



**Campus Solutions: Student Center
Add a Class**

Last Revised: 3/24/2009

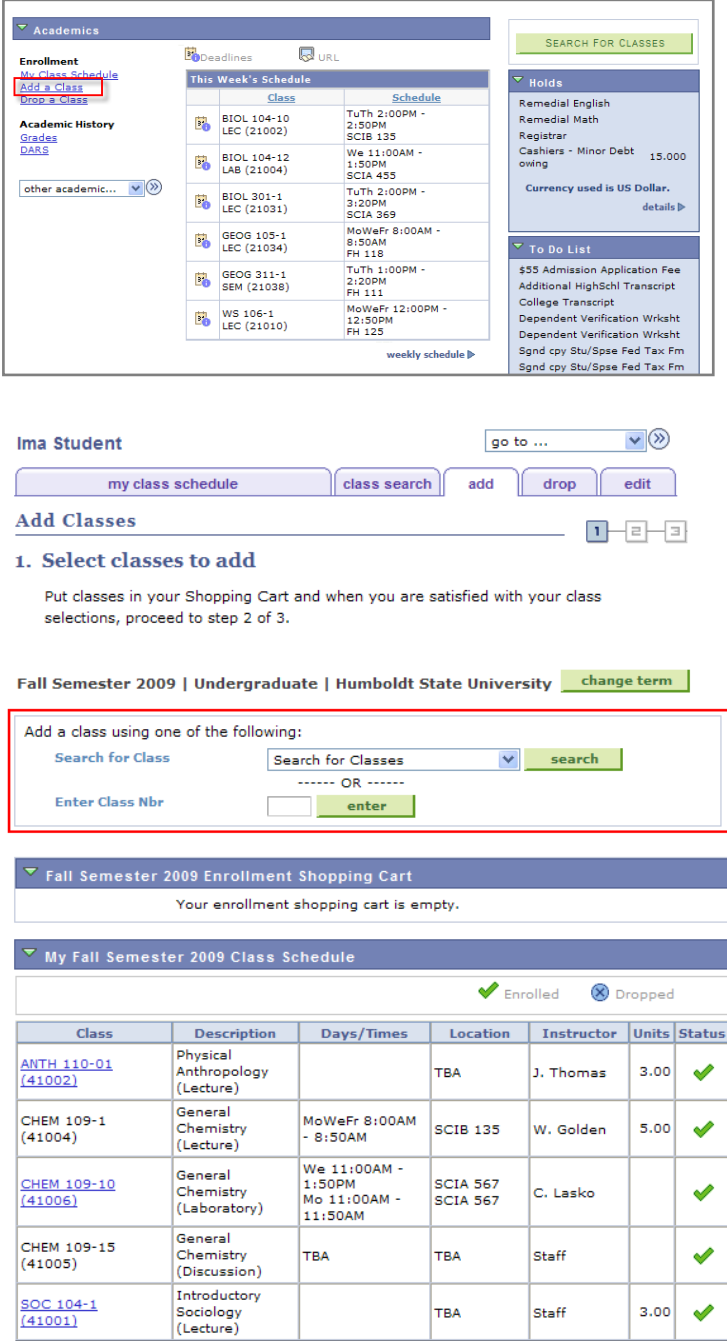
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Navigation: Login to your Student Center > Add a Class

Process Steps	Screen Shot																																																								
<p>1. Login to your Student Center</p> <p>2. Click Add a Class</p> <p>3. To begin adding classes to your schedule click the search button.</p> <p style="text-align: center;"><input type="button" value="search"/></p>	 <p>Academics</p> <p>Enrollment My Class Schedule Add a Class Drop a Class</p> <p>Academic History Grades DARS</p> <p>other academic... <input type="button" value="X"/></p> <p>Deadlines <input type="button" value="URL"/></p> <p>This Week's Schedule</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>BIOL 104-10 LEC (21002)</td> <td>TuTh 2:00PM - 2:50PM SCIB 135</td> </tr> <tr> <td>BIOL 104-12 LAB (21004)</td> <td>We 11:00AM - 1:50PM SCIA 455</td> </tr> <tr> <td>BIOL 301-1 LEC (21031)</td> <td>TuTh 2:00PM - 3:20PM SCIA 369</td> </tr> <tr> <td>GEOG 105-1 LEC (21034)</td> <td>MoWeFr 8:00AM - 8:50AM FH 118</td> </tr> <tr> <td>GEOG 311-1 SEM (21038)</td> <td>TuTh 1:00PM - 2:20PM FH 111</td> </tr> <tr> <td>WS 106-1 LEC (21010)</td> <td>MoWeFr 12:00PM - 12:50PM FH 125</td> </tr> </tbody> </table> <p style="text-align: right;">weekly schedule</p> <p>SEARCH FOR CLASSES</p> <p>Holds</p> <p>Remedial English Remedial Math Registrar Cashiers - Minor Debt owing 15,000 Currency used is US Dollar. details</p> <p>To Do List</p> <p>\$55 Admission Application Fee Additional HighSchl Transcript College Transcript Dependent Verification Wrksht Dependent Verification Wrksht Sgnd cpy Stu/Spse Fed Tax Fm Sgnd cpy Stu/Spse Fed Tax Fm</p> <p>Ima Student <input type="button" value="go to ..."/></p> <p><input type="button" value="my class schedule"/> <input type="button" value="class search"/> <input type="button" value="add"/> <input type="button" value="drop"/> <input type="button" value="edit"/></p> <p>Add Classes <input type="button" value="1"/> <input type="button" value="E"/> <input type="button" value="C"/></p> <p>1. Select classes to add</p> <p>Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.</p> <p>Fall Semester 2009 Undergraduate Humboldt State University <input type="button" value="change term"/></p> <p>Add a class using one of the following:</p> <p>Search for Class <input type="text" value="Search for Classes"/> <input type="button" value="search"/></p> <p>----- OR -----</p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p>Fall Semester 2009 Enrollment Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p> <p>My Fall Semester 2009 Class Schedule</p> <p style="text-align: right;">✔ Enrolled ✖ Dropped</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Location</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ANTH 110-01 (41002)</td> <td>Physical Anthropology (Lecture)</td> <td></td> <td>TBA</td> <td>J. Thomas</td> <td>3.00</td> <td>✔</td> </tr> <tr> <td>CHEM 109-1 (41004)</td> <td>General Chemistry (Lecture)</td> <td>MoWeFr 8:00AM - 8:50AM</td> <td>SCIB 135</td> <td>W. Golden</td> <td>5.00</td> <td>✔</td> </tr> <tr> <td>CHEM 109-10 (41006)</td> <td>General Chemistry (Laboratory)</td> <td>We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM</td> <td>SCIA 567 SCIA 567</td> <td>C. Lasko</td> <td></td> <td>✔</td> </tr> <tr> <td>CHEM 109-15 (41005)</td> <td>General Chemistry (Discussion)</td> <td>TBA</td> <td>TBA</td> <td>Staff</td> <td></td> <td>✔</td> </tr> <tr> <td>SOC 104-1 (41001)</td> <td>Introductory Sociology (Lecture)</td> <td></td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td>✔</td> </tr> </tbody> </table>	Class	Schedule	BIOL 104-10 LEC (21002)	TuTh 2:00PM - 2:50PM SCIB 135	BIOL 104-12 LAB (21004)	We 11:00AM - 1:50PM SCIA 455	BIOL 301-1 LEC (21031)	TuTh 2:00PM - 3:20PM SCIA 369	GEOG 105-1 LEC (21034)	MoWeFr 8:00AM - 8:50AM FH 118	GEOG 311-1 SEM (21038)	TuTh 1:00PM - 2:20PM FH 111	WS 106-1 LEC (21010)	MoWeFr 12:00PM - 12:50PM FH 125	Class	Description	Days/Times	Location	Instructor	Units	Status	ANTH 110-01 (41002)	Physical Anthropology (Lecture)		TBA	J. Thomas	3.00	✔	CHEM 109-1 (41004)	General Chemistry (Lecture)	MoWeFr 8:00AM - 8:50AM	SCIB 135	W. Golden	5.00	✔	CHEM 109-10 (41006)	General Chemistry (Laboratory)	We 11:00AM - 1:50PM Mo 11:00AM - 11:50AM	SCIA 567 SCIA 567	C. Lasko		✔	CHEM 109-15 (41005)	General Chemistry (Discussion)	TBA	TBA	Staff		✔	SOC 104-1 (41001)	Introductory Sociology (Lecture)		TBA	Staff	3.00	✔
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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:

- Meeting Time
- Day of the Week
- Instructor
- Class Nbr
- Course Attribute
- Course Title Keyword
- Session

Ima Student go to ...

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.

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

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 ("Magic") 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 Planning

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 Planning

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

Note: "Magic" Numbers are now known as Permission Numbers

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. 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

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 ...