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

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

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

Add Classes

Enter Search Criteria

Search for Classes

Select at least 2 search criteria. Select Search to view your search results.

Class Search

- Subject: select subject
- Course Number: is exactly
- Course Career:

Additional Search Criteria

- Meeting Start Time: greater than or equal to
- Meeting End Time: less than or equal to
- Days of Week: include only these days
- Instructor Last Name: begin with
- Class Nbr
- Course Keyword
- Minimum Units: greater than or equal to
- Maximum Units: less than or equal to
- Course Component
- Session
- Mode of Instruction
- Campus
- Location
- Requirement
- Designation
- Course Attribute
- Course Attribute Value

Return to Add Classes

Clear

Search
6. On 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 numeric subjects are archived and 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.

   **Class Search**

<table>
<thead>
<tr>
<th>Subject</th>
<th>select subject</th>
<th>Course Number</th>
<th>is exactly</th>
<th>Course Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Show Open Classes Only**

8. Enter the 4 digit course number.

   **Class Search**

<table>
<thead>
<tr>
<th>Subject</th>
<th>select subject</th>
<th>Course Number</th>
<th>is exactly</th>
<th>Course Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td></td>
<td>1010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Show Open Classes Only**

9. Scroll to the bottom of the page and select

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.

### 1. Select classes to add - Enrollment Preferences

**ENGL 1010 - College Writing I**

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010-202</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Career</td>
</tr>
<tr>
<td>Enrollment Information</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Wait List | Wait list if class is full |
| Permission Nbr |
| Grading | Graded |
| Units | 3.00 |

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>202</td>
<td>Recitation</td>
<td>MoWeFr 9:00AM - 9:50AM</td>
<td>Dugan 105 - Conference - SC</td>
<td>Thomas Desmond [PT]</td>
<td>01/22/2019 - 05/03/2019</td>
</tr>
</tbody>
</table>

Note: If you have obtained a permission number to override career or requisites, enter it on this screen in the Permission Nbr box. Permission numbers will not override closed classes.
12. The selected course has been added to your shopping cart and you can

PROCEED TO STEP 2 OF 3

13. Review your selection and click on

FINISH ENROLLING

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