# STUDENT GUIDE

## Enrollment: Class Search and Enroll

*07/12/2023*

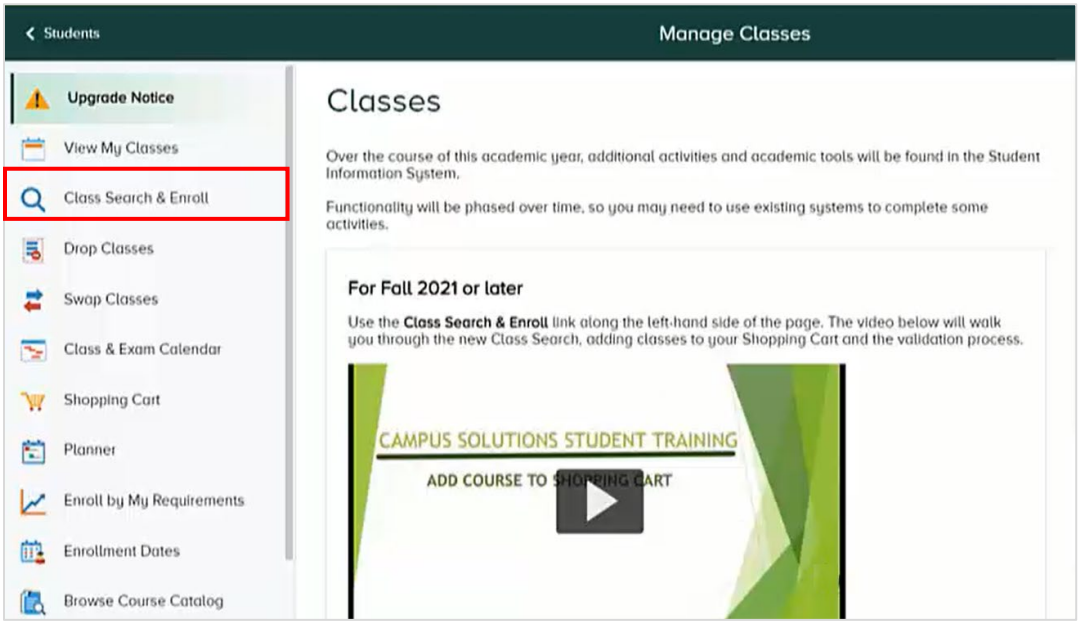
Student Information System
MICHIGAN STATE UNIVERSITY

# Enrollment: Class Search and Enroll

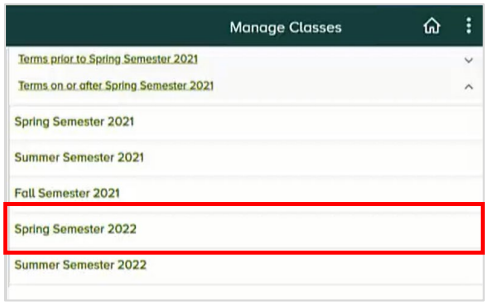
1. From the home page click the **Classes** tile. The **Manage Classes** page will open with a list of menu items on the left.




2. Click **Class Search & Enroll** from the left navigation.

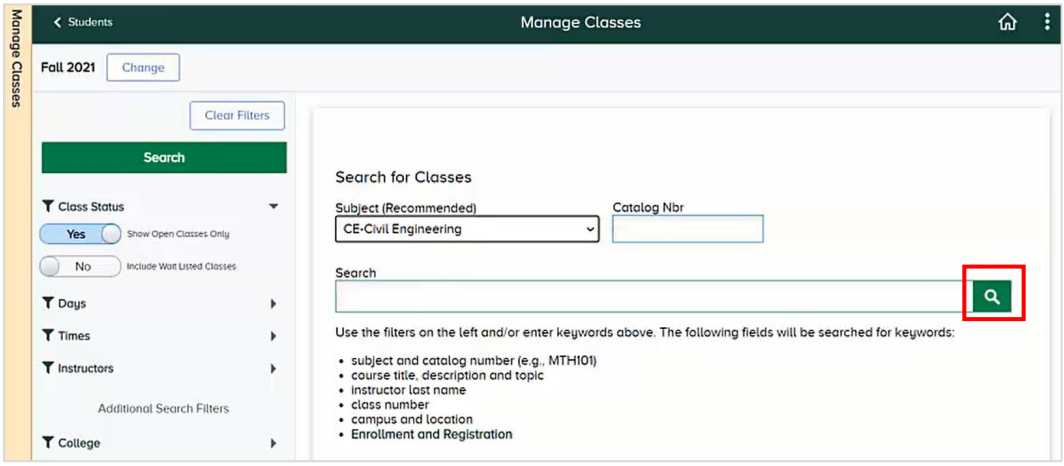



3. Select a semester.

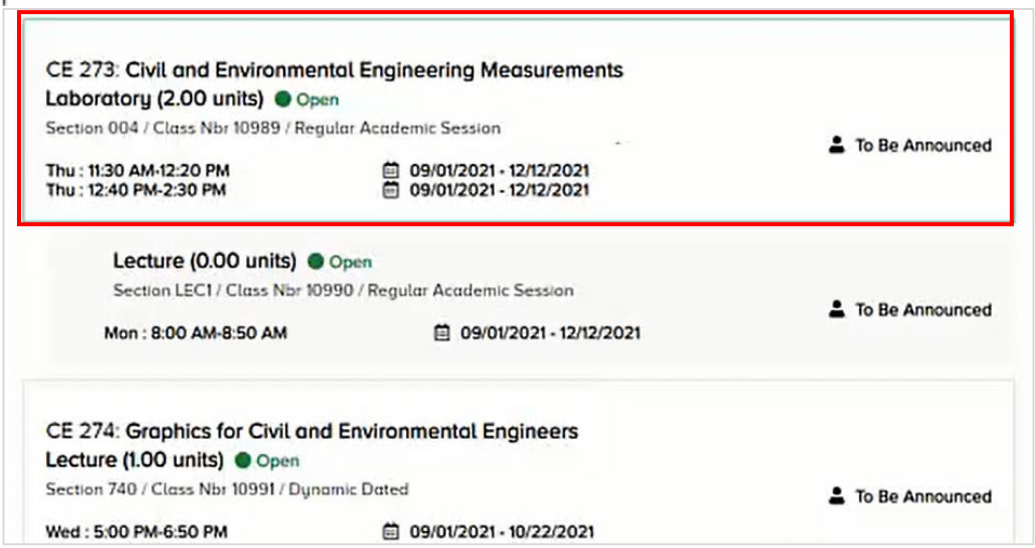


The Manage Classes search page will open, allowing you narrow the results using **Search Filters** to search for classes by **Subject**, **Catalog Number,** or **Keyword**.

4. Search for class by:
    - **Subject**: Click the drop-down and select a subject from the list (i.e., CD-Civil Engineering).
    - **Catalog Nbr**: Enter a catalog number, if known.
    - **Search (keyword)**: Enter keywords (*Optional*).

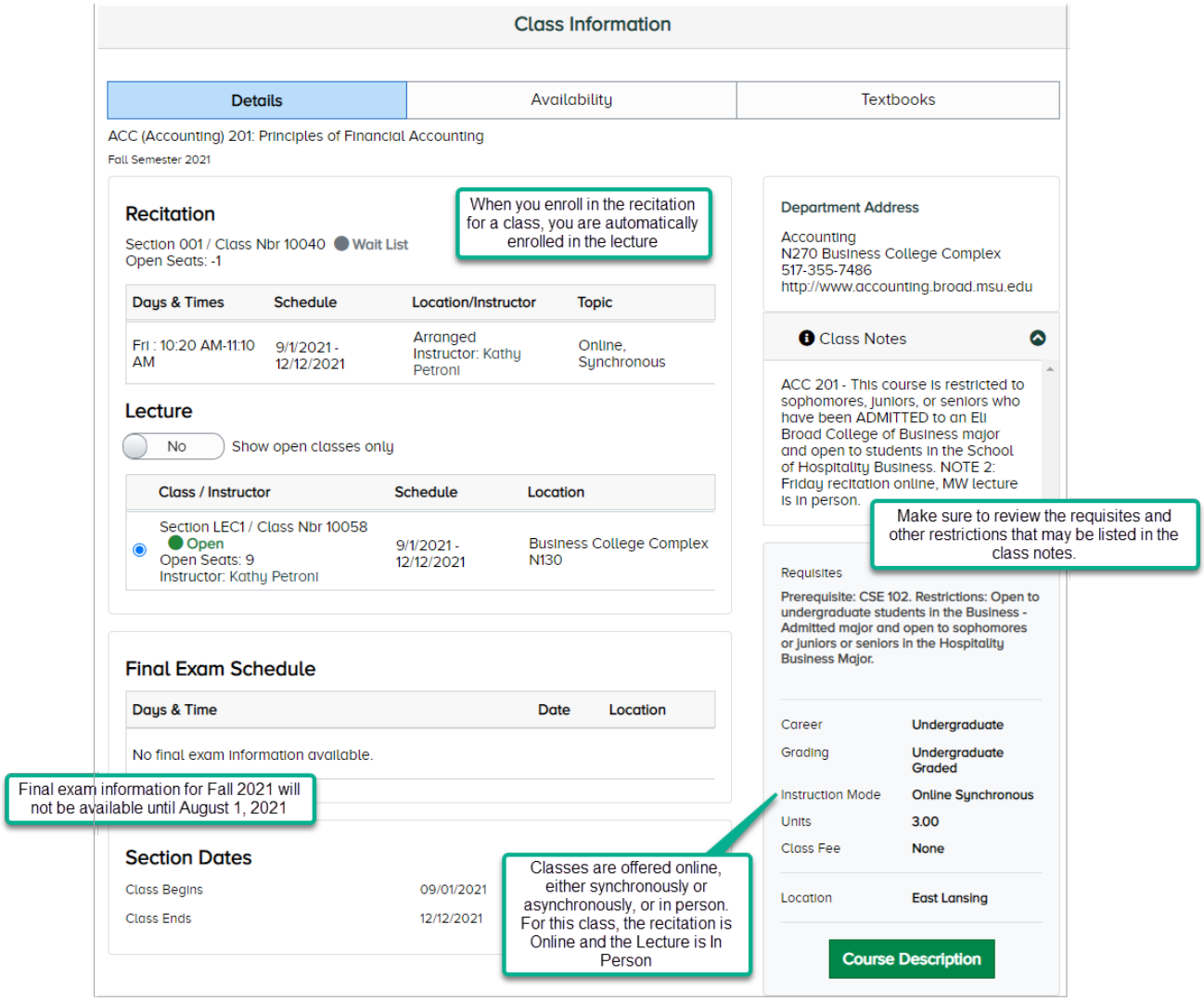



    - **Search Filters** *(Optional)*: Use the filters on the left to narrow the results by:
        - **Class Status**: Show Open Classes Only (Yes or No).
        - **Class Status**: Include Wait Listed Classes (Yes or No).
        - **Days**: Click the filter icon to enter preferred days of the week.
        - **Times**: Click the filter icon to enter preferred times of the day.
        - **Instructors**: Click the filter icon to select preferred instructor(s).
        - **Additional Search Filters**: Click to see more advanced search options.
5. Click the **Search** icon.
6. Click a class in the results list to view details.

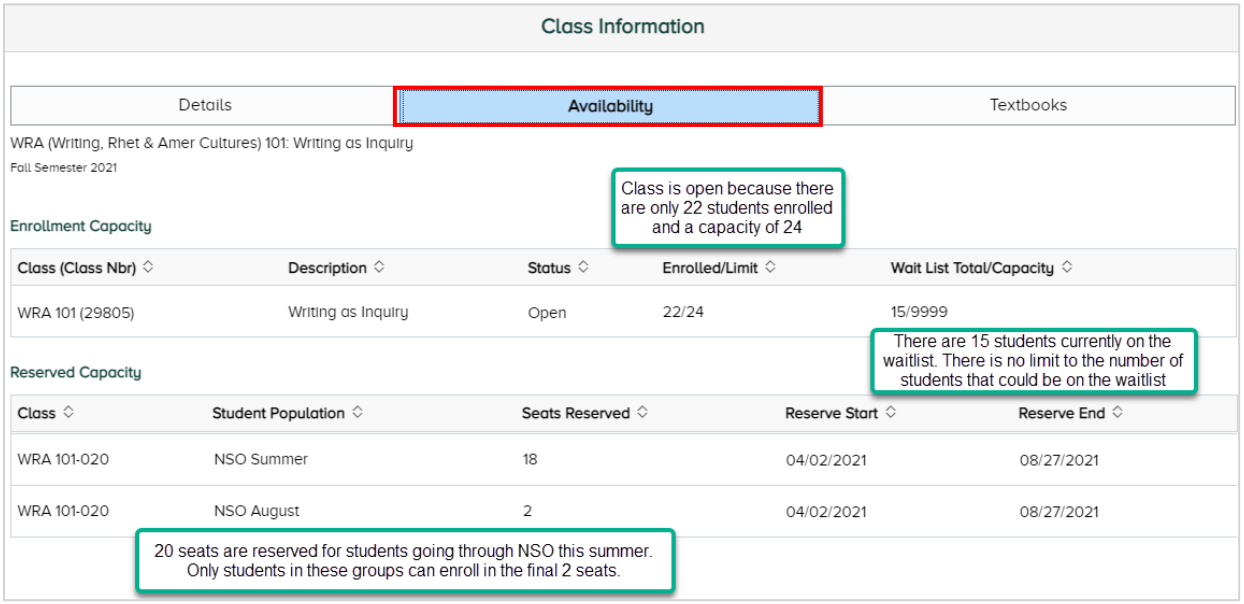



The **Class Information** page will open with three tabs across the top, landing on the **Details** tab.

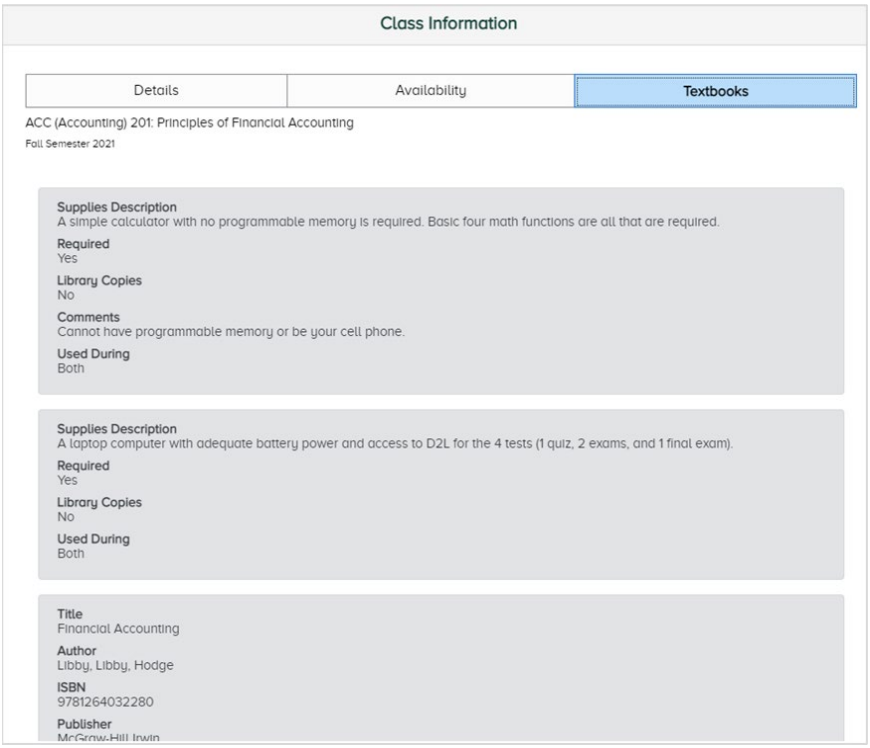
- **Details**: Displays the class Days & Times, Schedule, Location/Instructor, Final Exam schedule, and includes an option to Enroll or Add to Cart.
    - Make sure to review the requisites and other restrictions that may be listed in the **Class Notes**.
    - When you enroll in the recitation for a class, you are automatically enrolled in the lecture.
    - Classes are offered online, either synchronously or asynchronously, or in person. For the example below, the recitation is online, and the lecture is in person.



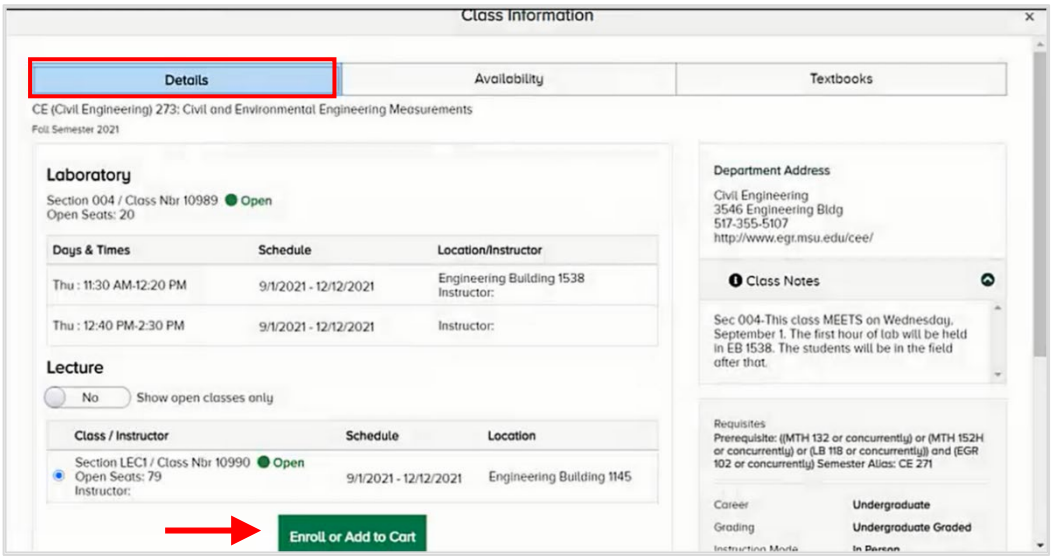

- **Availability**: Displays the class enrollment totals and the class capacity as well as the wait list totals and capacity.
    - In the example below, the class is open because there are only 22 students enrolled and has a capacity of 24.
    - There are 15 students currently on the wait list. There is no limit to the number of students on the waitlist.
    - 20 seats are reserved for students going through New Student Orientation (NSO). Only students in these groups can enroll in the final two seats.




- **Textbook**: Provides details on required textbooks and supplies needed for the class if they have been provided by the instructor.



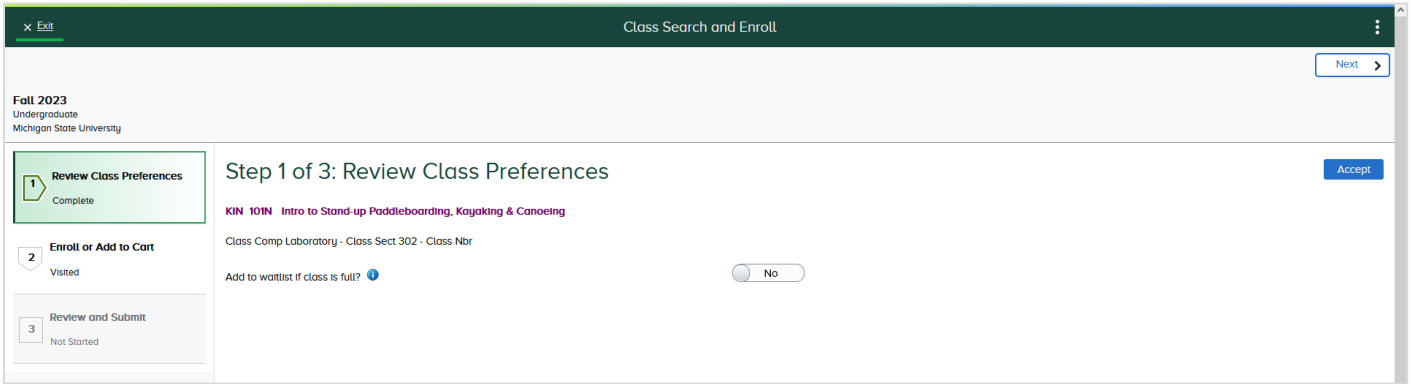

7. On the **Details** tab, click **Enroll or Add to Cart**.



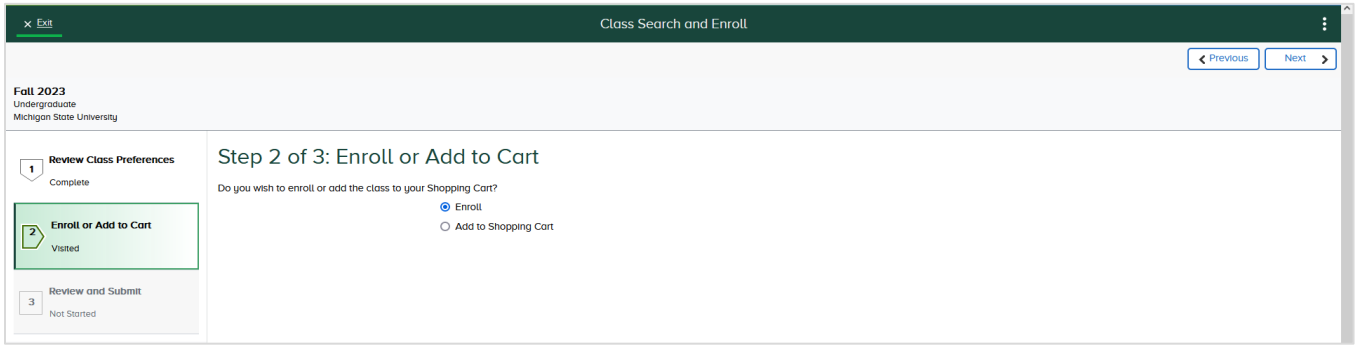

## 8. Complete Step 1 of 3: Review Class Preferences

- Verify this is the correct class.
- Enroll or Add to Shopping Cart? The **Enroll** option will default
- Add to waitlist if class is full? **Yes** or **No**
  - The first student on the waitlist will automatically be enrolled in the class if a seat becomes available. There is no action required on your part.
  - If you are further down the waitlist, your position will automatically move up as the waitlisted students ahead of you are added to the class.
  - You will not be added to a class from the wait list any later than the fifth day of class.
  - Please note: if you do not meet the class requisites or other class restrictions or if there is a time conflict, it will move to the next person on the wait list to fill the vacant seat.

- Click **Accept**.

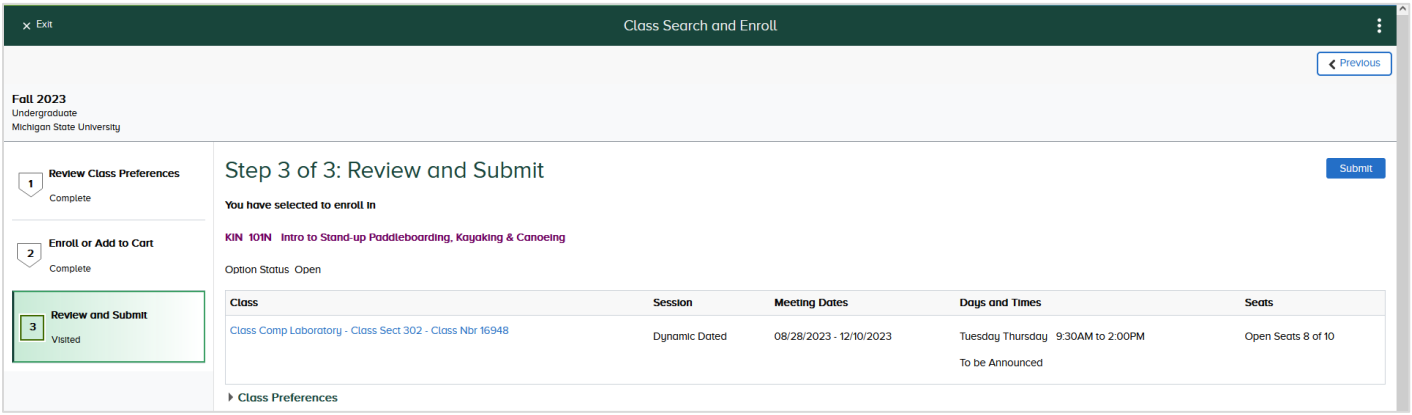


## 9. Complete Step 2 of 3: Enroll or Add to Cart

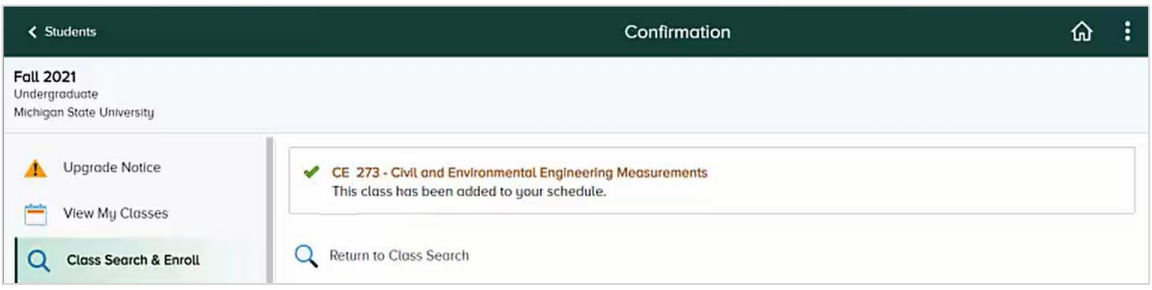



## 10. Complete Step 3 of 3: Review and Submit

- Review the Class, Session, Meeting Dates, Days and Times.
- Click **Submit**.




A **Confirmation** page will appear with a green checkmark indicating the class has been added to your schedule.



## 11. Checking your position on a waitlist

- To check your position on a wait list, navigate to the **Classes** tile and from the left navigation select View **My Classes**.
- At the top of that screen, click the **Show Waitlisted Classes** checkbox.

  Waitlisted classes are shown with a status of “waiting” along with your wait list position.

