

4. Use the Course Subject drop down to begin your search. You may search by Course Number and Course Career. Select the "Show Open Classes Only" to exclude closed classes.

5. Click Additional Search criteria to search by:
a. Meeting Time
b. Day of the Week
c. Instructor
d. Class Nbr
e. Course Attribute
f. Course Title Keyword
g. Session

Ima Student go to ...

my class schedule class search add drop edit

1 2 3

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

Humboldt State University | Fall Semester 2009

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

CLOSE CLEAR CRITERIA SEARCH

▼ Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week Include Only These Days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Attribute (example: GE Classes)

Course Attribute Value (example: Class Category)

Course Title Keyword (example: statistics)

Session

CLOSE CLEAR CRITERIA SEARCH

6. The results of your search will appear. Locate the class you would like to add and click the select class button.

select class

If the class is open you will see a green circle. If the class is closed you will see a blue square.

7. You will be taken to the Enrollment Preferences page.

8. Enter a Permission Number if you have one.

9. Select Grading. If optional, use the drop down to select.

10. When finished click the NEXT button.

NEXT

Ima Student

my class schedule class search add drop edit

1 2 3

1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

Humboldt State University | Fall Semester 2009

The following classes match your search criteria Course Subject: **Recreation Administration**, Course Career: **Undergraduate**. Show Open Classes Only: **Yes**

Open Closed

CLOSE START A NEW SEARCH

▼ REC 320 - Organ, Admin, Facility Planing

View All Sections First 1 of 1 Last

Section [1-LEC\(21008\)](#) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	ARTB 102	Craig Riordan	1/14/2009 - 5/16/2009

▼ REC 482 - Internship in Recreation

View All Sections First 1 of 1 Last

Section [1-SUP\(21009\)](#) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Craig Riordan	1/14/2009 - 5/16/2009

CLOSE START A NEW SEARCH

Ima Student

my class schedule class search add drop edit

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

Fall Semester 2009 | Undergraduate | Humboldt State University

REC 320 - Organ, Admin, Facility Planing

Class Preferences

REC 320-1 Lecture ● Open

Session Regular Academic Session
Career Undergraduate

Permission Nbr	<input type="text"/>
Grading	Letter Grades (All Careers)
Units	3.00
Instructor	Riordan,Craig Nicholas

CANCEL **NEXT**

Section	Component	Days & Times	Location	Instructor	Start/End Date
1	Lecture	MoWeFr 8:00AM - 8:50AM	ARTB 102	Craig Riordan	1/14/2009 - 5/16/2009

My Class Schedule Class Search Add Drop Edit

11. The class has now been added to your "enrollment shopping cart." At this point you may search for and add more classes to your cart or click "Proceed" to continue processing your enrollment.

Ima Student go to ...

my class schedule class search add drop edit

Add Classes 1

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.

✓ REC 320 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Fall Semester 2009 | Undergraduate | Humboldt State University

Add a class using one of the following:

Search for Class search

----- OR -----

Enter Class Nbr enter

Fall Semester 2009 Enrollment Shopping Cart

Open Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	REC 320-1 (21008)	Organ, Admin, Facility Planning (Lecture)	MoWeFr 8:00AM - 8:50AM	ARTB 102	C. Riordan	3.00	<input checked="" type="radio"/>

View All Classes in Cart First 1 of 1 Last

PROCEED TO STEP 2 OF 3

12. Review your schedule and click Finish Enrolling to confirm your enrollment.

Ima Student go to ...

my class schedule class search add drop edit

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.

Open Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
REC 320-1 (21008)	Organ, Admin, Facility Planning (Lecture)	MoWeFr 8:00AM - 8:50AM	ARTB 102	C. Riordan	3.00	<input checked="" type="radio"/>

Cancel Previous **Finish Enrolling**

My Class Schedule Class Search Add Drop Edit

go to ...

13. If your class enrollment was successful you will see a green check. If it was unsuccessful you will see a red x.

Ima Student go to ...

[my class schedule](#) [class search](#) [add](#) [drop](#) [edit](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
REC 320		✔

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

[My Class Schedule](#) [Class Search](#) [Add](#) [Drop](#) [Edit](#)

go to ...