Select a term (only available when multiple terms are activated at the same time)

If more than one term is active, you will be prompted to select the term by clicking in the 'circle' to the left of the term. Click
Step 1 - Search for Classes and Add to Shopping Cart

There are 3 steps to adding classes:
1. Search for classes and place them in your Shopping Cart
2. Confirm Classes
3. View Results

If you have selected the wrong term or want to change terms, this button will take you back to the previous page to select a term.

Click here to search for classes. If you already know the class number, you can enter it in the space provided.
There are many ways to search for classes. By clicking on the ‘Additional Search Criteria’ you can search for classes by time, day of week, instructor, course attribute (General Education, Ethnic Studies, Nonwestern Studies, Course Link, etc.) and many other options.
Step 1 – Search for Classes and Add to Shopping Cart (cont)

The following classes match your search criteria: Course Subject: Biological Sciences, Course Number is exactly '103', Course Career: Undergraduate, Show Open Classes Only: No

Notice the ‘View All Sections’. There may be additional sections that do not immediately appear on the page.

Use select class to select the section you want to add.

Notice the Status in the search results below.
Step 1 – Search for Classes and Add to Shopping Cart (cont)

To add this class to your Shopping Cart, select ...

If the class status is ▲Wait List and you wish to be placed on the wait list, select the Wait list if class is full box before you select NEXT.

If you have been given a permission number to add the class, enter it in Permission Nbr box provided before you select NEXT.
Step 1 – Search for Classes and Add to Shopping Cart (cont)

Add Classes

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.

BIOL 103 has been added to your Shopping Cart.

Step 2 – Confirm Classes

In this step you confirm the classes in your Shopping Cart and then select Finish Enrolling.

The class has been added to the Shopping Cart. You can enroll now or continue searching for additional classes before confirming your enrollment.
Step 3 – View Results

3. View results

View the following status report for enrollment confirmations and errors:

If the status is ✅ Success, you have been added to the class(es).

If the status is ❌ Error, you have not been added to the class(es). To fix an error, either go back and select another class/section or contact the appropriate campus office for assistance.

Select to view enrolled and waitlisted classes.
Review your Waitlist position on your class schedule, select ‘List View’ to see your position number.
On the ‘Weekly Calendar View’ Waitlisted classes appear as Waiting. Classes with time conflicts appear in orange.
Additional Information – Resolving Errors

Add Classes

3. View results
View the following status report for enrollment confirmations and errors:

Fall 2009 | Undergraduate | California State Univ, Chico

- Success: enrolled
- Error: unable to add class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 155</td>
<td>Error: Class 2742 is full. If a wait list is available, click Fix Errors to return to step 1. Click the class link, select the wait list option and resubmit your request.</td>
<td>✗</td>
</tr>
<tr>
<td>KINE 323</td>
<td>Error: Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.</td>
<td>✗</td>
</tr>
</tbody>
</table>

- Select Wait List
- Requisites

If you receive an error, make note of the error and select ‘Fix Errors’

Add Classes

1. Select classes to add
Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Click the class link to edit your class preferences or select a different class.

Fall 2009 | Undergraduate | California State Univ, Chico
change term

Add a class using one of the following:
- Search for Class
- Enter Class Nbr

Select the class link to review the error

- View All Classes in Cart
- Proceed to Step 2 of 3
Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2009 | Undergraduate | California State Univ, Chico
KINE 323 - Physiology of Exercise

Class Preferences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Career</th>
<th>Enrollment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 323-01</td>
<td>Clinical</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>KINE 323-02</td>
<td>Activity</td>
<td>Undergraduate</td>
<td></td>
</tr>
</tbody>
</table>

Solution:
You have not met the enrollment requirements for the class. You must first complete BIOL 104.

POLS 155 - Amer Gov: National/State

Solution:
Select the "Wait list if class is full" box and complete the enrollment process.

Error:
POLS 155 Select Wait List

March 2012