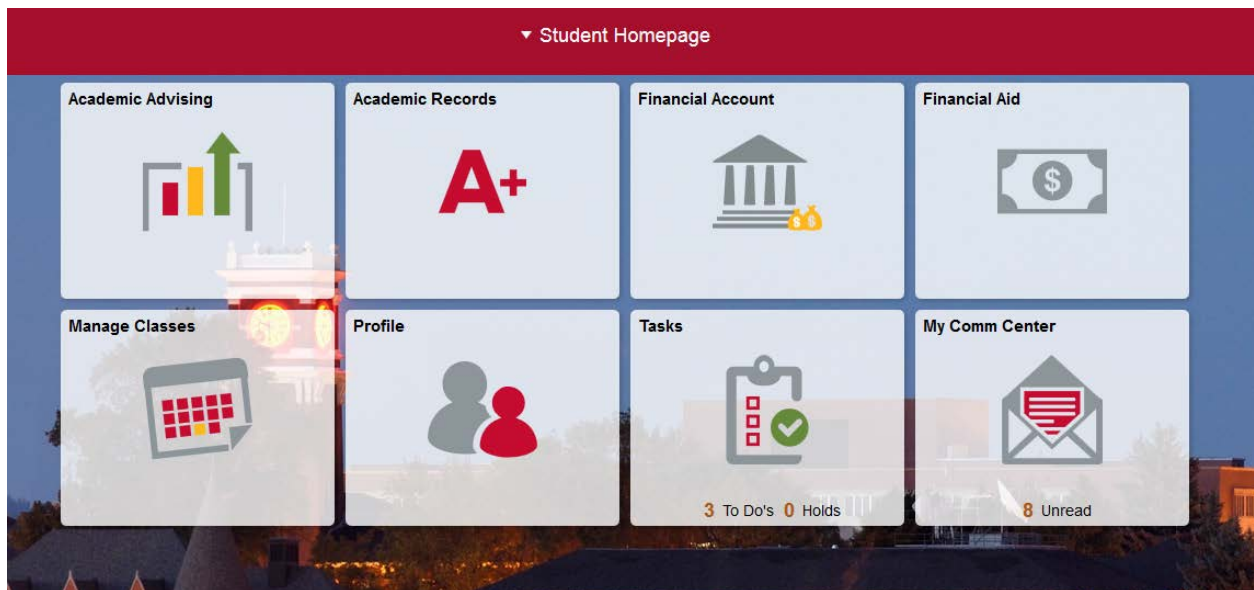


## Shopping and Enrolling in Classes

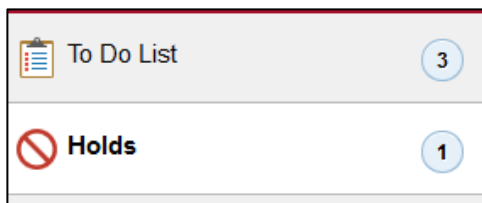
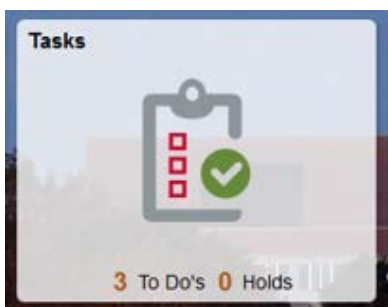
Enrollment for each term opens in myWSU at about the same time every year; in March for the summer term, in April for fall semester, and in November for spring semester.



To enroll in the courses you need for the upcoming term, follow these three steps:

### Step 1 - Review your tasks

From your **Student Homepage**, select the **Tasks** tile. The Tasks section provides information on **To Do List** items and active **Holds**.

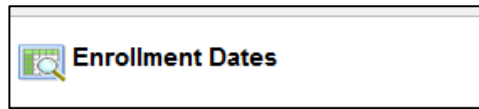
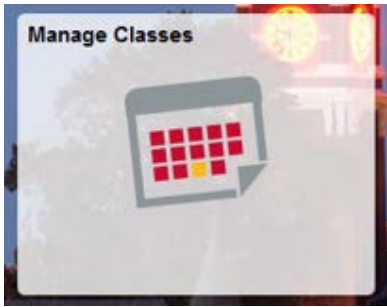


**To Do List** items communicate the status of tasks that you need to be aware of, such as applying for financial aid.

**Holds** block your ability to register for classes, drop classes, or receive transcripts. The **Hold Details** screen will tell you what hold you have, the semester the hold impacts, and who to contact if you have questions.

### Step 2 – Find your enrollment date

From your **Student Homepage** select the **Manage Classes** tile, and then select **Enrollment Dates** to view the date and time you're eligible to enroll in the upcoming semester.

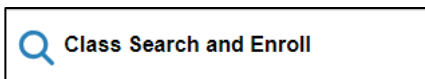


**Note:** Within **Manage Classes** there are a few options in the left navigation bar that do not pertain to **Global Campus** students:

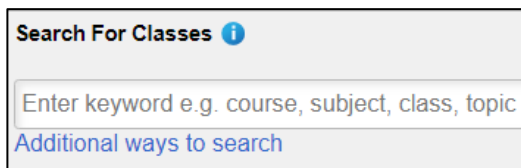
- *Weekly Schedule*
- *Update Classes*
- *Browse Course Catalog*
- *Planner*
- *Optional Services*

### Step 3 – Search for classes to enroll in, or add to your shopping cart

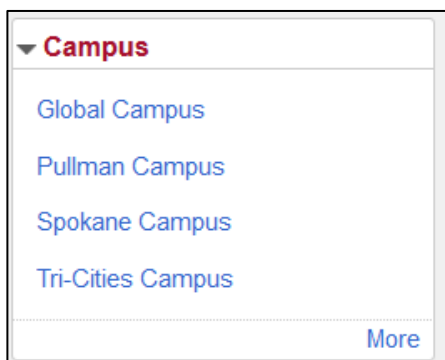
A. Within **Manage Classes**, select **Class Search and Enroll** then choose the term in which you want to enroll.



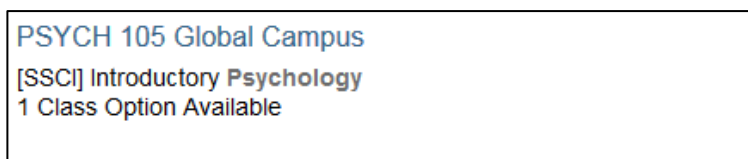
B. In the **Search for Classes** field, enter the course subject, course number, or topic the class covers.



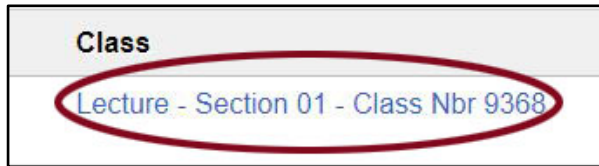
C. Select **Global Campus** from the left navigation **Campus** menu to show only courses offered online through **Global Campus**.



D. Once you've identified a course you'd like to know more about, select the course.



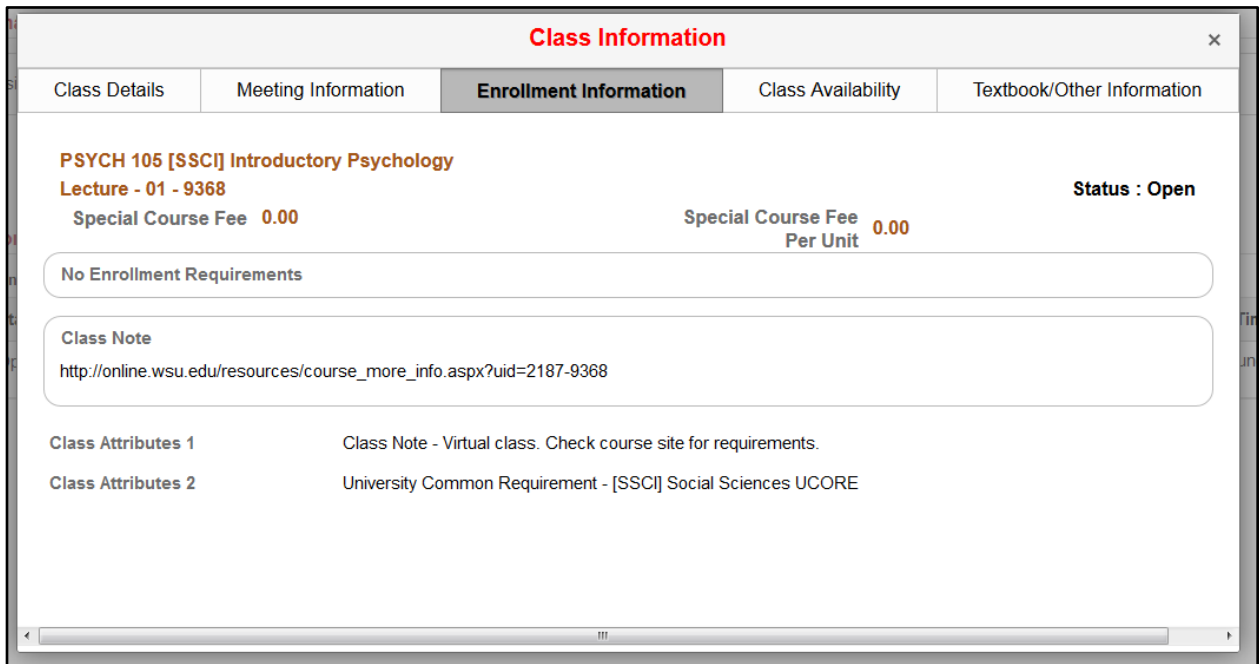
- E. Information about the course will be displayed in two menus, **Course Information** and **Class Selection**.
- **Course Information:** Provides the WSU course catalog description and basic course details.
  - **Class Selection:** Additional details such as status, session, class, meeting dates, and seats will be displayed. Pay special attention to the **Session** and **Meeting Dates**. Select the **Class** hyperlink for additional course information. Example: Lecture – Section 01 – Class Nbr 9368.



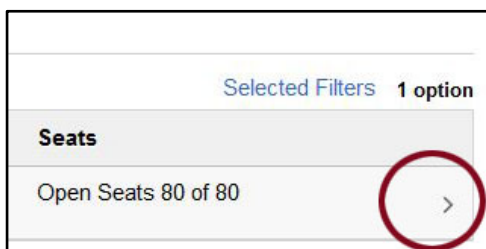
- F. After selecting the **Class** link, the **Class Information** pop-up window will appear, with several tabs to select from. As a Global Campus student, be sure to review what's listed in the **Enrollment Information** tab, such as:
- **Special Course Fees**, if any.
  - **Class Note** provides a web address to the Global Campus course information page. Copy and paste the web address in your browser to learn about required course materials, textbooks, possible proctoring requirements, and to access previous class syllabi.

***Heads up!** The course information page may not list details until a few weeks before the semester begins. If no information is listed, be sure to check back.*

- **Class Attributes** will indicate if the course fulfills a UCORE.



- G. If you're ready to add the course to your shopping cart—and ultimately enroll—close the Class Information pop-up window and select the arrow on the right side of the **Class Selection** menu.



To either enroll or add the course to your cart takes four steps:

**Step 1 - Review Class Selection:** Check that you've selected the right course.

<b>1</b> Review Class Selection Visited	<b>2018 Fall Semester</b> Undergraduate Washington State University				
<b>2</b> Review Class Preferences Not Started	<b>Step 1 of 4: Review Class Selection</b>				
<b>3</b> Enroll or Add to Cart Not Started	<b>You have selected</b> <b>PSYCH 105 [SSCI] Introductory Psychology</b> Option Status Open				
<b>4</b> Review and Submit Not Started	<table border="1"><thead><tr><th>Class</th><th>Session</th></tr></thead><tbody><tr><td>Lecture - 01 - 9368</td><td>Regular Academic Session</td></tr></tbody></table>	Class	Session	Lecture - 01 - 9368	Regular Academic Session
Class	Session				
Lecture - 01 - 9368	Regular Academic Session				

**Step 2 - Review Class Preferences:** If the course is full, here's where you can request to be added to the waitlist. After you indicate Yes or No, you must also select **Accept** to continue.

**Step 3 - Enroll or Add to Cart:** Choose Enroll or Add to Shopping Cart.

*Note: You will be unable to enroll before your enrollment date.*

<b>1</b> Review Class Selection Complete	<b>Step 3 of 4: Enroll or Add to Cart</b>
<b>2</b> Review Class Preferences Complete	Do you wish to enroll or add the class to your Shopping Cart?
<b>3</b> Enroll or Add to Cart Visited	<input checked="" type="radio"/> Enroll <input type="radio"/> Add to Shopping Cart
<b>4</b> Review and Submit Not Started	

**Step 4 – Review and Submit:** Review the course one last time. Select **Submit** to either enroll in the course or add it to your shopping cart.

How to enroll in courses you've put in your shopping cart:

- From your **Student Homepage**, select **Manage Classes** then **Shopping Cart**.
- Select the term in which you want to enroll.
- Select the checkbox shown with the course(s), then select **Enroll**.

## Important search tips:

You can search for courses multiple ways. Here are some tips to get you started.

1. Search for specific courses using abbreviated course subjects. You must enter the course subject exactly how WSU lists it.

**Example:** *Human Development is abbreviated as H\_D, not HD.*

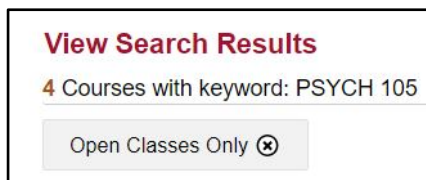
2. Search for specific University Common Requirements (UCORE) or Writing in the Major [M] courses using the category abbreviation with brackets.

**Example:** *Enter [QUAN] to search for all UCORE Quantitative Reasoning courses offered.*

3. After you submit a keyword, course subject, or other search term, be sure to select **Global Campus** from the left navigation **Campus** menu to show only Global Campus courses.



4. By default, your search results will first show only classes that are open. If you would like to see all courses available—even courses that are full so you can add yourself to the waitlist—**remove** the search option called **Open Classes Only** by selecting the circled X shown within this option.



5. If you are searching for business courses, pay special attention to the **Session**. Global Campus courses are indicated as CCB 7 Week Session (1 or 2). Brig sessions are for students studying abroad in Brig, Switzerland.

Option	Status	Session	Class	Meeting Dates
1	Open	CCB 7 Week Session 2	<a href="#">Lecture - Section 01 - Class Nbr 9342</a>	10/15/2018 - 12/09/2018
2	Open	Brig First Session	<a href="#">Lecture - Section 02 - Class Nbr 9343</a>	07/09/2018 - 09/21/2018
3	Open	Brig Second Session	<a href="#">Lecture - Section 03 - Class Nbr 9344</a>	10/08/2018 - 12/21/2018