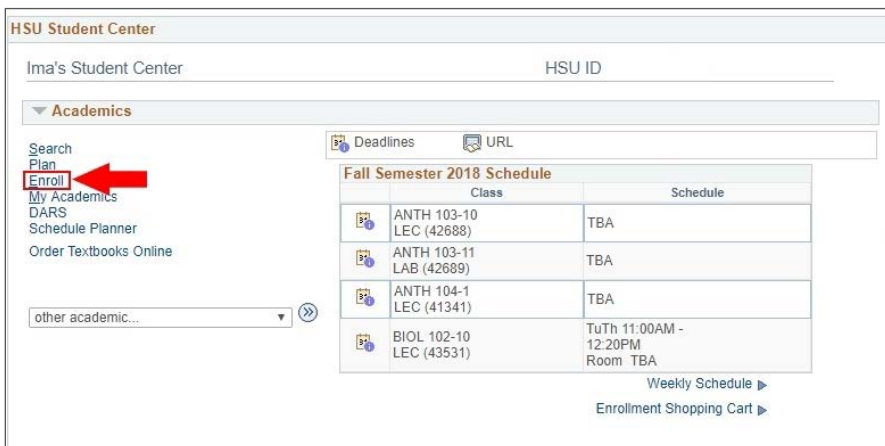


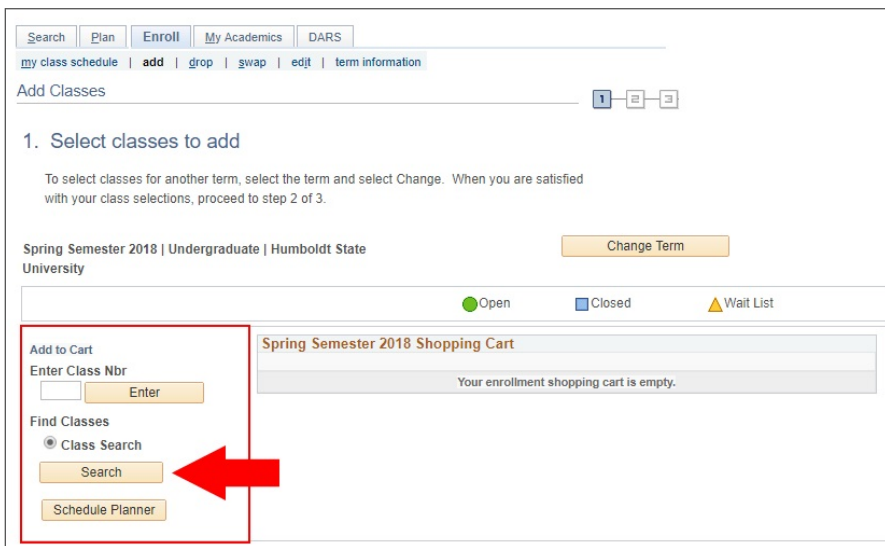
# How to add a class

**Step 1:** Login to Student Center

**Step 2:** Click Enroll



**Step 3:** Enter the **Class Nbr**, import courses from schedule planner, or click the **Search** button to begin adding classes



**Step 4:** Use the **Subject** drop-down to begin your search. You may search by course number and course career. Select "Show Open Classes Only" to exclude closed classes.

**Optional:** Click **Additional Search Criteria** to search by: Meeting Day\Time, Instructor's Last Name, Course Attribute (GE, DCG), Course Title Keyword, Session

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

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

Add Classes 1 ≡ ☰

### Enter Search Criteria

**Search for Classes**

Humboldt State University | Spring Semester 2018

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

▼ Class Search

Subject: Anthropology

Course Number: is exactly 104

Course Career: Undergraduate

Show Open Classes Only

▶ Additional Search Criteria

[Return to Add Classes](#) Clear Search

**Step 5:** The results of your search will appear. Locate the class you would like to add and click the **SELECT** button. If the course is open you will see a green circle in the Status column. You will be taken to the Enrollment Preferences page

### Search Results

Humboldt State University | Spring Semester 2018

My Class Schedule Show All Shopping Cart

ANTH 104 Online course Your shopping cart is empty.

The following classes match your search criteria Course Subject: Anthropology, Course Number is exactly '104', Course Career: Undergraduate, Show Open Classes Only: Yes

● Open ■ Closed ▲ Wait List

[Return to Add Classes](#) New Search Modify Search

**1 class section(s) found**

▼ ANTH 104 - Cultural Anthropology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
21035	2-LEC Regular	MoWeFr 2:00PM - 2:50PM	BSS 166	Claudia Chavez-Arguelles	01/16/2018 - 05/11/2018	●	<span>Select</span>

[Return to Add Classes](#) New Search Modify Search

**Step 6:** Enter a permission number, if needed.

**Step 7:** If optional grade modes, use the **Grading** drop down to select.

**Step 8:** Click the **Next** button.

Add Classes

1. Select classes to add - Enrollment Preferences

Spring Semester 2018 | Undergraduate | Humboldt State University  
 ANTH 104 - Cultural Anthropology

**Class Preferences**

ANTH 104-2    Lecture    ● Open

Session Regular Academic Session  
 Career Undergraduate

**Enrollment Information**

- Anthropology

Permission Nbr

Grading Letter Grades (All Careers) ▼

Units 3.00

Instructor

Cancel    Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
2	Lecture	MoWeFr 2:00PM - 2:50PM	BSS 166	Claudia Chavez-Arguelles	01/16/2018 - 05/11/2018

[Go to top](#)

**Step 9:** 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 go to step 9.

**Step 10:** Click **Proceed to Step 2 of 3** to continue processing your enrollment.

Search   Plan   **Enroll**   My Academics   DARS

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

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ ANTH 104 has been added to your Shopping Cart.

Spring Semester 2018 | Undergraduate | Humboldt State University    [Change Term](#)

● Open    ■ Closed    ▲ Wait List

**Spring Semester 2018 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANTH 104-2 (21035)	MoWeFr 2:00PM - 2:50PM	BSS 166	C. Chavez-Arguelles	3.00	<span style="color: green;">●</span>

Enter Class Nbr  [Enter](#)

**Find Classes**

Class Search

[Search](#)

[Schedule Planner](#)

[Proceed to Step 2 of 3](#)

**Step 11:** Review your schedule and click **Finish Enrolling** to confirm your enrollment.

Ima Student   

Search   Plan   **Enroll**   My Academics   DARS

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

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring Semester 2018 | Undergraduate | Humboldt State University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 104-2 (21035)	Cultural Anthropology (Lecture)	MoWeFr 2:00PM - 2:50PM	BSS 166	C. Chavez-Arguelles	3.00	<span style="color: green;">●</span>

Cancel    Previous    [Finish Enrolling](#)

[Go to top](#)

**Step 12:** If your class enrollment was successful you will see a check mark. If unsuccessful you will see a red X.

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

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

Add Classes 1 2 3

### 3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Fall Semester 2018 | Undergraduate | Humboldt State University

✔ Success: enrolled      ✘ Error: unable to add class

Class	Message	Status
ANTH 104	Success: This class has been added to your schedule.	✔

[My Class Schedule](#)   [Add Another Class](#)

[Go to top](#)