How to Register for Classes

This guide will show you how to search for and enroll in classes. You will have the option of enrolling in a class or saving it to your Shopping Cart to enroll later. While the examples use Highline College, the process is the same to enroll in classes for Bates Technical College.

Directions

Part 1: Enroll by Class Search to Shopping Cart

1. Go to **Student Homepage**. Select the **Manage Classes** tile.

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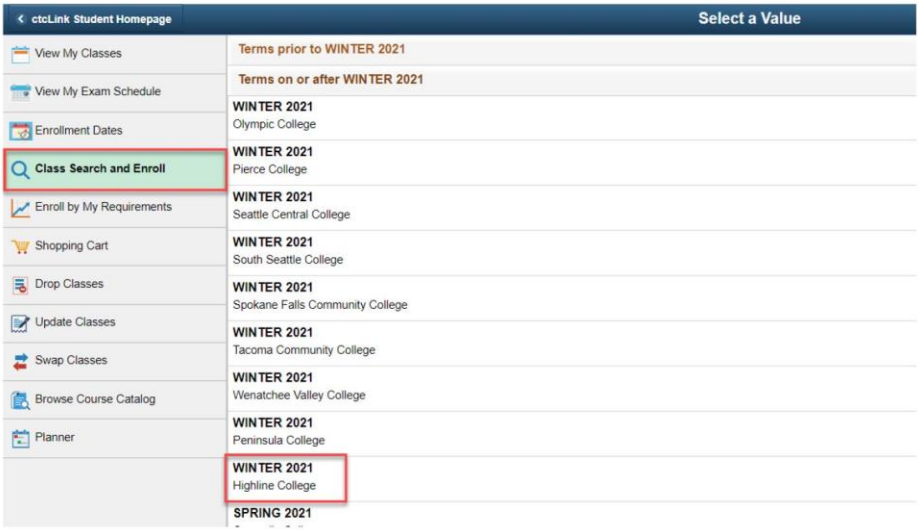
2. A menu will display on the left. Select the **Class Search and Enroll** link. If multiple terms are available, a list of colleges and terms will display.

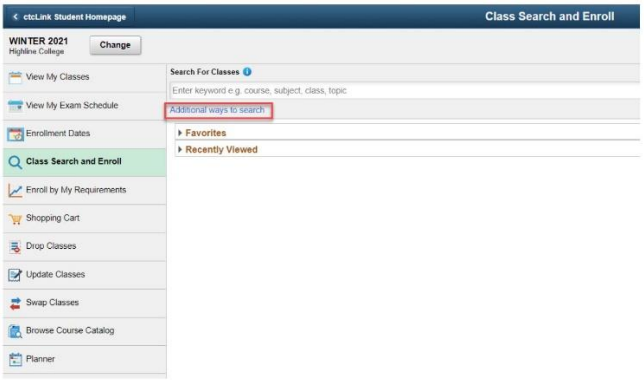
3. Select the college and term for enrollment (if applicable).



4. The **Class Search and Enroll** page will display. You can search using the following options:

   - **Keyword:** Input words that may be found in the course and class descriptions, subject or class topics.
   - **Favorites:** Displays courses added to favorites from previous schedule searches.
   - **Recently Viewed:** Displays classes recently viewed in Class Search.
   - **Additional ways to search:** Allows users to search by subject, catalog number and/or instructor. We'll choose this method for this example.

5. Click the **Additional ways to search** link.



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6. Use the drop-down menus to search by Available Subjects, Catalog Number or Instructor Last Name.
7. Click the Search button.
8. The Class Search Results page will display. Note: More filters are available in the left menu to help you limit results.
9. Select the right arrow [>] at the end of the row to view all available class options.
10. The Course Information page will display. In the Class column, click the class link to view class details and information.

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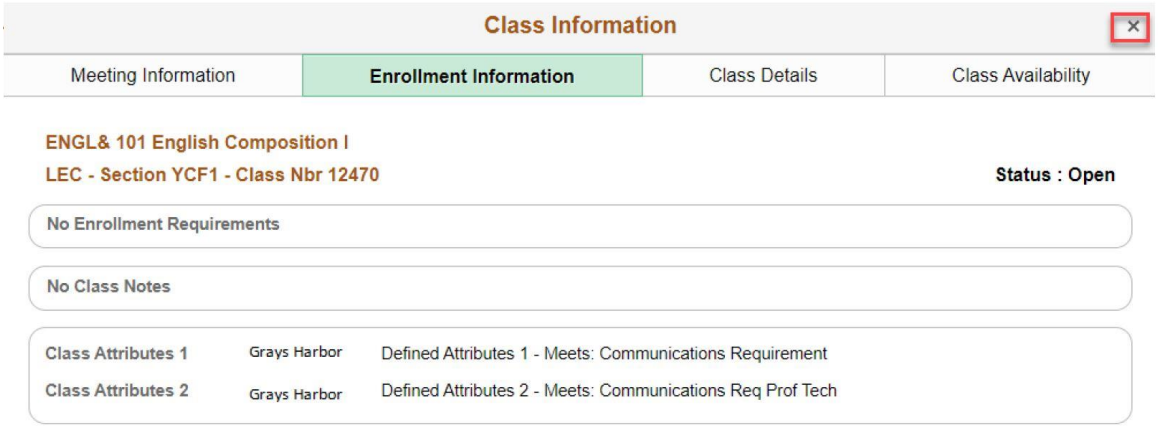
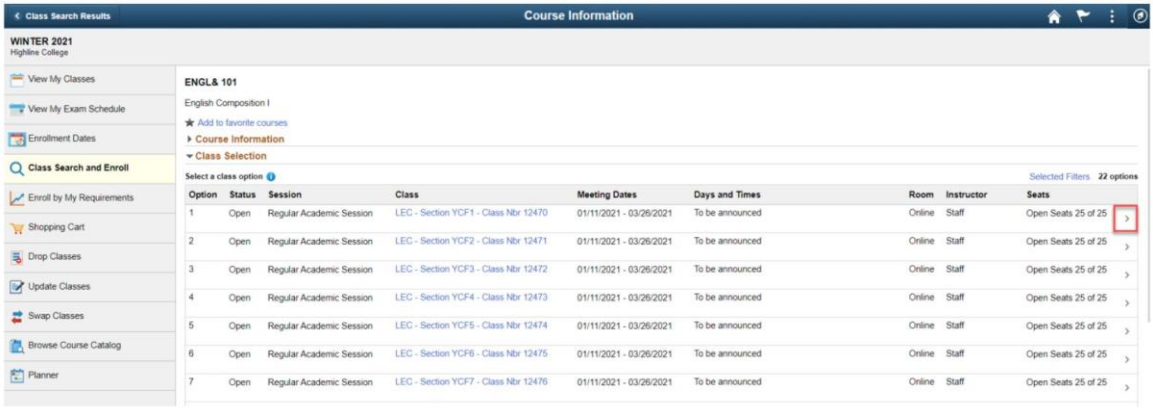
11. The **Class Information** page will display.
12. Use the tabs to view additional details about the class.



13. Select the **right arrow [>]** at the end of the row to enroll in that class section.



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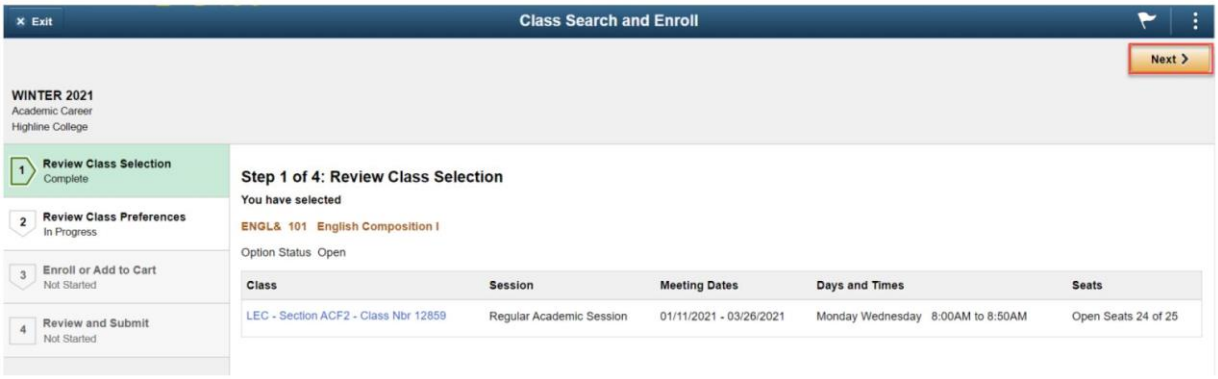
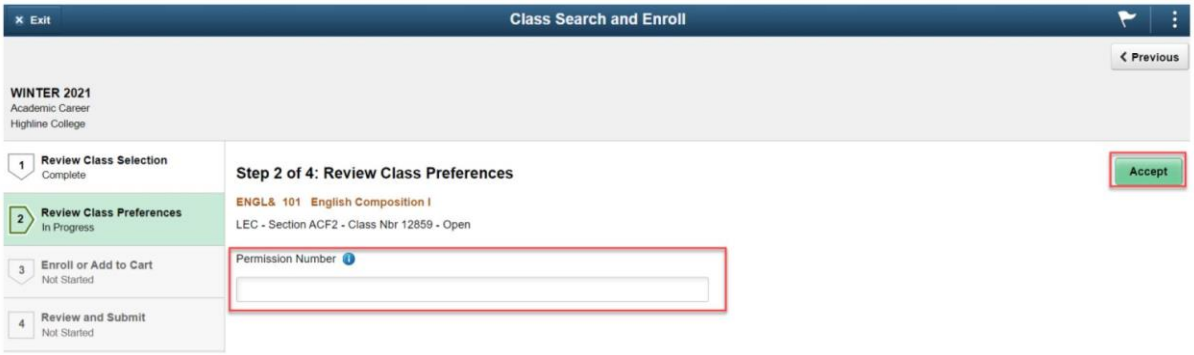
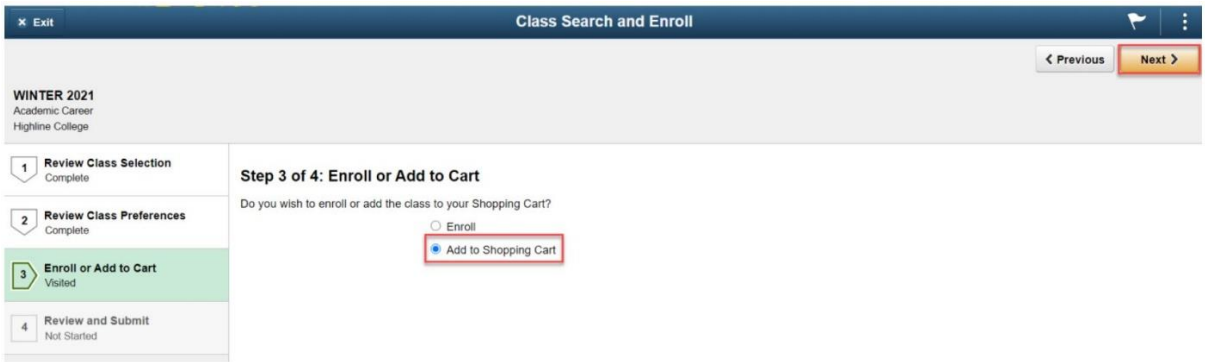
14. The **Class Search and Enroll** guide will display, beginning with **Step 1: Review Class Selection**.
15. Click the **Next** button at the top right of the page.



16. The **Step 2: Review Class Preferences** page will display.
17. Input waitlist preference or permission number (if applicable) and click the **Accept** button.



18. The **Step 3: Enroll or Add to Cart** page will display.
19. Here you have two options. Select **Enroll** to process the enrollment for the individual class or select **Add to Shopping Cart**, which will allow you to search for additional classes prior to enrollment.
20. Click the **Next** button at the top right of the page.



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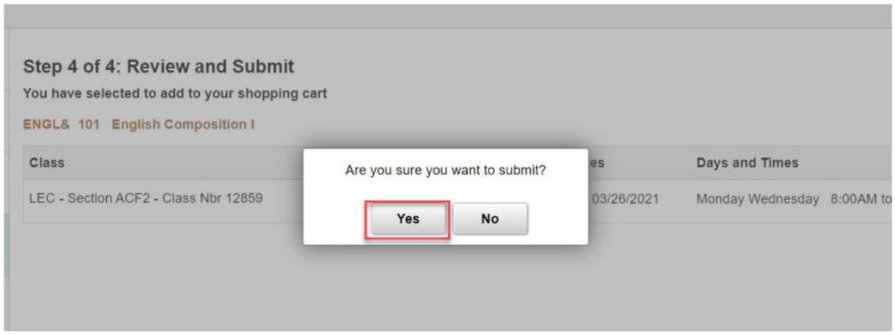
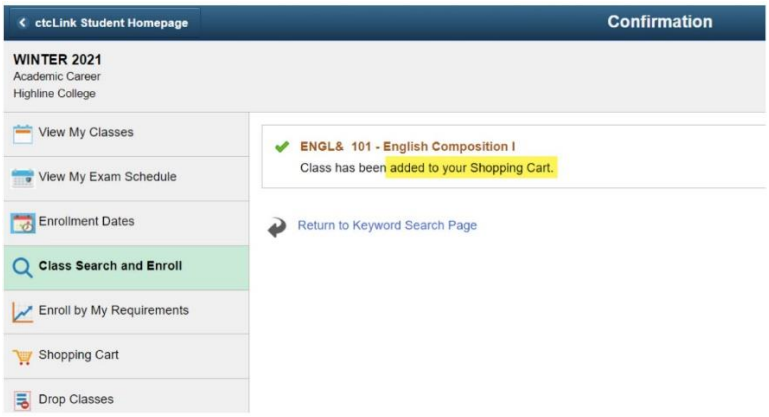
21. The **Step 4: Review and Submit** page will display.
22. Click the **Submit** button.

23. A confirmation message box will display. Click **Yes** to confirm submission.



24. A message bar at the top of the page will confirm the class has been added. Or, an error message will display. Typical errors include not meeting an enrollment requirement, a time conflict and full class.



25. Your classes have been added to your **Shopping Cart**.
26. If you want to add more classes, click the **Return to Keyword Search Page** link and go back to step 4.
27. If you are ready to enroll in your classes, go to part 2.

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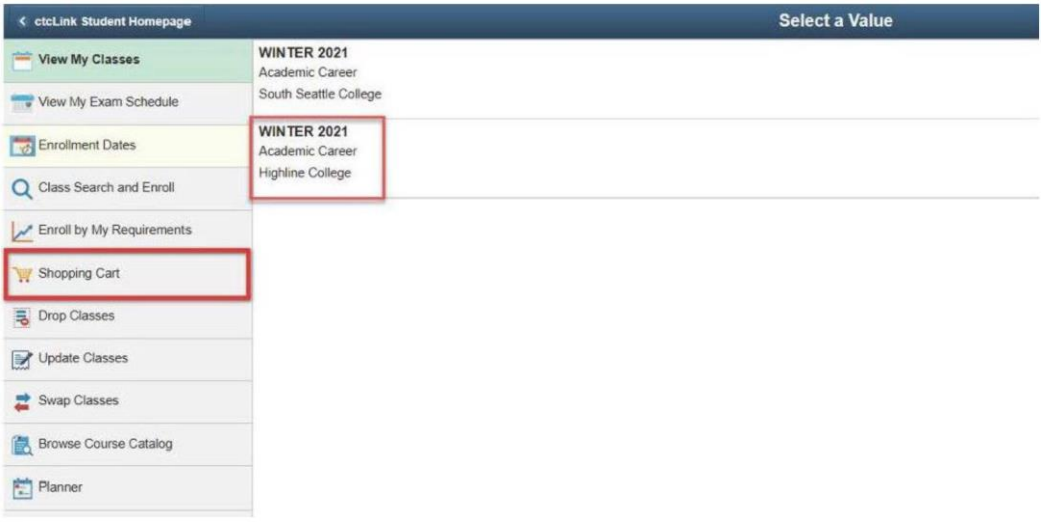
Part 2: Enroll in Classes from Shopping Cart

28. Go to **Student Homepage**. Select the **Manage Classes** tile.

29. The **View My Classes** page will display.
30. Select **Shopping Cart**.
31. Select a college and term for enrollment, if applicable.



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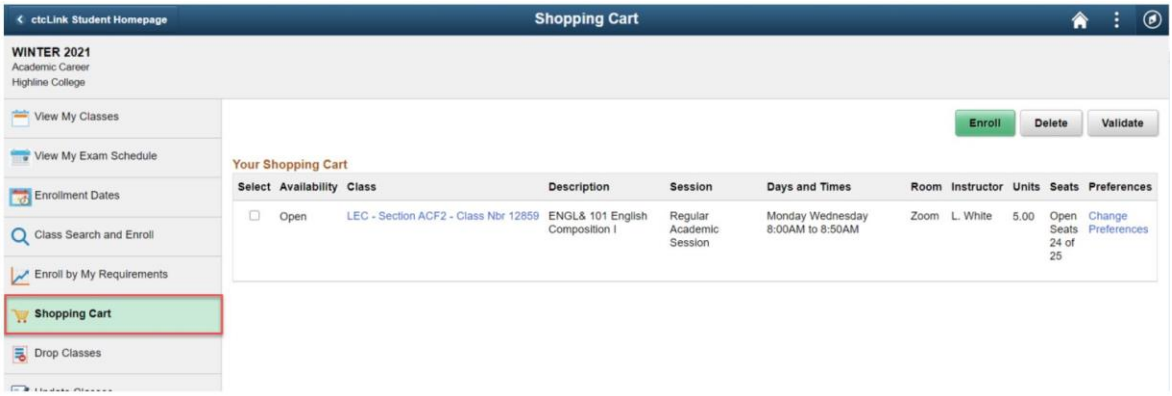
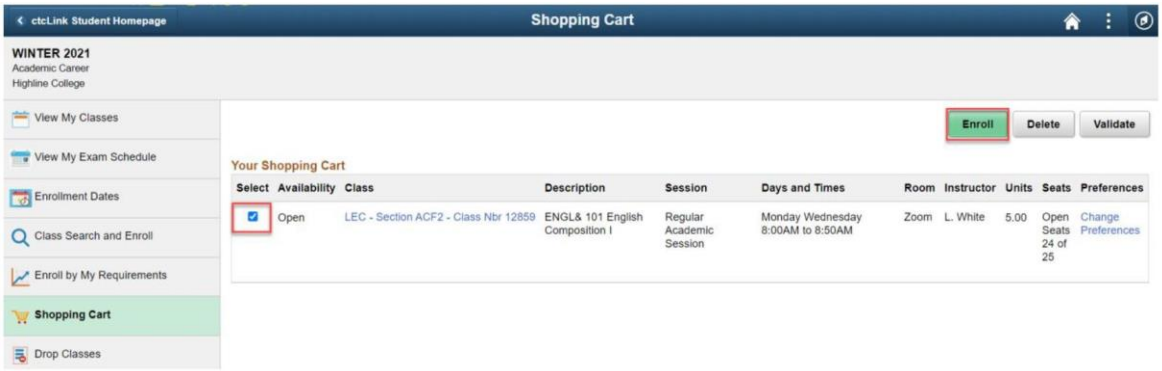
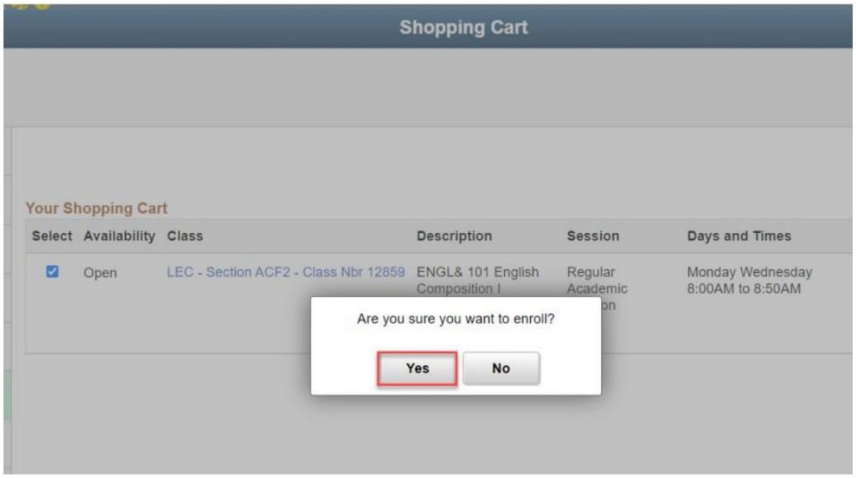
32. The **Shopping Cart** page will display.



33. Select the classes in your **Shopping Cart** in which you wish to enroll.
34. Click the **Enroll** button.



35. A confirmation message box will display.
36. Click **Yes** to confirm enrollment.



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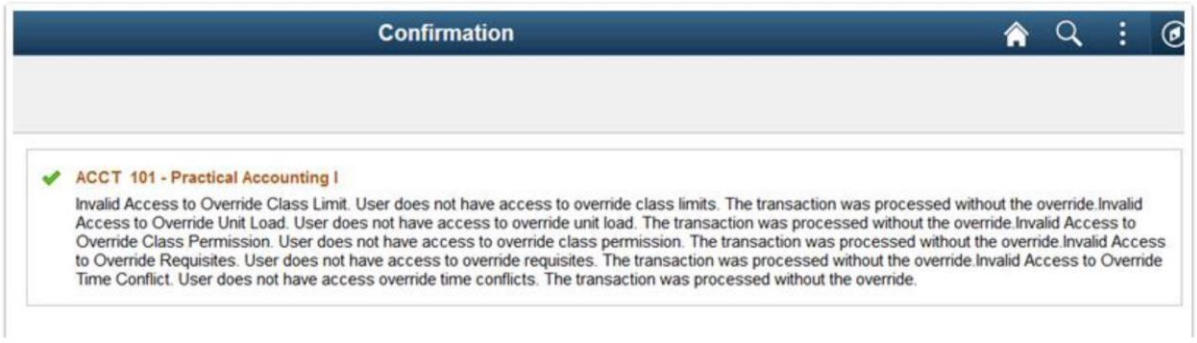
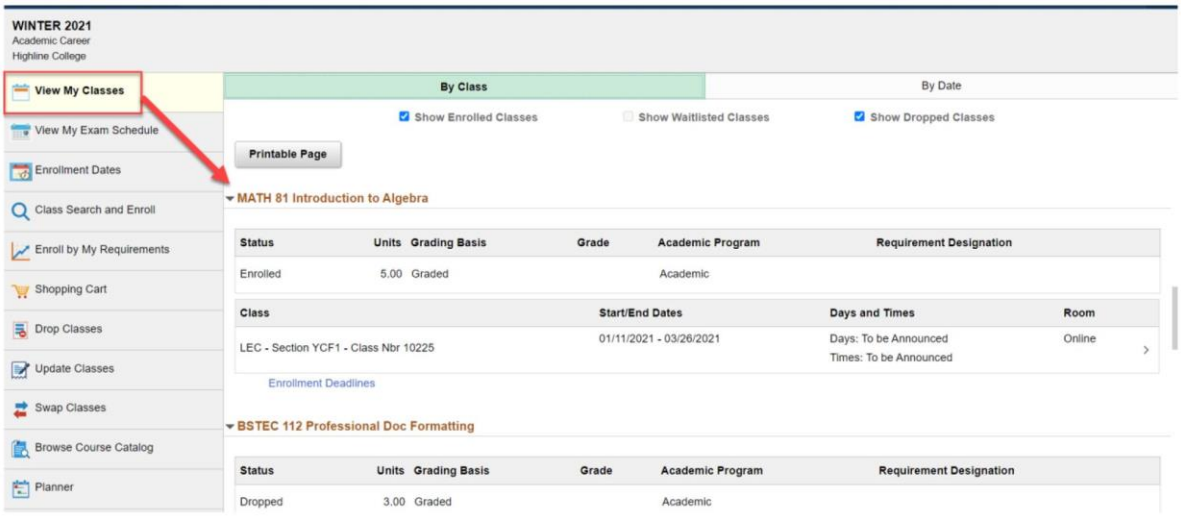
37. The message box will close and a **Confirmation** page will display. The page will either display enrollment success or errors. Typical errors include prerequisites, prior enrollment, class permission and enrollment hold.



38. Select **View My Classes** to verify your enrollment.



39. You are now enrolled in your classes and will be ready to pay tuition.