Enrollment: Add Classes

Step 1: Navigate to Add Classes

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

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.

Add Classes

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Spring</td>
<td>Undergraduate</td>
<td>University of Nevada Las Vegas</td>
</tr>
<tr>
<td>2010 Fall</td>
<td>Undergraduate</td>
<td>University of Nevada Las Vegas</td>
</tr>
</tbody>
</table>
Step 3a: Navigating the Enrollment Pages

- Notice the tabs at the top of the page, which allow you to go directly to your 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.

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.
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.
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.
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.

Add to Cart:

<table>
<thead>
<tr>
<th>Search Class Nbr</th>
<th>Class Search</th>
<th>My Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Class Nbr</td>
<td>Class Search</td>
<td>My Planner</td>
</tr>
</tbody>
</table>

2010 Fall | Undergraduate | University of Nevada Las Vegas

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.

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”.

### Add Classes

#### Enter Search Criteria

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

<table>
<thead>
<tr>
<th>Class Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Subject</strong></td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
</tr>
<tr>
<td><strong>Course Career</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Use Additional Search Criteria to narrow your search results.

Return to Add Classes [CLEAR CRITERIA] [SEARCH]
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.

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: 101
Course Career: Undergraduate
Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

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.

Enter Search Criteria

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

Class Search Criteria

- Course Subject: select subject
- Course Number: is exactly
- Course Career: Undergraduate
- Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Add Classes

Return to Add Classes

CLEAR CRITERIA SEARCH
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
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.
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.

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 button.

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

Return to Add Classes

[Select class button]

HIST 101 - United States: Colonial Period to 1865

<table>
<thead>
<tr>
<th>Section 1002-LEC(16341)</th>
<th>Status</th>
<th>select class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
</tr>
<tr>
<td>MoWe 8:30AM - 9:45AM</td>
<td>TBA</td>
<td>Staff</td>
</tr>
</tbody>
</table>

HIST 101 - United States: Colonial Period to 1865 (continued)

<table>
<thead>
<tr>
<th>Section 1003-LEC(16342)</th>
<th>Status</th>
<th>select class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
</tr>
<tr>
<td>MoWe 10:00AM - 11:15AM</td>
<td>TBA</td>
<td>Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1004-LEC(16345)</th>
<th>Status</th>
<th>select class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days &amp; Times</td>
<td>Room</td>
<td>Instructor</td>
</tr>
<tr>
<td>MoWe 8:30AM - 9:45AM</td>
<td>TBA</td>
<td>Staff</td>
</tr>
</tbody>
</table>
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

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**CHEM 121 - 1001 General Chemistry I**

*University of Nevada Las Vegas | 2010 Fall | Lecture*

**Class Details**

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>11909</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Units</td>
<td>4 units</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
</tr>
<tr>
<td>Class Components</td>
<td>Laboratory</td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Dates</td>
<td>08/27/2010 - 12/15/2010</td>
</tr>
<tr>
<td>Grading</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Location</td>
<td>UNLV Main</td>
</tr>
<tr>
<td>Campus</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTh 10:00AM - 11:15AM</td>
<td>TBA</td>
<td>Staff</td>
<td>08/27/2010 - 12/15/2010</td>
</tr>
</tbody>
</table>

**Enrollment Information**

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

**Class Availability**

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Total</td>
<td>0</td>
</tr>
<tr>
<td>Wait List Capacity</td>
<td>0</td>
</tr>
<tr>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>15</td>
</tr>
</tbody>
</table>

**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.

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**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

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>16341</td>
<td>Dates</td>
<td>8/27/2010 - 12/15/2010</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td>Grading</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td>Location</td>
<td>UNLV Main</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
<td>Campus</td>
<td>Main Campus</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWe 9:30AM - 9:45AM</td>
<td>TBA</td>
<td>Staff</td>
<td>08/27/2010 - 12/15/2010</td>
</tr>
</tbody>
</table>

### Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>5</th>
<th>Wait List Capacity</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Total</td>
<td>0</td>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description

(Satisifies 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.
Step 9: Select classes to add - Related Class Sections

- 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**

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 121-1001</td>
</tr>
<tr>
<td>CHEM 121-1002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session</th>
<th>Regular Academic Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

**Enrollment Information**

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Lecture</td>
<td>TBA</td>
<td>T3A</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td>Laboratory</td>
<td>TBA</td>
<td>T3A</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>
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
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'.

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.

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.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding those classes, click Cancel.
Step 13: View results

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:
  - A green check mark indicates Success: enrolled in the class.
  - A 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.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
<td>✗</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
<td>✗</td>
</tr>
</tbody>
</table>