Search for Classes and Enroll

This topic will give you an understanding of how to search for classes and enroll in classes using your Manage Classes tile in your Student Homepage.

At the end of this topic, you will be able to:

- Search for classes
- Use different filters to search for classes
- Enroll in classes

Search for Classes

On your Student Homepage, select the Manage Classes tile, then select Class Search and Enroll on the left-hand navigation.

Here you can select your Institution & Term to search for classes. *NOTE: This how-to-guide uses Highline College as the example in the screen shots.*
At the top of the page you can enter a **keyword** to search for specific classes. Then select the **Search Button**.
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On the left-hand side different filters will display for you to narrow your search results. These filters are:

- Subject
- Class Status (open classes)
- Course Career
- Number of Units (Credits)
- Location
- Instruction Mode
- Academic Session
- Class Meeting Days (Days of the week)
- Class Start Times
- Class End Times
- Class Components (Lecture/ Lab)
- Class Attribute

Then you can Select a **Course** and the class sections will display.
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- **Class Status**: Open Classes Only
- **Course Career**: Academic Career
- **Subject**: ENGL / ENGL English
  - ENGL & ENGL English
  - HS / HS High School
- **Number of Units**: 5 Units
  - 6 - 11 Units
- **Location**: Main Campus
- **Campus**: Main Campus
- **Academic Session**: Open Entry / Open Exit
  - Regular Academic Session
- **Class Meeting Days**: M
  - M, T
  - M, T, W
  - M, T, W, Th
  - M, T, W, Th, F

View Search Results
3 Courses with keyword: English

- **ENGL 97**: English Express
  - 1 Class Option Available

- **ENGL 101**: English Composition I
  - 22 Class Options Available

- **HS 38**: High School English 4
  - 1 Class Option Available
Select the Class hyperlink to view details.

The **Class Information** window will display. Review each of the five tabs:

- **Class Details**
- **Meeting Information**
- **Enrollment Information**
- **Class Availability**
- **Textbook/Other Information**
Select X to close the window and search for additional classes.

Enroll by Class Search to Shopping Cart

Now that you know how to search for classes, we will go over how to enroll in these classes.
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Note: When you are searching for classes you can also use different filters based on the following search options:

- Input a Keyword:
- Input words that maybe found in the course and class descriptions, subject, or class topics.
- Select from Favorites:
- Displays courses added to favorites from previous schedule searches.
- Select from Recently Viewed:
- Displays classes recently viewed in Class Search
- Select Additional Ways to Search:
- Allows users to search by subject, catalog number and/or instructor.

We'll choose the Additional Ways to Search method for this example.

When using **Additional ways to search** input **Available Subjects, Catalog Number, or Instructor Last Name** from the dropdowns and select the **Search** button to display the Course Detail page.
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Note: Additional filters are available in the left menu to limit results after this high level search is performed.
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View Search Results

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Survey of Biology</td>
<td>5</td>
<td>Main Campus</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 160</td>
<td>General Biology with Lab</td>
<td>5</td>
<td>Online</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 176</td>
<td>Human Biology with Lab</td>
<td>1</td>
<td>Main Campus</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 211</td>
<td>Majors Cell</td>
<td>2</td>
<td>Online</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 212</td>
<td>Majors Animal</td>
<td>2</td>
<td>Online</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 241</td>
<td>Human Anatomy and Physiology I</td>
<td>5</td>
<td>Online</td>
<td>Available</td>
</tr>
<tr>
<td>BIOL 242</td>
<td>Human A &amp; P II</td>
<td>6</td>
<td>Online</td>
<td>Available</td>
</tr>
</tbody>
</table>
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Select the View Classes arrow and the available class sections will display.

Select the hyperlink from the Class row to view class details and the class Information page will display.
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To enroll in a section select the right arrow > at the end of the row for that class section.

The Class Search and Enroll guide displays in Step 1 Review Class Selection on the left-hand side of the screen. Select the Next link at the top right of the page.
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Step 2 Review Class Preference page will display. Input Wait List preference or Permission Number (if applicable) and select the Accept button.

Note: Students, if you need a permission number (formerly known as an entry code) for a class, you can request it from your instructor.

You only need to enter a permission number when:

- The class has a prerequisite or requires instructor approval, and
- Bates Technical College does not have a record that you have met the prerequisite.

To request a permission number, you must contact the instructor.
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**Step 3 Enroll or Add to Cart** page displays.

Here you will have the ability to add the class to your Shopping Cart and search for additional classes prior to enrollment or to processing the enrollment for the individual course.

If you want to add this to your Shopping Cart and continue to search for additional classes, select **Add to Shopping Cart** and then the **Next** button.

If you are done searching for classes and are ready to enroll select **Enroll** then the **Next** button.
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Step 4 Review and Submit page will display. Once you select the Submit button a submit confirmation page will display.
Select the Yes option to confirm submission.

**Note:** A message bar at the top of the page appears to confirm the course has been added or errors will display.

Typical errors may be not meeting an enrollment requirement, a time conflict, full class, etc.
Search for Classes and Enroll

The updated Confirmation page will display or the system would display any error such as a time conflict or hold on the record.

Now you've successfully added classes from the class search to your Shopping Cart to Enroll in classes. Remember to click the "Mark as Done" box in the upper right-hand corner of this page prior to clicking NEXT.