

# Enrollment - Add a Class

Select the term for Enrollment, click the circle beside the term and click continue.

**Enroll & Pay**

Favorites > Main Menu > Enroll and Pay > Student Center

Jayhawk Student go to ...

**Search Plan Enroll My Academics**

my class schedule | add | drop | swap | edit | term information | withdrawal form

**Add Classes**

Select Term

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> 2010 Summer	Undergraduate	University of Kansas
<input type="radio"/> 2010 Fall	Undergraduate	University of Kansas

**CONTINUE**

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[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#) [Withdrawal Form](#)

go to ...

If after select the term, you want to change to a different term (summer instead of fall for example), click on change term. You can change the term on any enrollment function, add, drop, swap or edit.

**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.

2010 Fall   Undergraduate   University of Kansas	<b>change term</b>
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Open Closed Wait List

**2010 Fall Shopping Cart**

Add to Cart: Enter Class Nbr  **enter**

Find Classes  Class Search  My Planner **search**

Your enrollment shopping cart is empty.

Adding classes is a multi-step process, select the class and it goes in the shopping cart, once the class is submitted it goes on the class schedule at the bottom of the page. If the class number is known, type it in the box and click on 'enter' otherwise search for the class needed. You can also add a class from your entries in 'My Planner'. In order to select classes from 'My Planner', you must have some classes already added in your planner for the term.

Once the class is in the shopping cart – click on Proceed to step 2

Or click on the trash can to delete the class and start over.

**Enroll & Pay**

Favorites | Main Menu > Enroll and Pay > Student Center

Jayhawk Student

**Search** | **Plan** | **Enroll** | **My Academics**

my class schedule | add | drop | swap | edit | term information | withdrawal form

**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.

✓ **GEOL 103 has been added to your Shopping Cart.**

2010 Fall | Undergraduate | University of Kansas

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**  
Enter Class Nbr  **enter**

**Find Classes**  
 Class Search  
 My Planner  
**search**

2010 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">GEOL 103-1000 (16539)</a>	MW 9:00AM - 10:50AM	Lindley 307	C. Frasca, D. Kamola	2.00	●

**PROCEED TO STEP 2 OF 3**

## Then Click Finish Enrolling

**Enroll & Pay**

Favorites | Main Menu > Enroll and Pay > Student Center

Jayhawk Student

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#) | [withdrawal form](#)

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**Add Classes** 1

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2010 Fall | Undergraduate | University of Kansas

Class	Description	Days/Times	Room	Instructor	Units	Status
GEOL 103-1000 (16539)	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

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[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#) [Withdrawal Form](#)

The system will state Success and that the class has been added to your schedule.

**Enroll & Pay**

Favorites | Main Menu > Enroll and Pay > Student Center

Jayhawk Student

**Search** | **Plan** | **Enroll** | **My Academics**

my class schedule || add || drop || swap || edit || term information || withdrawal form

**Add Classes** 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2010 Fall | Undergraduate | University of Kansas

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
GEOL 103	Success: This class has been added to your schedule.	✓	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)




The class now displays on the Class Schedule and no longer in the Shopping Cart.

## Enroll & Pay

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Degree Progress/Graduation](#) > [Diploma Delivery Request](#)

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.

2010 Fall | Undergraduate | University of Kansas [change term](#)

 Open
 Closed
 Wait List

**Add to Cart:**

Enter Class Nbr

[enter](#)

**Find Classes**




Class Search



[search](#)

2010 Fall Shopping Cart

Your enrollment shopping cart is empty.

**My 2010 Fall Class Schedule**

 Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status	Textbook Link
<a href="#">GEOL 103-1000 (16539)</a>	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00		

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#) | [Withdrawal Form](#)