

# Course Enrollment Worksheet

Use this Worksheet to input your courses prior to your enrollment appointment start time, so you can enroll in them simultaneously once your appointment starts.

▼ Academics

Planning

[My Weekly Schedule](#)

[Enroll in Classes](#)

[Letter of Permission](#)

[View My Intent To Register](#)

[Search for Courses](#)

[Course Enrollment Worksheet](#)

[Graduate Change of Status](#)

On Student Center, under the heading **Planning**, select **Course Enrollment Worksheet**.

01  
STEP

SearchPlanEnrollMy Academics

[My Planner](#) | **Course Enrollment Worksheet**

Course Enrollment Worksheet

Add Classes to Course Enrollment Worksheet

Use the Worksheet to temporarily save classes. When you have an enrollment appointment and are ready to enroll, select your classes and click enroll.

Select **Course Enrollment Worksheet**.

02  
STEP

Subject	Course Number	Component	Section	Description	Class Nbr	Instructor	Days/Times/Location	Credits	Remove
CALCULUS	1000A	LEC	001	CALCULUS I	4227	201	M Tu W Th 8:30 AM - 9:30 AM SEB-2200	0.50	
COMPSCI	1032A	LEC	002	INFORMATION SYSTEMS & DESIGN	2716		Tu 7:00 PM - 10:00 PM NCB-101	0.50	

Enter the **Class Number** into the box on the left of the page

03  
STEP

**Note:** Your Class Number (4-digit number assigned to each class section) can be found on **Draft My Schedule** by scrolling to the bottom of your draft to your list of courses.

2019 Fall/Winter Course Enrollment Worksheet

Select ClassDescriptionTopicDays/TimesRoomInstructorUnitsStatus

☒

Calculus 1000A-001 (3370)CALCULUS I8:30AM - 9:30AMTBAN. Kiriushcheva0.50

☒

Computer Science 1032A-001 (2073)INFORMATION SYSTEMS & DESIGN11:30AM - 12:30PM10:30AM - 12:30PMTBAL. Magguilli0.50

☒

Sociology 1020-001 (1940)INTRO SOCIOLOGY1:30PM - 3:30PMTBAS. Schaffer1.00

☐

Sociology 1020-031 (1950)10:30AM - 11:30AMTBAA0.00

☒ Select All

for selected

Delete

Enroll

Once your enrollment appointment has started, click **Select All** and **Enroll** to enroll in your chosen courses

04  
STEP

Course Enrollment Worksheet

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Open Closed Wait List

Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
Calculus 1000A-001 (3370)	CALCULUS I (Lecture)		MoTuWeTh 8:30AM - 9:30AM	TBA	N. Kiriushcheva	0.50	
Computer Science 1032A-001 (2073)	INFORMATION SYSTEMS & DESIGN (Lecture)		Tu 11:30AM - 12:30PMTh 10:30AM - 12:30PM	TBA	L. Magguilli	0.50	
French 1002-001 (1372)	INTENSIVE FRENCH (Lecture)		MoWeFr 9:30AM - 10:30AM	TBA	R. Abdelnour	1.00	
French 1002-012 (1377)	INTENSIVE FRENCH (Laboratory)		We 3:30PM - 4:30PM	TBA			

CancelPreviousFinish Enrolling

Proceed to **Finish Enrolling** to actually enroll in your classes. Be sure you review any messages after this step

05  
STEP

Course Enrollment Worksheet

3. View results

View the following status report for enrollment confirmations and errors

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Success: enrolled Error: unable to add class

Class	Message	Status
Calculus 1000A	<b>Success:</b> This class has been added to your schedule.	
Computer Science 1032A	<b>Error:</b> You cannot add this class due to a time conflict with Business Administration 2257 Lecture. Select another class.	
Computer Science 1033B	<b>Success:</b> This class has been added to your schedule.	
French 1002	<b>Success:</b> This class has been added to your schedule.	

My Class ScheduleAdd Another Class

View the following Status Report for enrollment confirmation and errors

06  
STEP