How to Register for a Course

1. On your Student Center page, click on the Enrollment icon.

2. Select the term for which you want to register.

3: If you know the class number of the course, enter it and click Add to Cart.

Enter class number

Add to cart

If you do not know the class number, follow these steps:

- Click on Class Search.
- Click on select subject.
- The beginning of an alphabetical list of programs will be displayed below a set of alphanumeric buttons.

Note: If the term is not displayed, please go back to the Home page and click on the Holds icon to review any holds preventing you from registering. If you have further questions, go to the One Stop (Campus Center, Upper Level).
Click on the first letter of the program in which you want to take a course. For example, if you are interested in taking an English course, click E.

Select a subject.

Enter at least two search criteria, such as the Course Number (for example, 101) and the Course Career (continuing ed – non-credit, graduate or undergraduate).

By default, only open classes will be displayed. If you want to see all classes, click to remove the check mark next to Show Open Classes Only.

If you want to narrow your search results, click the down arrow to display Additional Search Criteria.

Once you have selected all of your search criteria, click Search in the lower right corner of the screen. Classes matching your search criteria will be displayed.

For additional details about a course section, including a course description and the number of seats currently available, click on either the Class or Section link. From the Class Detail page, you may return to the search results or select the class section by clicking on the buttons at the bottom right of the page.

To select a section, click on Select.

For wait list and permission number options, click on Class Preferences.
To be placed on the wait list for the class, click to check **Wait list if class is full**.

If you have obtained a permission number from the instructor, enter the number in the **Permission Nbr** field. Remember that permission numbers may be used only once and for only a specific section of a course.

- Click the **Next** button on the lower right to continue. The course will appear in your shopping cart.

Click **Continue**. You will be at the **Confirm** step of the enrollment process.
Click Finish Enrolling at the bottom right corner of the page.
If you decide not to register for this course, click Cancel and then click Cancel again.

Success! You are now enrolled in the course.

If you are not eligible to register for the class, you will see an error message with an explanation and instructions.
You can click the buttons at the bottom right to **add another class, view your class schedule or pay your bill.**

To remove a class from your shopping cart, click on the class. A pop-up will appear. Click on **Delete.**