

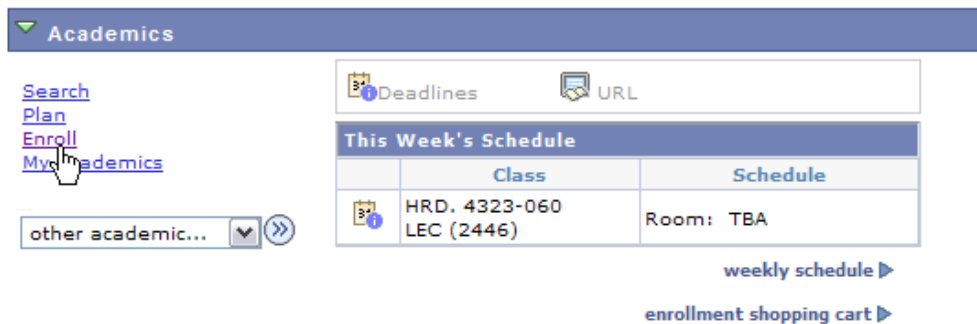
Enrolling in an Independent Study Class

Typically independent study classes will not show in **Class Search**. These classes generally require a permission number that is distributed by the applicable academic department.

In order to register via Student Center you will need the **Class number** for the applicable class (the class number is specific to a course **and** section number) and the permission number assigned to you for that section. You obtain both from the academic department.

- Log into Student Center and choose the **Enroll** link

Kimberly's Student Center



The screenshot shows the 'Academics' menu with the following items: Search, Plan, Enroll (highlighted with a mouse cursor), and My Academics. Below the menu is a search box containing 'other academic...' and a double arrow button. To the right, there are links for 'Deadlines' and 'URL'. Below that is a 'This Week's Schedule' table:

	Class	Schedule
	HRD. 4323-060 LEC (2446)	Room: TBA

Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

- On the **Enroll** page enter the class number and click the **enter** button.

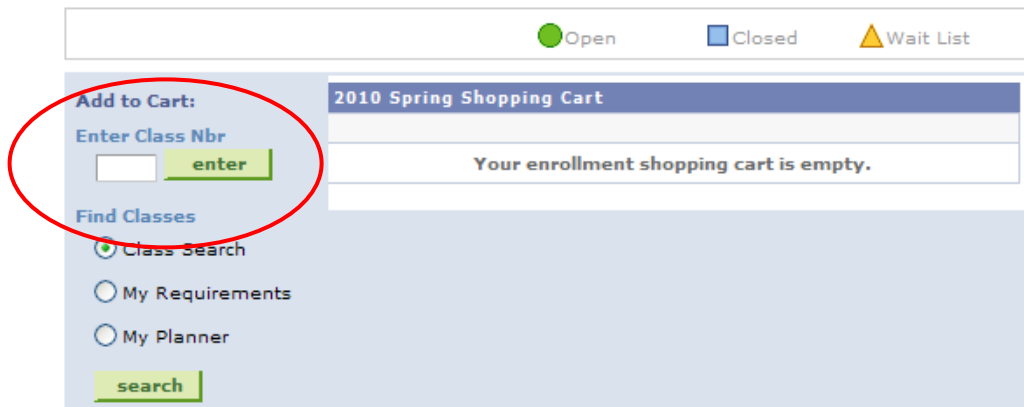
Add Classes



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.

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The screenshot shows the 'Add to Cart' section with a red circle around the 'Enter Class Nbr' input field and the 'enter' button. Below the input field are radio buttons for 'Find Classes': Class Search (selected), My Requirements, and My Planner. A 'search' button is at the bottom. To the right, a '2010 Spring Shopping Cart' section shows 'Your enrollment shopping cart is empty.' Above the cart are status indicators: Open (green circle), Closed (blue square), and Wait List (yellow triangle).

- On the next page enter the **Permission Number** and click the **NEXT** button.

Add Classes



1. Select classes to add - Enrollment Preferences

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POLS 4399 - INDEPENDENT STUDY

Class Preferences					
POLS 4399-001	5	● Open	Permission Nbr <input type="text"/>		
Session Regular Academic Session			Grading UTT Graded Grading Basis		
Career Undergraduate			Units 3.00		
Enrollment Information					
<ul style="list-style-type: none"> Department Consent Required to enroll in this class Prerequisite: POLS2305 & POLS2306 Prerequisite: POLS2305 & POLS2306 					
			<input type="button" value="CANCEL"/> <input type="button" value="NEXT"/>		
Section	Component	Days & Times	Room	Instructor	Start/End Date
001	5		TBA	Courtney L Cullison	01/11/2010 - 05/08/2010

- The class is now added to your shopping cart. Continue the enrollment process by clicking the **PROCEED TO STEP 2 OF 3** button.

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.

✓ POLS 4399 has been added to your Shopping Cart.

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2010 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	POLS 4399-001 (3644)		TBA	C. Cullison	3.00	●

- Complete the enrollment process by clicking the **FINISH ENROLLING** button.

Add Classes



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
POLS 4399-001 (3644)	INDEPENDENT STUDY (5)		TBA	C. Cullison	3.00	<input checked="" type="radio"/>