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
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.

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.
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.

Step 11: Review your schedule and click Finish Enrolling to confirm your enrollment.
Step 12: If your class enrollment was successful you will see a check mark. If unsuccessful you will see a red X.

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 104</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

My Class Schedule  Add Another Class