

### Enrollment: Add Classes

#### Step 1: Navigate to Add Classes

- From the **Student Center** you may navigate to registration in one of two ways.
  - Click on the **Enroll** link
  - Select **Enrollment: Add** from the other academic drop down menu.

Paul's Student Center

Academics

Search Plan **Enroll** My Academics

other academic... [dropdown]

2010 Fall Schedule

Class	Schedule
MATH 124-1001 LEC (80002)	MoWe 8:00AM - 9:15AM Room: TBA
MUSA 300-1001 LEC (80001)	Room: TBA

weekly schedule | enrollment shopping cart

Finances

My Account

Account Inquiry  
Payment Profile  
Enroll In Direct Deposit

Financial Aid

View Financial Aid  
Accept/Decline Awards  
Report Other Financial Aid

other financial... [dropdown]

SEARCH FOR CLASSES

Communication Center

No Pending Messages.  
Go To Communication Center

Holds

No Holds.

To Do List

Internship Instructors  
details

Enrollment Dates

Open Enrollment Dates

You have no outstanding charges at this time.

make a payment

#### Step 2: Select Term for Add Classes

- If you are active in more than one term, you will be given radio buttons to select the term for which you wish to enroll. Select the radio button for the **Term** of your choice on the **Select Term** page. Then click the **Continue** button.
- If you are only allowed to register for one term, you will not see this page.

Paul SRTestStudent

go to ... [dropdown]

Search Plan **Enroll** My Academics

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

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2010 Spring	Undergraduate	University of Nevada Las Vegas
<input type="radio"/> 2010 Fall	Undergraduate	University of Nevada Las Vegas

CONTINUE

Search Plan **Enroll** My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... [dropdown]

### Step 3a: Navigating the Enrollment Pages

- Notice the tabs at the top of the page, which allow you to go directly to **my class schedule** or to **add**, **drop**, **swap**, or **edit** a class.
- To access your **Class Schedule**, click the **|my class schedule|** tab at the top of the page.
- To **add** a class, click the **|add|** tab at the top of the page. To **drop** a class, click the **|drop|** tab at the top of the page.
- To **swap** a class, click the **|swap|** tab at the top of the page.

Paul SRTestStudent

go to ...

Search Plan Enroll My Academics  
|my class schedule| |add| |drop| |swap| |edit| term information

Add Classes

1 2 3

Enter Search Criteria

### Step 3b: Navigating the Enrollment Pages in MyUNLV (continued)

- Make note of the **go to...** dropdown field at the top of the page. If you click the dropdown arrow for this field you will see that you have the option of going directly to other areas of your **Student Center**. If you choose one of these items, be sure to click the **double arrow** button to the right of the dropdown field.

Paul SRTestStudent

go to ...

Search Plan Enroll My Academics  
|my class schedule| |add| |drop| |swap| |edit| term information

My Academics  
Personal Data Summary  
Student Center  
User Preferences  
go to ...

Add Classes

1 2 3

Enter Search Criteria

**Step 4: Select classes to add Page**

Assuming you have a valid **Enrollment Appointment** or that it is during the **Open Enrollment** period for the term you chose, you are ready to select the classes you wish to add.

- If you do not have a valid enrollment appointment for the term you chose, you will receive a message stating that **"You do not have access to enrollment at this time."** In that case, you will need to wait until your **Enrollment Appointment** is valid to register for classes, or wait until **Open Enrollment** for the term.
- To view your Enrollment Dates for the term, return to the Student Center and click on Enrollment Dates [details](#) link on the right hand side.

Paul SRTesting2

go to ...

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>		
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>	<a href="#">edit</a>	<a href="#">term information</a>

**Add Classes**

 **You do not have access to enrollment at this time.**

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

## Step 5a: Select classes to add Page

The **Add Classes** process in MyUNLV uses the concept of a **Shopping Cart** to allow students to choose the classes they would like to add before "checking out."

- If you have already searched for classes to add and chosen some, those classes will show up in your **Shopping Cart** in the middle of the page. The **Shopping Cart** feature works similarly to a shopping cart in a store; you have selected the items you wish to "buy," but you haven't yet completed the transaction of *Buying* them until you actually go through the *Checkout* process. You may continue adding classes to your **Shopping Cart** before entirely completing the *Add Classes* transaction. In the example to the right, the student has added **HIS 643-1001** to his **Shopping Cart**.

- If there are classes listed in your **Shopping Cart**, you may always **Delete** them by clicking the **Trash Can** icon in the **Delete** column of the **Shopping Cart**.
- If you have already enrolled in one or more classes for the term selected (completed the *Add Classes* transaction for them), those classes will appear on your **Class Schedule**, which will show up at the bottom of the page.



Search Plan Enroll My Academics  
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 click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2010 Fall | Undergraduate | University of Nevada Las Vegas [change term](#)

Open Closed Wait List

Add to Cart:  
Enter Class Nbr  
 [enter](#)

Find Classes  
 Class Search  
 My Requirements  
 My Planner  
[search](#)

2010 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">HIS 643-1001</a> <a href="#">(80012)</a>	TBA	TBA	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

- If you have no classes in your **Shopping Cart**, you will need to search for classes and add them now. .

**Step 5b: Select classes to add Page (continued)**

- To add a class, you have 2 options: **Enter Class Nbr** or Find Classes using **Class Search**.

✓ Note – **Class Nbr** is the five digit catalog code (e.g. 80012 for HIS 643) not the alpha/number combination.

- Class Search allows you to search the schedule of classes.

✓ Use the **Class Search** option if you don't already know the 5-digit **Class Number** of the class you wish to add and you need to find it in the **Schedule of Classes**. To do this, choose **Class Search**. Then click the **search** button.

- Use the **Enter Class Nbr** field if you already know the 5-digit **Class Number** of the class you wish to add. Simply enter the 5-digit number in the **Enter Class Nbr** field, and then click the **enter** button.

[Home](#)

Paul SRTestStudent go to ...

Search | Plan | Enroll | My Academics  
my class schedule | add | drop | swap | edit | term information

**Add Classes** 1

**1. Select classes to add**

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

2010 Fall | Undergraduate | University of Nevada Las Vegas change term

Open | 
  Closed | 
  Wait List

**Add to Cart:**

Enter Class Nbr  enter

**Find Classes**

Class Search

My Planner

search

2010 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	<a href="#">ART 102-1001</a> <a href="#">(10005)</a>	MoTuWe 3:00PM - 4:00PM	TBA	Staff	3.00	●

**PROCEED TO STEP 2 OF 3**

**Step 6a: Select classes to add - Search for Classes Page**

You have many options available to you when you search for classes.

- An important idea to keep in mind is that you may use any combination of fields on this search page to locate the class for which you are searching.
- At any time during your search, you may wipe out all of your search criteria and start over by clicking the **CLEAR CRITERIA** button at the bottom of the page.
- If you wish to return to the **Add** page at any time during your search, click the link **“Return to Add Classes”**.

Paul SRTestStudent

go to ...  

<b>Search</b>	<b>Plan</b>	<b>Enroll</b>	<b>My Academics</b>		
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>	<a href="#">swap</a>	<a href="#">edit</a>	<a href="#">term information</a>

## Add Classes



### Enter Search Criteria

University of Nevada Las Vegas | 2010 Fall

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

Class Search Criteria	
<b>Course Subject</b>	<input type="text" value="select subject"/>
<b>Course Number</b>	<input type="text" value="is exactly"/> <input type="text"/>
<b>Course Career</b>	<input type="text" value="Undergraduate"/>
<input checked="" type="checkbox"/> Show Open Classes Only	
Use Additional Search Criteria to narrow your search results.	
<input type="button" value="▶ Additional Search Criteria"/>	

[Return to Add Classes](#)

**Step 6b: Select classes to add - Search for Classes (continued)**

- To look up a class by **Subject Area**, you may either type in the Subject code (such as HIST) if you know it; or you may click the "Select Subject" button
- If you know the exact **Course Number** of the class, enter it in the **Course Number** field and allow the default of *is exactly* from the **Course Number** dropdown menu.
- If you don't know the exact **Course Number** of the class, you might try one of the other options from the **Course Number** dropdown menu in conjunction with a number you enter in the **Course Number** field. For example, choosing *greater than or equal to* from the **Course Number** dropdown menu and then entering **200** in the **Course Number** field will return all classes that have a **Course Number** of at least 200 (that also satisfy any other criteria you may have entered in other fields).
- Choose a **Course Career** from the **Course Career** dropdown menu, or leave the **Course Career** field blank.

Paul SRTestStudent

go to ...

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

Add Classes



Enter Search Criteria

University of Nevada Las Vegas | 2010 Fall

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

**Class Search Criteria**

Course Subject	<input type="button" value="select subject"/>	HIST	History
Course Number	<input type="text" value="is exactly"/>	<input type="text" value="101"/>	
Course Career	<input type="text" value="Undergraduate"/>		

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

**Step 6c: Select classes to add - Search for Classes (continued)**

- The **Show Open Classes Only** checkbox defaults to being checked. If you wish to see all classes that meet the criteria you specified, regardless of whether or not the classes still have seats available, then uncheck this checkbox.
- If you are finished entering your search criteria, click the **SEARCH** button at the bottom of the page.

Paul SRTestStudent

go to ...

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

Add Classes

1 2 3

Enter Search Criteria

University of Nevada Las Vegas | 2010 Fall

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

**Class Search Criteria**

Course Subject  HIST History

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

**Step 6d: Select classes to add - Search for Classes (continued)**

Click Additional Search Criteria to use many other class search options

- To locate classes that meet within a certain time range, enter the criteria in the **Meeting Time** fields. For example, entering **between 1:00PM and 3:00 PM** in the **Meeting Time** fields will return all classes that meet sometime within the time range specified (and also satisfy any other criteria you may have entered in other fields).
- To locate classes according to the days of the week on which they meet, select the option you desire from the **Day of Week** dropdown menu, and then check the checkboxes for the days of the week that you would like to include with the option you chose. For example, choosing **Exclude Any of These Days** from the **Day of Week** dropdown menu and then checking the checkboxes for **Mon, Wed and Fri** will return all classes that meet only on **Tues, Thurs, Sat or Sun** (and also satisfy any other criteria you may have entered in other fields).
- You may also search for a class by the instructor's last name. If you know the exact spelling of the

**Additional Search Criteria**

**Meeting Start Time**   (example: 1:00PM)

**Meeting End Time**

**Day of Week**

**Mon**  **Tues**  **Wed**  **Thurs**  **Fri**  **Sat**  **Sun**

**Instructor Last Name**

**Class Nbr**  (example: 1136)

**Course Title Keyword**  (example: statistics)

**Minimum Units**

**Maximum Units**

**Course Component**

**Session**

**Mode of Instruction**

**Campus**

**Location**

**Other Categories**  

[CLEAR CRITERIA](#) [SEARCH](#)

instructor's last name, enter it in the **Instructor Last Name** field and allow the default of *is exactly* from the **Instructor Last Name** dropdown menu.

- If you don't know the exact spelling of the instructor's last name, you might try one of the other options from the **Instructor Last Name** dropdown menu in conjunction with the letters you enter in the **Instructor Last Name** field. For example, choosing *contains* from the **Instructor Last Name** dropdown menu and then entering *entne* in the **Instructor Last Name** field will return all classes taught by an instructor with the characters *entne* somewhere in his/her last name (that also satisfy any other criteria you may have entered in other fields).
- If you know the 5-digit **Class Number** for a class, you may quickly locate the class by entering that information into the **Class Nbr** field.
- If you aren't sure of the Subject Area for a class, you may try locating the class by using the **Course Title Keyword** field to enter a keyword that would likely be found in the **Description (Title)** of the class. For example, entering *danc* in the **Course Title Keyword** field will return all classes with the characters *danc*

somewhere in their **Description**, including **dance**, **dancing**, etc. (that also satisfy any other criteria you may have entered in other fields).

- **Course Component** refers to the type of class it is (i.e. **Lecture**, **Laboratory**, etc.).
- Choices for **Session** include **Regular Academic Session** (normal Fall, Winter and Spring classes as well as full-term Summer classes), **Modular Session**, etc.
- **Mode of Instruction** refers to the way the class is taught. Common choices for **Mode of Instruction** include **In Person**, **Web-based**, etc.
- **Other Categories** allows you to search by course attribute to determine what classes fulfill general education requirements. Enter **GEN** in the **Other** field and then select the **Specific Criteria** which will allow you to choose from a list of courses that meet the specified General Education requirements.
- Click the **SEARCH** button at the bottom of the page to execute your search.

The screenshot shows a search interface with a 'Look Up' dialog box. The dialog box has a title bar 'Look Up' and a subtitle 'Look Up Specific Criteria'. Below the subtitle is a 'Cancel' button. The 'Search Results' section shows a table with columns 'Course Attribute', 'Course Attribute Value', and 'Description'. The table contains two rows: one for 'GEN' with 'FINEARTS' and 'Fine Arts Credit', and another for 'GEN' with 'MATHEMATIC' and 'Mathematics Credit'. A red box highlights the 'Specific Criteria' field in the background, and a red arrow points from it to the first row of the search results table.

Course Attribute	Course Attribute Value	Description
GEN	FINEARTS	Fine Arts Credit
GEN	MATHEMATIC	Mathematics Credit

**Step 7a: Select classes to add - Class Search Results Page**

The **Class Search Results** page provides various information.

- You will find, written in blue, the search criteria you entered that produced the results you are viewing.
- Beneath that you will find a key to the class Status. The key shows the following:
  - A **green circle** indicates that the **Status** of the class is **Open**.
  - A **blue square** indicates that the **Status** of the class is **Closed**.
  - An **orange triangle** indicates that the class has gone to a **Wait List Status** (only LAW currently uses wait listing)
- The results, themselves, can be found at the bottom of the page below the blue header.

The following classes match your search criteria Course Subject: **History**, Course Number is exactly '**101**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

START A NEW SEARCH

Open
  Closed
  Wait List

▼ HIST 101 - United States: Colonial Period to 1865

		View All Sections	First	1-3 of 13	Last
Section	<a href="#">1002-LEC(16341)</a>	Status		<a href="#">select class</a>	
Session	Regular				
Days & Times	Room	Instructor	Meeting Dates		
MoWe 8:30AM - 9:45AM	TBA	Staff	08/27/2010 - 12/15/2010		
Section	<a href="#">1003-LEC(16343)</a>	Status		<a href="#">select class</a>	
Session	Regular				
Days & Times	Room	Instructor	Meeting Dates		
MoWe 10:00AM - 11:15AM	TBA	Staff	08/27/2010 - 12/15/2010		
Section	<a href="#">1004-LEC(16345)</a>	Status		<a href="#">select class</a>	
Session	Regular				
Days & Times	Room	Instructor	Meeting Dates		
MoWe 10:00AM - 11:15AM	TBA	Staff	08/27/2010 - 12/15/2010		

**Step 7b: Select classes to add - Class Search Results Page (continued)**

- To get additional information about a particular class section, click on the link for the **Section** under the blue header. Doing so will bring up the **Class Detail** page.
- If you see the **Class Section** that you wish to add, click the **select class**

Open
  Closed
  Wait List

▼ HIST 101 - United States: Colonial Period to 1865

		View All Sections	First	1-3 of 13	Last
Section	<a href="#">1002-LEC(16341)</a>	Status		<a href="#">select class</a>	
Session	Regular				
Days & Times	Room	Instructor	Meeting Dates		
MoWe 8:30AM - 9:45AM	TBA	Staff	08/27/2010 - 12/15/2010		

button to add it.

- To return to the search page to look up information about another class, click the **START A NEW SEARCH** button in the middle or at the bottom of the page.

**Step 8a: Select classes to add - Class Detail Page**

The **Class Detail** page provides detailed information about the **Class Section** including:

- Class Details** - displays the **Status** of the class section, the **Class Number** (needed for registration), the **Units**, type of class it is (**Class Components**), **Dates** (which normally includes **Finals week**), the **Grading** basis, **Location** the class meets and **Campus** through which the class is offered.
- Meeting Information** - displays the **Days & Times** the class meets as well as the **Room** location, **Instructor** and **Meeting Dates** (which normally includes **Finals week**).
- Enrollment Information** will display pre-requisites if there are any.
- Class Availability** - displays all **Enrollment** and **Seating** information

## CHEM 121 - 1001 General Chemistry I

University of Nevada Las Vegas | 2010 Fall | Lecture

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

### Class Details

<b>Status</b>	 Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	11909	<b>Dates</b>	8/27/2010 - 12/15/2010
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Letter Grade
<b>Units</b>	4 units	<b>Location</b>	UNLV Main
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Main Campus
<b>Class Components</b>	Laboratory      Required Lecture              Required		

### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Staff	08/27/2010 - 12/15/2010

### Enrollment Information

**Enrollment Requirements** Student must have passed CHEM 103.

### Class Availability

<b>Class Capacity</b>	15	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	15		

### Description

Fundamental principles of chemistry and their correlation with the properties of the elements. Three hours lecture and three hours laboratory. Corequisite: MATH 127 or 128 or higher. Prerequisites: A passing score on the Chemistry Placement Exam or a grade of C or better in CHEM 103. 4 credits.

- **Notes** (will only display if there are **Notes** about the class) - displays additional information about the class such as extra fees, additional meeting information, equipment needed etc.
- **Description** - displays the long **Description** of the class.

**Step 8b: Select classes to add - Class Detail Page (continued)**

- If you decide you do NOT wish to add the class, you have two options on the **Class Detail** page:
  - You can click **Return to Add Classes**.
  - You can click **View Search Results** to return to the **Search Results** page.
- If you would like to add the class, click the **SELECT CLASS** button.

Class Details			
<b>Status</b>	<span style="color: green;">●</span> Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	16341	<b>Dates</b>	8/27/2010 - 12/15/2010
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Letter Grade
<b>Units</b>	3 units	<b>Location</b>	UNLV Main
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Main Campus
<b>Class Components</b>	Lecture	Required	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 8:30AM - 9:45AM	TBA	Staff	08/27/2010 - 12/15/2010

Class Availability			
<b>Class Capacity</b>	5	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	5		

**Description**

(Satisfies the United States Constitution Requirement.) Survey of United States political, social, economic, diplomatic, and cultural developments from colonial times to 1865. Includes examination of the United States Constitution. 3 credits.

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

**Step 9: Select classes to add - Related Class Sections**

## Add Classes



### 1. Select classes to add - Related Class Sections

2010 Fall | Undergraduate | University of Nevada Las Vegas

#### CHEM 110 - Chem Health Sciences I

Lecture selected: Section 1001

TuTh 4:00PM - 5:15PM Room: TBA

Open Closed Wait List

#### Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	11899	<a href="#">1002</a>	Mo 8:30AM - 11:20AM	TBA	Staff	
<input type="radio"/>	11901	<a href="#">1003</a>	Mo 2:30PM - 5:20PM	TBA	Staff	
<input type="radio"/>	11903	<a href="#">1004</a>	We 8:30AM - 11:20AM	TBA	Staff	
<input type="radio"/>	11905	<a href="#">1005</a>	We 2:30PM - 5:20PM	TBA	Staff	
<input type="radio"/>	11907	<a href="#">1006</a>	Th 8:30AM - 11:20AM	TBA	Staff	

View All Sections First 1-5 of 5 Last

CANCEL

NEXT

- Once you select a class, in some cases you will be taken next to the Related Class Sections page. If you see this page it means that there is a zero-credit lab that accompanies the lecture you chose. **If there is more than one lab listed from which you may choose, you will need to click the radio button next to the lab of your choice before proceeding.**

- Note the **Schedule** and **Status** for the lab class, making sure that it is still *Open* and will not conflict with the other classes in which you have already enrolled or plan to enroll.

- If you choose to continue with the *Add Classes* transaction, the lecture and lab will be added to your **Shopping Cart** (assuming they are not already in your **Shopping Cart**). In the example to the right, the **Status** of the labs is *Open*. Assuming that the time that the lab meets does not conflict with the rest of your schedule, you may choose to continue with the *Add Classes* transaction. (If the **Status** of the lab had been *Closed*, it would have been pointless for you to continue with the *Add Classes* transaction for this class. Even though you would have

been allowed to add this lecture and lab to your **Shopping Cart**, you would not have been allowed to complete the entire *Add Classes* transaction to add them to your **Class Schedule**.)

**Step 10: Select classes to add - Enrollment Preferences Page**

- Next you will be shown the **Enrollment Preferences** page.
- You should double check to see if there are any **Pre-requisites** or **Co-requisites** for the class. These would be listed under **Enrollment Information**. If so, be aware that you will only be able to add the class to your **Class Schedule** if you meet the requisite criteria.
- **Department Consent** means you must contact the department to obtain permission to enroll
- You might also double check the **Days & Times** the class meets in the table at the bottom of the page to ensure that it will not conflict with any other classes in which you have already enrolled or plan to enroll.
- Please note that only LAW classes use wait listing and a student may not put themselves on the wait list.
- If the class is a

## Add Classes



### 1. Select classes to add - Enrollment Preferences

2010 Fall | Undergraduate | University of Nevada Las Vegas

#### CHEM 121 - Gen Chemistry I

##### Class Preferences

<b>CHEM 121-1001</b>	Lecture	<span style="color: green;">●</span> Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full	
<b>CHEM 121-1002</b>	Laboratory	<span style="color: green;">●</span> Open	<b>Grading</b>	Letter Grade	
<b>Session</b>	Regular Academic Session			<b>Units</b>	4.00
<b>Career</b>	Undergraduate				

##### Enrollment Information

- Department Consent Required to enroll in this class
- Reserved for Chemistry students.

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture	TBA	TBA	Staff	
1002	Laboratory	TBA	TBA	Staff	

Variable unit class then you will see a dropdown to select the number of **Units** you wish to enroll in.

- To continue with the *Add Classes* transaction, click the **NEXT** button toward the bottom of the page.

**Step 11: Select classes to add (Shopping Cart Verification) Page**

- You will receive a message verifying whether or not the class you chose was added to your **Shopping Cart**. (For example, a class that was already in your **Shopping Cart** would not be added to it again.)
- At this point, you may continue adding more classes to your **Shopping Cart** by using either the **Find Classes** option or the **Enter Class Nbr** option.
- Click on the Class hyperlink to edit your preferences for a class in your shopping cart.
- You may want to look carefully at the classes in your **Shopping Cart** so far and determine whether or not they pose any conflicts. Your **Class Schedule** displays directly under your **Shopping Cart** so you can easily compare **Days/Times**. If you have not yet registered for any classes, your **Class Schedule** will be

Search Plan Enroll My Academics  
 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 click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CHEM 121 has been added to your Shopping Cart.

2010 Fall | Undergraduate | University of Nevada Las Vegas [change term](#)

● Open ■ Closed ▲ Wait List

**Add to Cart:**  
 Enter Class Nbr  [enter](#)  
 Find Classes  
 Class Search  
 My Planner  
[search](#)

2010 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ART 102-1001</a> <a href="#">(10005)</a>	MoTuWe 3:00PM - 4:00PM	TBA	Staff	3.00	●
	<a href="#">CHEM 121-1001</a> <a href="#">(11909)</a>	TuTh 10:00AM - 11:15AM	TBA	Staff	4.00	●
	<a href="#">CHEM 121-1003</a> <a href="#">(11913)</a>	Tu 8:30AM - 11:20AM	TBA	Staff		●

[PROCEED TO STEP 2 OF 3](#)

empty.

- In the example to the right, notice that the zero-credit lab (**CHEM 121-1003**) that is tied to the **CHEM 121-1001** lecture appears in the **Shopping Cart** when you add the lecture to the **Shopping Cart**. That is because these must be taken together (related components).
- To **Delete** a class from your **Shopping Cart** at any time, click the **Trash Can** icon in the **Delete** column. Doing so will cause that class (as well as any zero-credit labs that may be tied to it) to disappear from your **Shopping Cart**.
- In the example to the right, notice that there is no **Trash Can** icon next to the **CHEM 121-1003** lab. That is because this lab is tied to the lecture. Deleting the lecture from the **Shopping Cart** will automatically **Delete** the lab that is tied to it as well.
- To continue with the *Add Classes* transaction for the class(es) that remain(s) in your **Shopping Cart**, click the [\*\*Proceed to Step 2 of 3\*\*](#) button.

If you see a red message such as shown here, then you do not have a valid enrollment appointment. To view your Enrollment Dates for the term, return to the Student Center and click on 'Enrollment Dates'

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

## Add Classes

1 2 3

### 1. Select classes to add

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



You do not have a valid enrollment appointment at this time.

2010 Fall | Undergraduate | University of Nevada Las Vegas [change term](#)

Open
  Closed
  Wait List

#### Add to Cart:

Enter Class Nbr

[enter](#)

#### Find Classes

- Class Search  
 My Requirements  
 My Planner

[search](#)

#### 2010 Fall Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">CHEM 121-1001 (80019)</a>	TBA	TBA	Staff	4.00	<input checked="" type="radio"/>
	CHEM 121-1002 (80020)	TBA	TBA	Staff		<input checked="" type="radio"/>

### Step 12: Confirm classes Page

The **Confirm classes** page will display all classes that are currently in your **Shopping Cart**.

- If you wish to add the class(es) to your **Class Schedule**, click the **Finish Enrolling** button.

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go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#) || [term information](#)

## Add Classes

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 102-1001 (10005)	Drawing II (Lecture)	MoTuWe 3:00PM - 4:00PM	TBA	Staff	3.00	<input checked="" type="radio"/>
CHEM 121-1001 (11909)	Gen Chemistry I (Lecture)	TuTh 10:00AM - 11:15AM	TBA	Staff	4.00	<input checked="" type="radio"/>
CHEM 121-1003 (11913)	Gen Chemistry I (Laboratory)	Tu 8:30AM - 11:20AM	TBA	Staff		<input checked="" type="radio"/>

[CANCEL](#)

[PREVIOUS](#)

[FINISH ENROLLING](#)

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

### Step 13: View results Page

The **View results** page provides a status report for enrollment confirmations and errors.

- In the center of the page is a key that shows the following:
  - **green check mark** indicates **Success: enrolled** in the class.
  - **red X** indicates **Error: unable to add class**.
- Refer to the **ART 102** class in the example to the right. The **Status** of this class is *Error: unable to add class* (as evidenced by the **red X** to the right of the class). You may want to read the **Error Message** to learn if the problem is one that you can fix.
- Please note – if you are going to a department, an advisor or the Registrars office for help with an error, make note of the exact error. This will help the staff member better understand your need for assistance.
- Click the **ADD ANOTHER CLASS** button to return to the ADD page, where you may add more classes to your **Shopping Cart** and/or **Delete** any classes that had a conflict from your **Shopping Cart**.
- To view your **Class Schedule**, click the **MY CLASS SCHEDULE** button.

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go to ...

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

### Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
ART 102	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	X
CHEM 121	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	X

MY CLASS SCHEDULE

ADD ANOTHER CLASS

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

