ORACLE®
USER PRODUCTIVITY KIT

Adding a Class

Step	Action
1.	Click the down arrow in the **Academics Menu** in the Menu bar .
2.	Click the **Add Classes** link in the **Enrollment** section. Add Classes
3.	Click the **search** button on step **1. Select classes to add**. search
4.	If you know the subject name, enter the desired information into the **Subject** field. Enter a valid value e.g. "**A S L**".
5.	Enter the course number information into the **Course Number** field. Enter a valid value e.g. "**001**".
6.	You can narrow your search to only your college by selecting the Campus of your choice from the **Campus** dropdown menu. For Eg: ELAC
7.	Click the **Search** button to look for classes that meet your criteria. SEARCH
8.	Review the class selections. Determine which class you want to take, then click the **select** link for the corresponding class that is selected. Note: the **Status** indicator will let you know if the class is currently open for enrollment with a **green** circle indicator. You may click the Class Link (In this Eg: 26516) to get additional details about the class. select
9.	View the class information for: > Days and Time of class > Room location > Instructor name > Start and End Dates Click the **Next** link. NEXT
10.	You have successfully added the course to the shopping cart. Add additional classes are required by repeating the previous steps.

Step	Action
11.	Once you have added all of your desired classes, click the **Proceed To Step 2 Of 3** button. PROCEED TO STEP 2 OF 3
12.	Review the Class Information on step **2. Confirm classes.** Click the **Finish Enrolling** button when you are satisfied with your classes. FINISH ENROLLING
13.	You will see a check mark against the Status of the Class. This indicates that the Class has been successfully added to your schedule.
14.	Please review the additional topics to learn how to perform further tasks in the Student Portal. **End of Procedure.**