1. Log into Student Self Service (SiS). After logging in, the Student Center page should be displayed.

2. Under the Enrollment heading, select Enrollment: Add Classes
3. Select the term you wish to enroll in and continue.

4. The Select classes to add page will be displayed. It offers you different ways to add a class: either from your planner or by searching for the specific class number. In this particular example we will be adding classes to the cart by searching for them. Click on the search button.
5. The following page will be displayed. To search for a specific course by name select the select subject button

6. This is the Enter search criteria page, you will be able to see the subject codes available for the University. Select the subject based on your desired course. i.e. if you are adding an English course, select E and then English. Important: The subjects marked as (Inactive) should not be selected.

7. Once your selection has been made it will auto fill in the subject section on the search for classes page.
8. Enter the 4 digit course number.

9. Select the blue button at the bottom right of the screen.

10. The page displayed will list all available courses offered and the details. Select the desired course based on career and/or times offered.
11. After selecting the desired course section, the enrollment preference screen will appear. This is the screen where permission numbers can be entered and the wait list option is available. Select NEXT to add the course to your shopping cart.

12. The selected course has been added to your shopping cart. Select CONTINUE in the bottom right corner.
13. Review your selection and select finish enrolling.

14. You have successfully enrolled in the class as shown by a green checkmark!