1. Students enroll in their courses through their myUNLV. All students have credentials to log into myUNLV. Students who do not remember their password can click on “Forgot Your Password?” and follow the instructions to reset their password.

2. Once logged into myUNLV, right click on the ‘Enrollment’ tile.

3. You will navigate to the ‘Class Search and Enroll’ option on the left. Selecting that option will prompt you to select the appropriate term for enrollment.
4. You will enter the keyword to search for in the search bar. Hit the arrow to search.

5. Search results will appear below. Click on a course to view additional information.
6. At the search screen, you can click on ‘Additional Ways to Search’ to allow you to search by ‘Available Subjects’, ‘Catalog Number’ and/or ‘Instructor Last Name’.

7. Results will appear below. You can also refine your search using filters found on the left side.
8. Once you select a course, you will see additional course information along with available sections. Select the Class link to bring up additional class information or select the arrow to proceed to the ‘Class Preferences’ Screen.

9. Clicking on the Section’s Call number in the search results will bring up additional class information. **Enrollment requirements for the course will be listed in this section.** Please review the requirements and class notes carefully before enrolling in your course.
10. On the ‘Review Class Preferences’ screen, you will select to either enroll in the course to add it to your shopping cart. You may opt to add a course to a shopping cart if you do not yet have the proper permissions to enroll in the course. A course in your shopping cart is NOT enrollment and it DOES NOT save a seat in the course.
11. You will review your selection. Click ‘Submit’ to proceed.

![Step 2 of 2: Review and Submit](image)

12. You will need to confirm your selection again. Your enrollment is not processed until you confirm again.

![Step 2 of 2: Review and Submit](image)

13. You will receive a message regarding your enrollment (whether it was successful or if there was an error). There are a multitude of errors that could occur with enrollment, depending on the situation (lacking pre-requisites, time conflict between another course, department permission required etc.) The error message will describe the issue. For issues regarding department permissions and pre-requisites, please contact the department of the course to seek those appropriate permissions. Permissions for courses are granted electronically (with department discretion) via myUNLV. Students who obtain permissions for a course will just need to retry enrollment via myUNLV to enroll in the course successfully.
a. The confirmation of a successful enrollment attempt.

b. This enrollment attempt was unsuccessful; this class requires additional permissions from the department.

i. You can click on the ‘Class Preferences’ link to navigate back to the ‘Enroll’ or ‘Add to Shopping Cart’ option. You can add the course to your shopping cart as you pursue your permissions from the department.

ii. You can find contact information for department in the Department Directory found [here](#).

iii. If you obtain the required permission(s), you will be able to complete enrollment by enrolling from the shopping cart.
14. You can verify your enrollment by navigating to ‘View My Classes’ and selecting the ‘Show Enrolled Courses’ option.