Pathway Help: Self-Service > Add a Class

OFFICE OF REGISTRATION & RECORDS
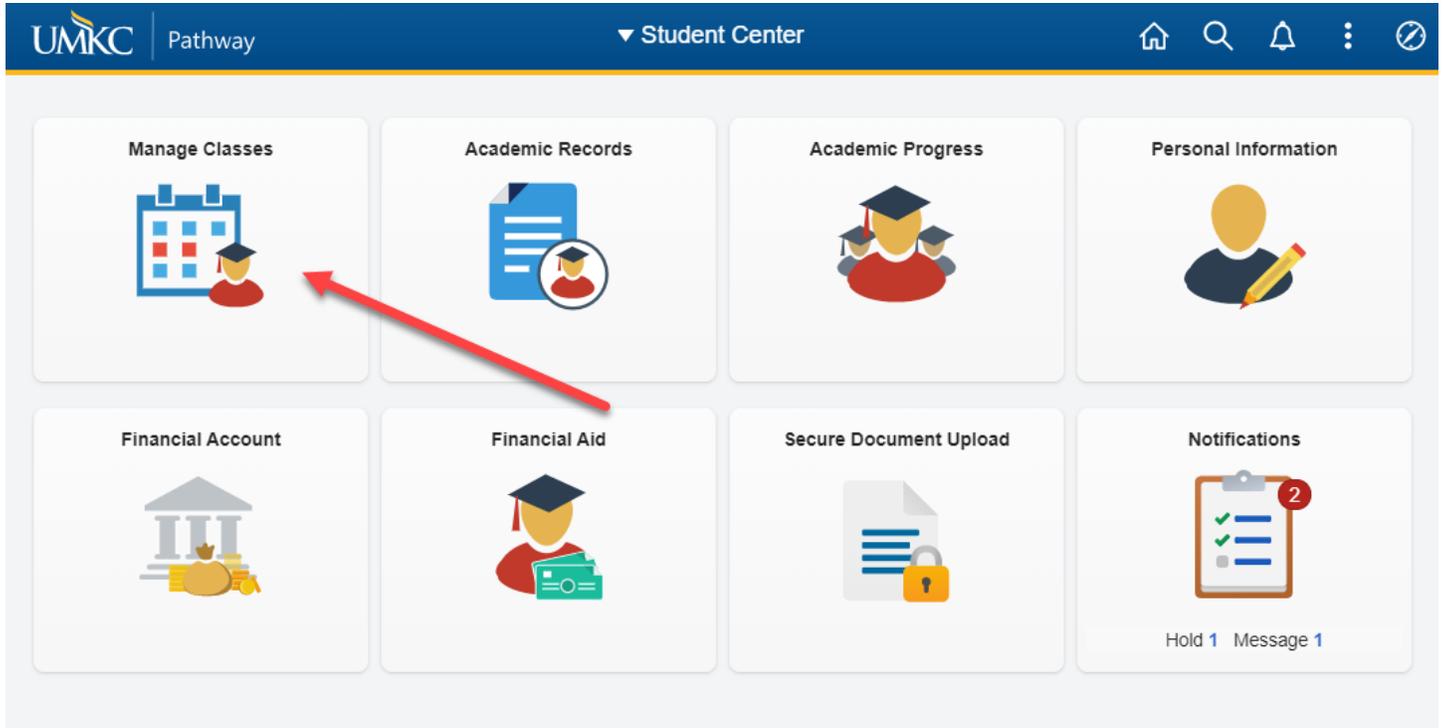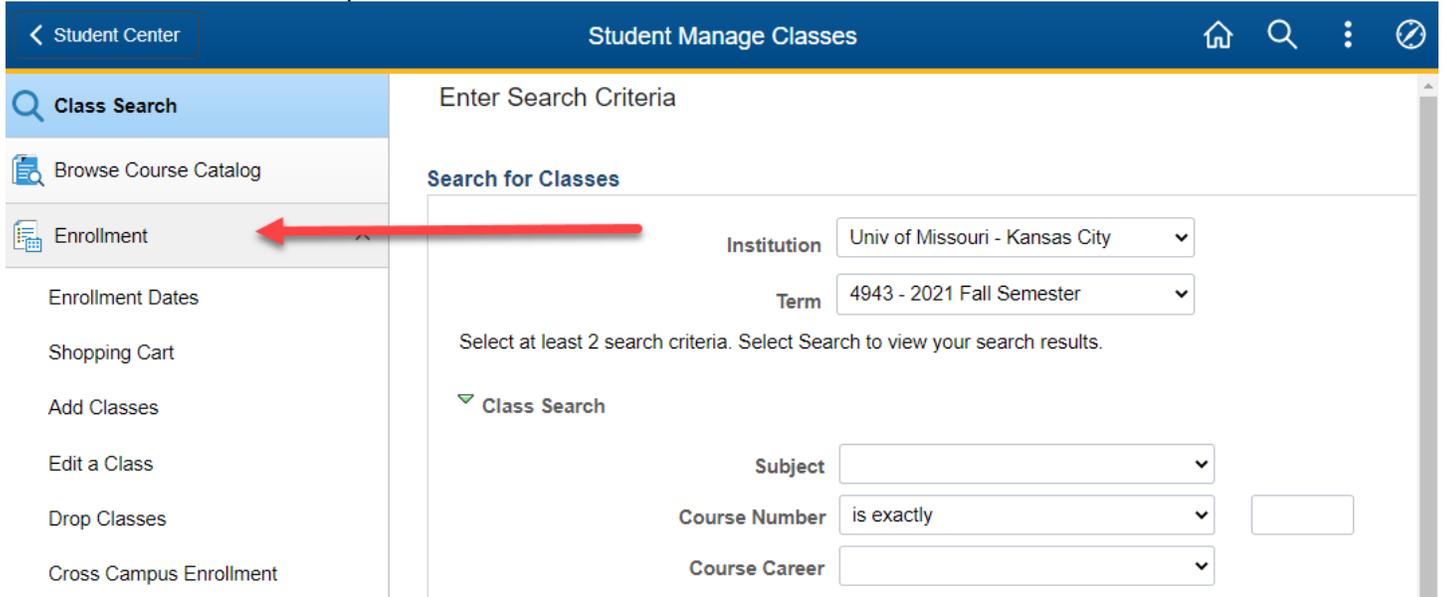
1. Click the **Manage Classes** tile.

2. Click the **Enrollment** dropdown.

3. Click the **Enrollment: Add Classes** link.

4. If requested, select the **Term** for which you wish to register and click the **Continue** button. You may only register for one term at a time. To register for multiple terms, complete one term and then start over to register for the other term. Please note, if you are pursuing two degrees, you may see the same term twice. For example, once for Graduate (if you are pursuing an MBA) and once for Pharmacy (if you are pursuing a PharmD). You should enroll for the classes that count for each degree using the appropriate designation (i.e. business classes under Graduate term and Pharmacy classes under Pharmacy term). Do not enroll in the same class under both terms or you will be charged for it twice.

5. You have two choices for finding classes.
   a. First, you can search for the class using the **Class Search** feature. To do so, select **Class Search** and click the **Search** button.
   b. Second, if you already know the five-digit class number, you can enter that number in the **Enter Class Nbr** box and click **Enter**.

6. In order for the search engine to work, you must enter at least **two** search criteria for the search engine. For example, to find open, undergraduate chemistry courses that meet the 2nd 8-week session of the semester and meet the writing intensive requirement, you could choose the following options.

   a. Find the subject of the course in the **Course Subject** list.
   b. Select the career you are in from the **Course Career** list.
   c. To display only open classes, click the **Show Open Classes Only** checkbox (recommended).
   d. Optional: under **Additional Search Criteria**, you can search for classes in a specific session or that have specific class attributes.
   e. Click the **SEARCH** button at the bottom of the page.

7. Each class has a status which tells you whether it is open, closed, or has a wait list.

   a. If the class is full and has a waitlist, you may add yourself to the waitlist by attempting to add the class. If there is space on the waitlist, you will be added to the waitlist. If space becomes available in the class, you will be automatically enrolled for the class, provided you meet any prerequisites and are not enrolled in a class which meets at the same time. You will receive notification via UMKC e-mail if you are added to a class via the waitlist process.

8. When you find the class you want, click the **Select Class** button.

9. Check the **Enrollment Information** and the **Class Notes** to make sure that you meet the requirements to take the class.

1. Select classes to add - Enrollment Preferences

2021 Fall Semester | Undergraduate | Univ of Missouri - Kansas City
CHEM 115 - Elements Of Chemistry I

Class Preferences

CHEM 115-0001   Lecture   ● Open   Grading   Graded

Session   Regular Academic Session

Enrollment Information
- Co-Requisite: CHEM 115L.
- Supplemental Instruction offered on this section
- This section is supported by UMKC Tutoring

Units   4.00

[Cancel]   [Next]

Section	Component	Days & Times	Room	Instructor	Start/End Date
0001	Lecture	MoWe 11:00AM - 12:40PM	MNLC-Rm 452	Xiaobo Chen	08/23/2021 - 12/17/2021

NOTES

Class Notes   This course may utilize online video examination proctoring technologies, included Respondus Monitor and Proctorio. You may be required to purchase a webcam and/or pay a fee for the use of the proctoring program.

10. Click the **Next** button.

11. The class has now been added to your enrollment shopping cart.
    You can remove it by clicking the trash icon next to it.

12. Continue to add classes to your enrollment shopping cart until you have all the classes that you want for the term.

13. Verify your selections then click the **Proceed to Step 2 of 3** button.

[Proceed to Step 2 of 3]

14. Confirm your classes and then select the **Finish Enrolling** button.

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

2021 Fall Semester Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 115-0001 (45615)	Elements Of Chemistry I (Lecture)	MoWe 11:00AM - 12:40PM	MNLC-Rm 452	X. Chen	4.00	●

Cancel   Previous   Finish Enrolling

15. Successful enrollment in the class is indicated by a green checkmark in the status column. A red X will display if the class was not added to your schedule. Use the **Fix Errors** button for information on how to resolve the issue. Classes with a red X will remain in your enrollment shopping cart.

16. To view your schedule, click the **My Class Schedule** button.