Add a Class

Trigger:

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Output - Results | Comments |
<table>
<thead>
<tr>
<th></th>
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<td></td>
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</tbody>
</table>

Additional Information
Procedure

This topic demonstrates how students can add classes to their schedules from Self Service.

Pages Used to Add Classes menu navigation

Add Classes
Self Service > Enrollment
Students can use this page to request enrollment into classes for a term.

Related Class Sections
Click the Next button on the Add page.
Students use this page to select related class sections to add.

Add Classes - Select Classes to Add - Enrollment Preferences
Click the Select a Class button on the Select Classes to Add - Class Detail page.
Students use this page to complete the information for their class enrollment requests.

Add Classes - Confirm Classes
Click the Next button on the Add Classes - Select Classes to Add - Enrollment Preferences page.
Students use this page to confirm their selection and initiate the enrollment engine.

Add Classes - View Results
Click the Enroll button on the Confirm Classes page.
Students use this page to view the result of their enrollment request.
Step | Action
--- | ---
1. | Click the **Add a Class** link.
Step | Action
---|---
2. | Click the **Search** link.
### myZou Enrollment: Add a Class

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click the <strong>Course Subject</strong> list.</td>
</tr>
</tbody>
</table>
### Step 4

Select the course subject from the list.

<table>
<thead>
<tr>
<th>Course Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
5. | Enter the course number into the **Course Number** field.

Enter "**1500**".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>Select Class</strong> link.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Select Class</strong> link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
8. | If a course has a related section (RSD, LAB, etc.) a Select Classes to Add page will display a list of the available section the you can add. Click the **Select this row** option next to the desired section.
Step 9. Click the **Next** link.
Step | Action
--- | ---
10. | The Select classes to Add - Enrollment Preferences page will display. If the course requires consent or an override to get into the class, enter a permission number in the Permission Nbr field. Click the Next link.
Step | Action
--- | ---
11. | The course has been added to your Shopping Cart. If you need to add additional course to your shopping cart, locate and select the additional courses. To enroll in the classes, click the **Proceed to Step 2 of 3** link.
Step | Action
--- | ---
12. | The Confirm Classes page will display, verifying the classes that you are attempting to enroll in. Click the **Finish Enrolling** link.
### Step 13

The View Results page shows the status of the enrollment. If you were successfully enrolled in the desired classes, you will see a check in the status field and a Message of Success: This class has been added to your schedule. If you were not enrolled in the course you will see an "X" in the status field with an Error message. The error message will note why you were not enrolled in the class. You will have an opportunity to "Fix Errors" if you receive an error message.

Click the **My Class Schedule** link to view your schedule with the added class.
### Step 14

**Action**: Click the **Student Center** link to return to the Student Center page.
### Step 15

**Action**

You have successfully enrolled in a class.

*End of Procedure.*