Enrolling in Classes

Enrolling in a class is a multi-step process that includes selecting and confirming your course selections along with verification that Class Notes have been read. In addition, all classes that are not taught face-to-face must have a predominant location identified where the course will be taken.

Adding Classes

1. Log in to UAConnect and navigate to your Student Center.
2. Click the Enroll link to start the enrollment process.
   a. If you want assistance building your schedule, click Schedule Planner. See Using Schedule Planner documents at Help-UAConnect > Student Help Center > Academics

NOTE: If you are already enrolled, you will see your current schedule displayed on your Student Center.

3. Click the add tab to begin your class search

NOTE: If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options given and click Continue.

Select a term then click Continue.
4. If you know the class number of the course, type it in the **Enter Class Nbr** field and click **Enter**.

5. To find all classes, click the **Class Search** radio button.

6. Click **Search** to open the Class Search page.

**Entering Search Criteria**

The **Add Classes** page is now open. The **Class Search Criteria** section requires at least two search criteria to perform your search.

7. Select your Course Career from the drop-down menu. The choices are **Agriculture Law**, **Continuing Education**, **Graduate**, **Law**, and **Undergraduate**.

8. Type the value in **Course Subject** field, if known (see above). If unknown, click the **Select Subject** button to see a listing of course subjects.

**Note:** There is a difference between the class number and the course number.

- The **class number** is a unique number tied to a specific section of a class and can be found in parenthesis next to a class. The **class number** for ACCT 2013 – 001 (7664) is **7664**.
- The **course number** is a four-digit number that will immediately follow the subject. The **course number** of ACCT 2013 – 002 (7665) is **7665**.
9. Click the first letter of the desired subject.

10. The Select a Subject page displays all the subjects that fall under the letter you selected.

11. Click the Select button next to the subject. You are then returned to the Enter Search Criteria page with the course Subject field populated with your selection.

12. Click **Search**.

13. The Search Results page opens with the results of your course subject search.

**NOTE:** To see more details about the class, click the **Section** link. The **Class Detail** page appears and provides more information about the class, such as enrollment limits, meeting time, and course description.

In addition to course information, you can view the required textbooks for the course. Click the **View Materials** link to see textbook information.
14. Click **Select Class** button to add the course to your shopping cart.

   a. Some classes have required drill or labs associated with the lecture class. Make your selection from the options listed and click **Next** to continue.

![Select Class](image1)

15. After making your selection, the Enrollment Preferences page opens providing additional class information.

![Enrollment Preferences](image2)

16. Click **Next** to select additional classes or to complete your registration.
17. When you are satisfied with your selections, click **Proceed to Step 2 of 3** to confirm your selection.

**Class Notes**
If the class or classes you have selected have class notes attached, you will see this message.

Click **OK** to confirm that you have read the notes and wish to continue your enrollment process.

**Class Location**
If you are enrolling in a class that is not taught face-to-face, the **Class Location** page opens. This page requires you to indicate the predominant geographical location in which the class or classes will be taken. This step is **required**. You may not proceed any further until this step is completed.

Select the appropriate **State** or **US Territory** from the drop-down menu or check the **Outside the US** checkbox for all the indicated classes.

Click **Continue** to confirm these classes and finish the enrollment process.
18. Click **Finish Enrolling** to complete your enrollment.

![Add Classes]

**NOTE:** A green checkmark ✔️ in the **Status** column indicates the class was added successfully. Had there been an error, a red ✗ would appear in its place and would require an action to correct it.

![View results]

19. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.