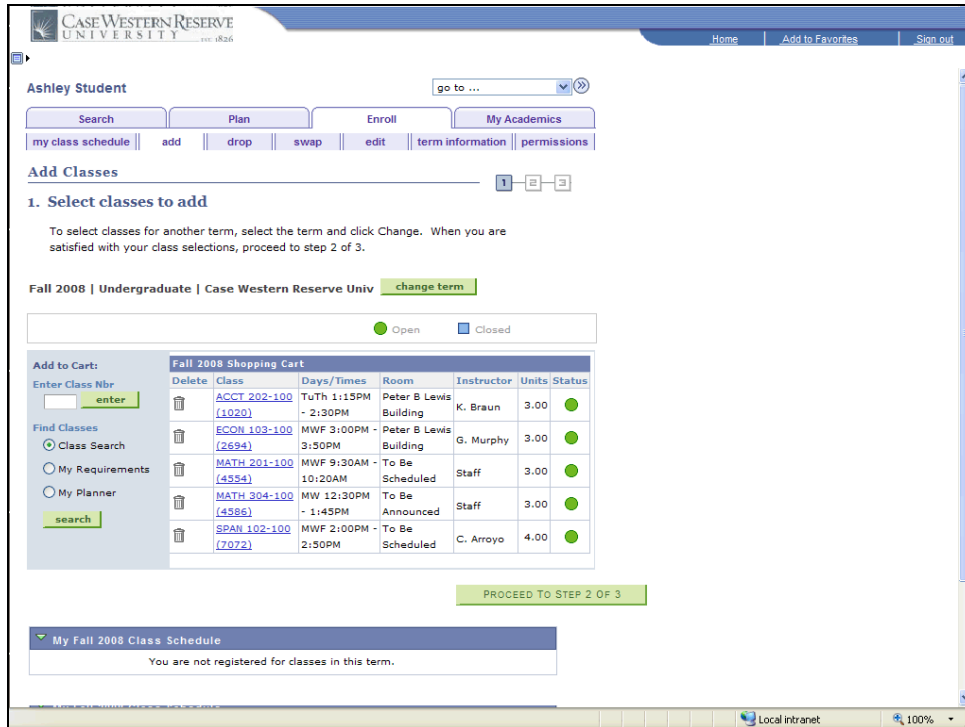
Step	Action
19.	Then, click the Enter button. 



Step	Action
20.	<p>The Enrollment Preferences page appears immediately, bypassing the searchable class schedule.</p> <p>Click the Next button to add the class to your Shopping Cart.</p> <p style="text-align: center;"></p>
21.	To remove a class from your Shopping Cart, click on the "trash can" icon to its left.

Student Information System

Student Self Service: Enrolling in Classes



Ashley Student go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information || permissions

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2008 | Undergraduate | Case Western Reserve Univ [change term](#)

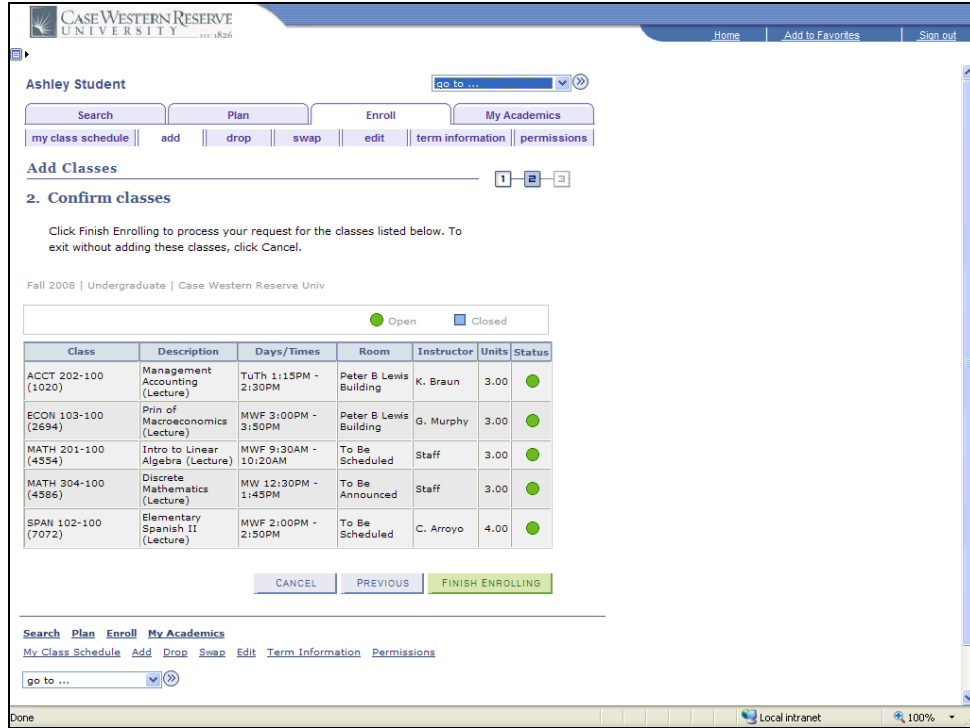
Open Closed

Add to Cart:		Fall 2008 Shopping Cart						
Enter Class Nbr	enter	Delete	Class	Days/Times	Room	Instructor	Units	Status
			ACCT 202-100 (1020)	TuTh 1:15PM - 2:30PM	Peter B Lewis Building	K. Braun	3.00	
			ECON 103-100 (2694)	MWF 3:00PM - 3:50PM	Peter B Lewis Building	G. Murphy	3.00	
			MATH 201-100 (4554)	MWF 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	
			MATH 304-100 (4586)	MW 12:30PM - 1:45PM	To Be Announced	Staff	3.00	
			SPAN 102-100 (7072)	MWF 2:00PM - 2:50PM	To Be Scheduled	C. Arroyo	4.00	

[PROCEED TO STEP 2 OF 3](#)

My Fall 2008 Class Schedule
You are not registered for classes in this term.

Step	Action
22.	When you're ready to register, click the Proceed to Step 2 of 3 button.



Ashley Student go to ...

Search Plan **Enroll** My Academics

my class schedule || add || drop || swap || edit || term information || permissions

Add Classes 1

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2008 | Undergraduate | Case Western Reserve Univ

Open Closed

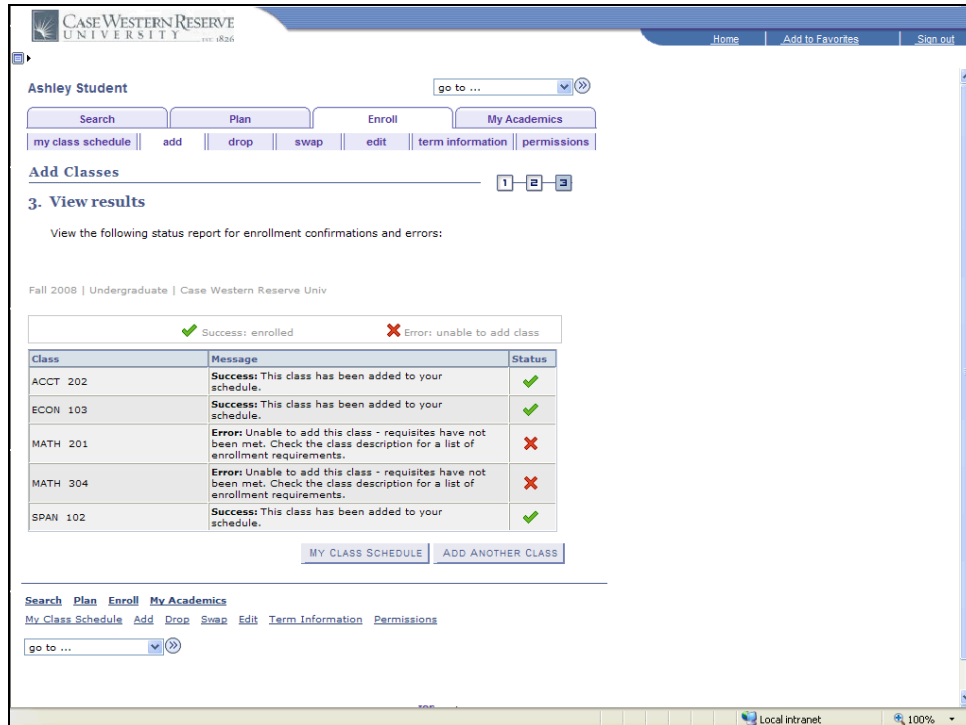
Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 202-100 (1020)	Management Accounting (Lecture)	TuTh 1:15PM - 2:30PM	Peter B Lewis Building	K. Braun	3.00	●
ECON 103-100 (2694)	Prin of Macroeconomics (Lecture)	MWF 3:00PM - 3:50PM	Peter B Lewis Building	G. Murphy	3.00	●
MATH 201-100 (4554)	Intro to Linear Algebra (Lecture)	MWF 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	●
MATH 304-100 (4585)	Discrete Mathematics (Lecture)	MW 12:30PM - 1:45PM	To Be Announced	Staff	3.00	●
SPAN 102-100 (7072)	Elementary Spanish II (Lecture)	MWF 2:00PM - 2:50PM	To Be Scheduled	C. Arroyo	4.00	●

Search Plan **Enroll** My Academics

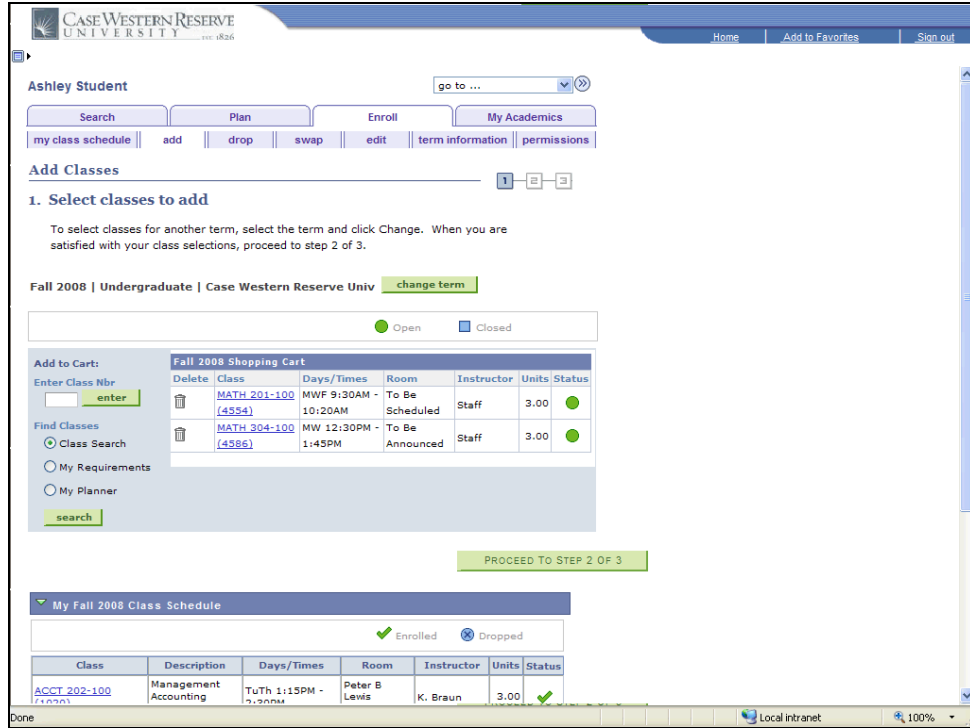
My Class Schedule Add Drop Swap Edit Term Information Permissions

go to ...

Step	Action
23.	The Confirm Classes page appears. To continue registering, click the Finish Enrolling button. <div style="text-align: center; border: 1px solid black; padding: 2px; margin-top: 5px;"> FINISH ENROLLING </div>



Step	Action
24.	<p>The Registration Results page appears. Displayed next to each class is a status indicator.</p> <p>A green checkmark means that you were successfully enrolled in the class.</p> <p>A red checkmark means that there is a reason why the class cannot be added to your schedule. Read the message to determine why the class was not added.</p>
25.	<p>To get a printable page of your class schedule, click on the My Class Schedule button.</p> <p>To find other classes, click the Add Another Class button.</p> <p>ADD ANOTHER CLASS</p>



Ashley Student go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information permissions

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2008 | Undergraduate | Case Western Reserve Univ [change term](#)

Open Closed

Add to Cart:

Enter Class Nbr: [enter](#)

Find Classes:

Class Search My Requirements My Planner

[search](#)

Fall 2008 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 201-100 (4554)	MWF 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	
	MATH 304-100 (4586)	MW 12:30PM - 1:45PM	To Be Announced	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

My Fall 2008 Class Schedule

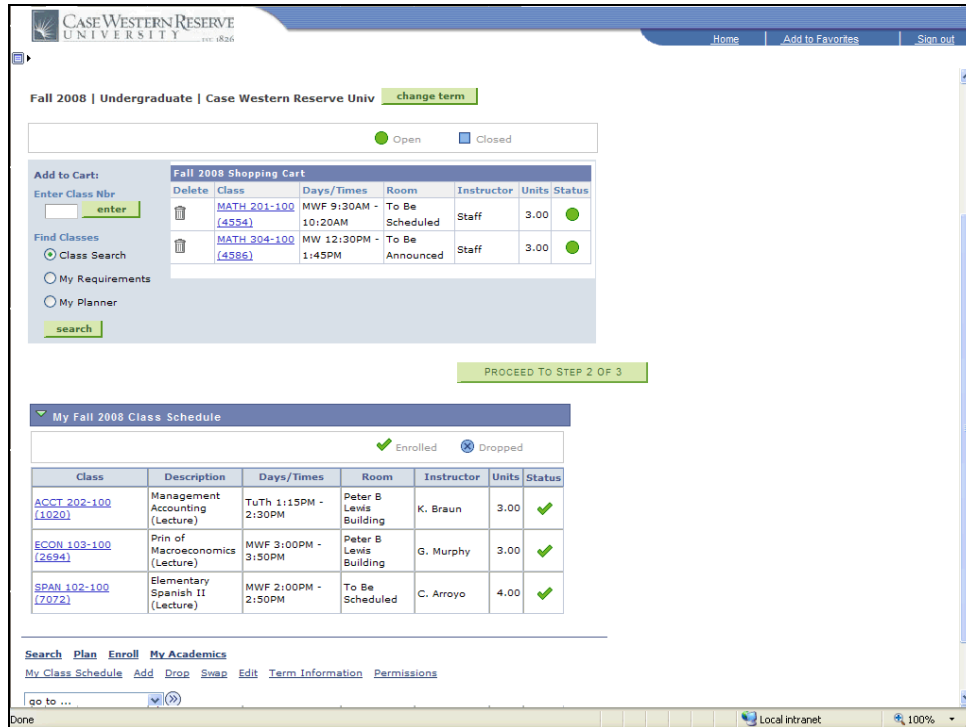
Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 202-100 (4570)	Management Accounting	TuTh 1:15PM - 2:30PM	Peter B Lewis	K. Braun	3.00	

Step	Action
26.	When you return to your Shopping Cart, any classes that weren't successfully added are still in your shopping cart.

Student Information System

Student Self Service: Enrolling in Classes



Fall 2008 | Undergraduate | Case Western Reserve Univ [change term](#)

Open Closed

Add to Cart: Enter Class Nbr [enter](#)

Find Classes Class Search My Requirements My Planner [search](#)

Fall 2008 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 201-100 (4554)	MWF 9:30AM - 10:20AM	To Be Scheduled	Staff	3.00	
	MATH 304-100 (4586)	MW 12:30PM - 1:45PM	To Be Announced	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

My Fall 2008 Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 202-100 (1020)	Management Accounting (Lecture)	TuTh 1:15PM - 2:30PM	Peter B Lewis Building	K. Braun	3.00	
ECON 103-100 (2694)	Prin of Macroeconomics (Lecture)	MWF 3:00PM - 3:50PM	Peter B Lewis Building	G. Murphy	3.00	
SPAN 102-100 (7972)	Elementary Spanish II (Lecture)	MWF 2:00PM - 2:50PM	To Be Scheduled	C. Arroyo	4.00	

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#) [Permissions](#)

go to ... [go](#)

Done Local intranet 100%

Step	Action
27.	The classes that were successfully added are listed in the My Class Schedule section, below the shopping cart.
28.	For more information on dropping, swapping, and viewing a permit, please refer to those specific documents. End of Procedure.