Searching for Classes

1. Under “Academics”, either go through the Enroll tab at the top, or the Search Tab at the top, to get to the following:

   ![Image of Enroll Tab]

   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.

   ![Image of Search Tab]

   2. Click the green “search” button to search for classes. It will bring you to this page:

   ![Image of Search for Classes Page]

Uncheck this box to show classes that may still be open to more students! Scroll down for more class capacity information.

These additional options can sort through courses based on your needs.
3. Use “IPS” as Course Subject, and whatever course number you are looking for. For the example, we are searching for IPS 402.
4. The following page will indicate the sections offered for that course. Click the Class Number to view class details.

5. This will bring you to that specific section details.

Green: Indicates details about when and where the class is held; who the instructor is; and what the class’s meeting dates are.

Yellow: Indicates Class Capacity; All classes will close at 25, but are allowed an enrollment total of 27. If a class is between 25 and 27, please contact your advisor to enroll.

Purple: Read the Course Description. If the course has pre-requisites, please take note.

Red: To select the course for your shopping bag or to enroll, click the green bottom. To go back to the class section(s) page, click the blue button.
6. Next select the class to add by clicking “Next”

The course is then added to your shopping cart and the green button to proceed to step 2 of 3 appears. Click this button.
8. Click Finish Enrolling and follow the last steps and you are all set! To view your schedule and to ensure your enrollment worked, click the tab at the top of your screen entitled, “My Class Schedule”.

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.