
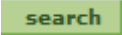
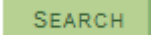

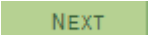
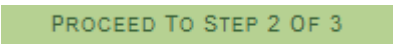
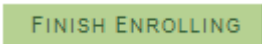


Adding a Class

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. 
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. 
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. 
9.	View the class information for: > Days and Time of class > Room location > Instructor name > Start and End Dates Click the Next link. 
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. 
12.	Review the Class Information on step 2. Confirm classes. Click the Finish Enrolling button when you are satisfied with your classes. 
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.