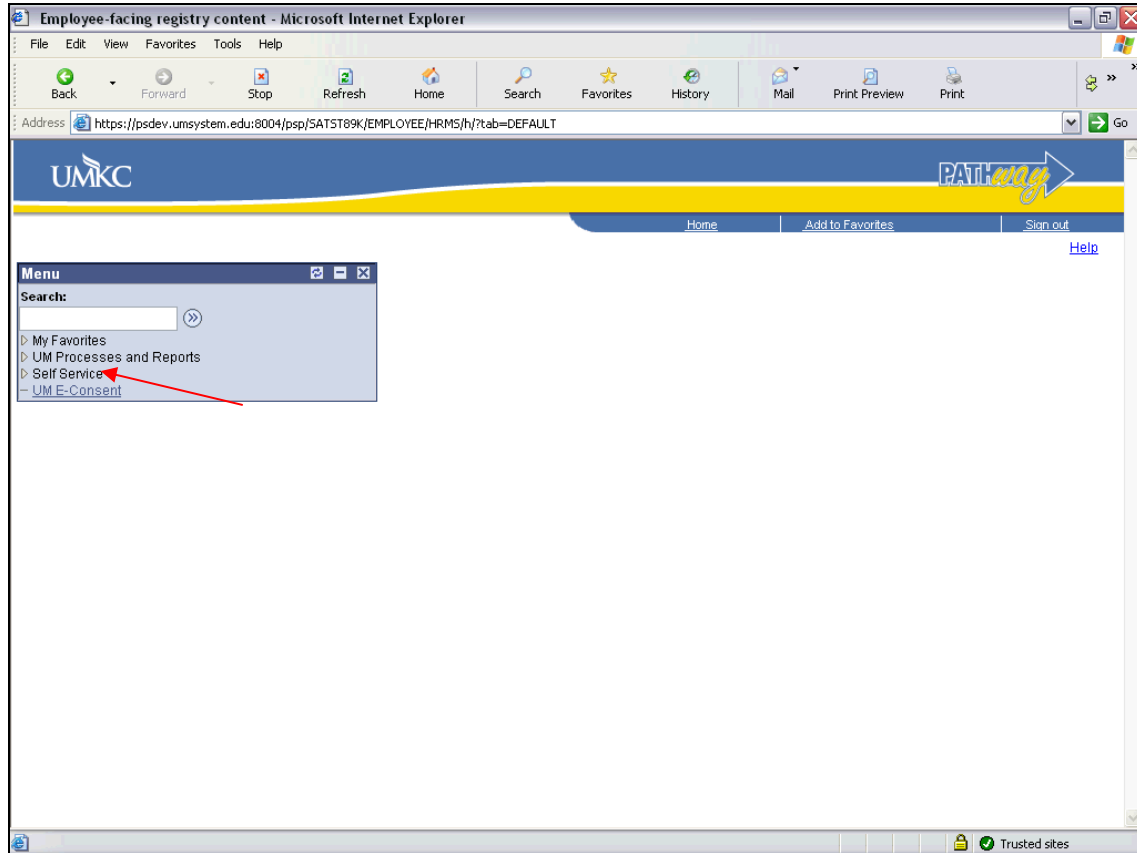
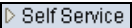


Procedure

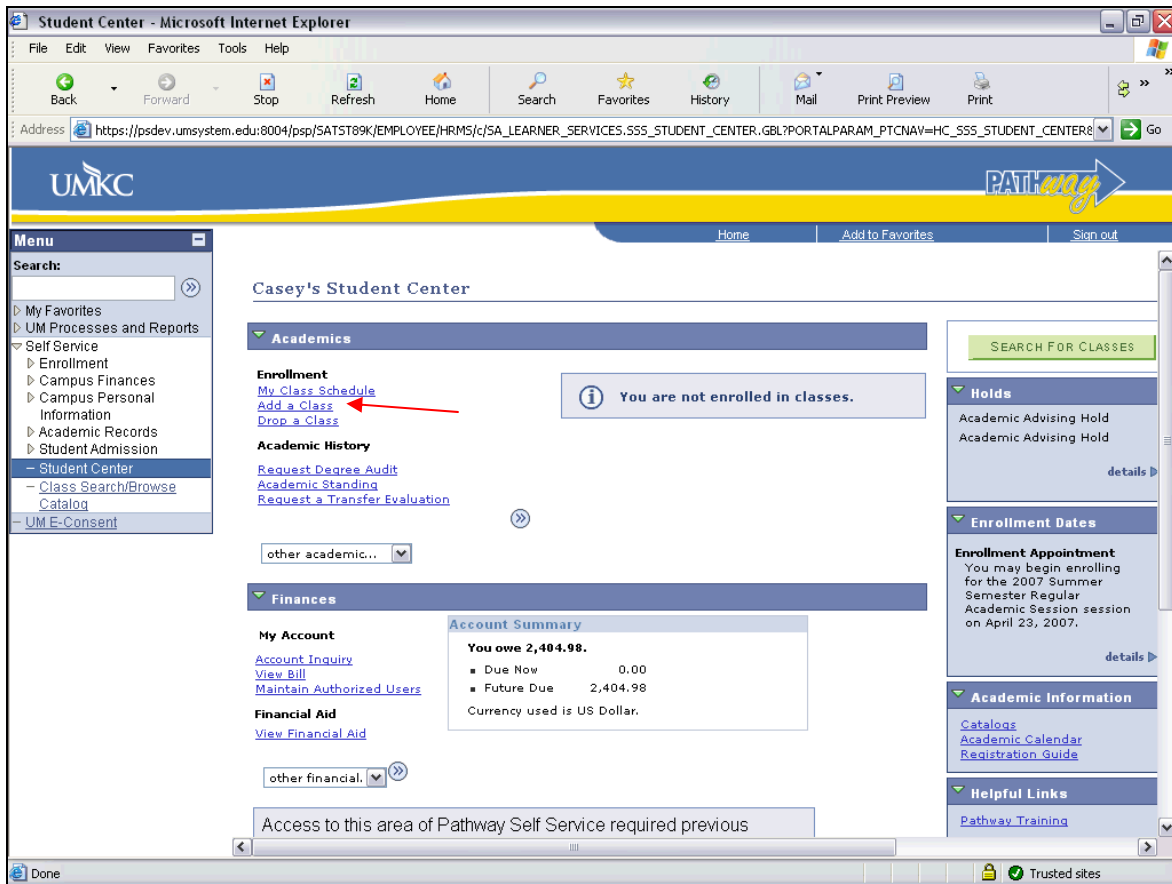


Step	Action
1.	Click the Self Service link. 

Self Service: Add a Class



Step	Action
2.	Click the Student Center link. Student Center




Step	Action
3.	Click the Add a Class link. Add a Class

The screenshot shows the UMKC Pathway self-service interface. At the top, the user is identified as Casey Roo. Below the navigation menu, there are buttons for 'my class schedule', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'Add Classes' section is active, showing a 'Select Term' table. The table has three columns: Term, Career, and Institution. The '2011 Fall Semester' row is selected, indicated by a radio button and a red box. A red arrow points to the yellow 'CONTINUE' button below the table.

Term	Career	Institution
<input type="radio"/> 2011 Spring Semester	Undergraduate	Univ of Missouri - Kansas City
<input type="radio"/> 2011 Summer Semester	Undergraduate	Univ of Missouri - Kansas City
<input checked="" type="radio"/> 2011 Fall Semester	Undergraduate	Univ of Missouri - Kansas City

Step	Action
4.	Select the Term you wish to register for. (You may only register for one term at a time. To register for multiple terms, complete one term first and then start over to register for the other term.) Note: If you are pursuing two degrees, you <i>may</i> 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 the Graduate term and Pharmacy classes under the Pharmacy term). DO NOT enroll in the same class under both terms or you will be charged for it twice.
5.	Click the yellow Continue button.

The screenshot shows the UMKC self-service portal interface. At the top, there is a blue header with the UMKC logo and a 'PATHway' logo. Below the header is a navigation bar with links for 'Home', 'Add to Favorites', and 'Sign out'. A 'Menu' sidebar on the left lists various services, with 'Class Search/Browse Catalog' highlighted. The main content area is titled 'Casey Roo' and includes a 'go to ...' dropdown. Below this are buttons for 'my class schedule', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'Add Classes' section is titled '1. Select classes to add' and includes instructions: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' Below the instructions is a section for '2011 Spring Semester | Undergraduate | Univ of Missouri - Kansas City' with a 'change term' button. The 'Add a class using one of the following:' section contains two input fields: 'Search for Class' with a 'search' button (highlighted in red) and 'Enter Class Nbr' with an 'enter' button. Below this are two sections: '2011 Spring Semester Enrollment Shopping Cart' (empty) and 'My 2011 Spring Semester Class Schedule' (not registered). At the bottom, there are links for 'My Class Schedule', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with another 'go to ...' dropdown.

Step	Action
6.	You may either search for the class using the Class Search feature or if you already know the class number, type it into the Class Number box (this is not common).
7.	Click the yellow search button. 

- Search:
- ▶ My Favorites
 - ▶ UM Processes and Reports
 - ▼ Self Service
 - ▶ Enrollment
 - ▶ Campus Finances
 - ▶ Campus Personal Information
 - ▶ Academic Records
 - ▶ Degree Progress/Graduation
 - ▶ Transfer Credit
 - ▶ Residential Life
 - ▶ Student Center
 - ▶ Class Search/Browse Catalog
 - ▶ UM E-Consent
 - ▶ Emergency Mass Notification

Casey Roo go to ...

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

Univ of Missouri - Kansas City | 2011 Spring Semester

Class Search Criteria

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

(example: 1:00PM)

Mon Tues Wed Thurs Fri Sat Sun

(example: 12345)

(example: statistics)

Step	Action
8.	You must input at least two search criteria for the search to work.
9.	Find the subject of the course you wish to take in the Course Subject list, for example: Chemistry. <input type="text" value="Chemistry"/>
10.	Select the career you are in from the Course Career list, for example: Undergraduate: <input type="text" value="Undergraduate"/>
11.	To only display open classes, click the Show Open Classes Only checkbox (recommended).
12.	<i>Optional:</i> Under Additional Search Criteria, you can search for classes in a specific session (for example, 2 nd 8-week classes) or classes with a specific attribute (for example: Writing Intensive or Cluster Course).
13.	Click the yellow Search button at the bottom of the page (you may have to scroll to see it). <input type="button" value="SEARCH"/>

▼ CHEM 180P - Basic Chemistry ←

First 1 of 1 Last

Section [0001-LEC\(13005\)](#) Status ● select class

Session Regular Available Seats 3

Location PACE - On Campus Instruction Mode Classroom Based

Units 4 units

Attributes PACE Section

Days & Times	Room	Instructor	Meeting Dates
Mo 6:00PM - 10:00PM	Royal Hall-Rm 00205	James Duriq	1/10/2011 - 5/6/2011

▼ CHEM 206 - Human Nutrition ←

First 1-2 of 2 Last

Section [0001-LEC\(12864\)](#) Status ● select class

Session Regular Available Seats 1

Location On-Campus Instruction Mode Classroom Based

Units 3 units

Attributes Healing & Humanities

Days & Times	Room	Instructor	Meeting Dates
Mo 4:30PM - 7:15PM	Royal Hall-Rm 00111	Andrea Drew	1/10/2011 - 5/6/2011

Section [0002-LEC\(16692\)](#) Status select class

Session Regular Available Seats 0

Location Satellite - Pharmacy Instruction Mode Classroom Based

Units 3 units

Attributes Healing & Humanities

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:00AM - 9:15AM	Off-Campus (See Class Notes)	Catherine Peterson	1/10/2011 - 5/6/2011

Step	Action
14.	<p>Each class has a “Status” which tells you whether it is open, closed, or has a wait list.</p> <div style="text-align: center; margin: 10px 0;"> ● Open ■ Closed ▲ Wait List </div> <p>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.</p> <p>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.</p>
15.	When you find the class you want, click the yellow select class button.

Casey Roo

Add Classes

1. Select classes to add - Enrollment Preferences

2011 Spring Semester | Undergraduate | Univ of Missouri - Kansas City

MATH 110 - College Algebra

Class Preferences

MATH 110-0001

Grading Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- You must take the Math Entrance Test and earn a score of 15 prior to being allowed to enroll in this course. See <http://cas.umkc.edu/math/MathEntra> for more information.

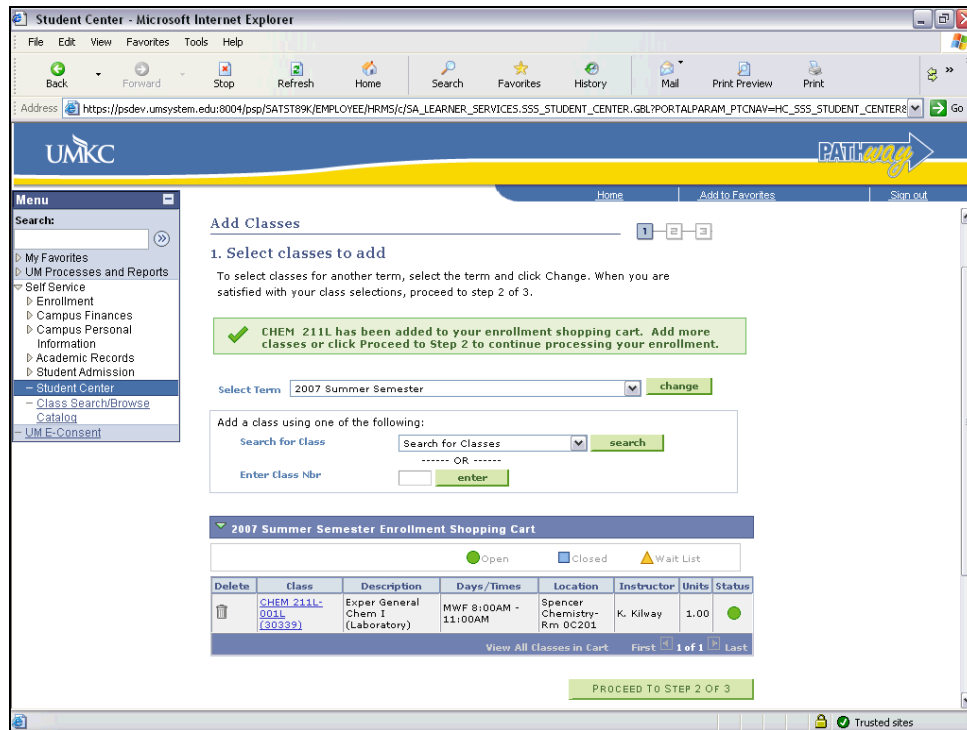
Section	Component	Days & Times	Location	Instructor	Start/End Date
0001	Lecture	MoWeFr 9:00AM - 9:50AM	Royal Hall-Rm 00402	Yuan Cheng	1/10/2011 - 5/6/2011

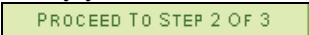
NOTES

Class Notes Prerequisite: 3 units of high school mathematics (Algebra I and higher) or Math 100. Note: Common final exam date: Saturday, April 30, 2011; 8-10 am
 Note: Enrollment restricted. Must pass online Math Entrance Test. See <http://cas.umkc.edu/math/>

[My Class Schedule](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Step	Action
16.	Check the Enrollment Information and the Class Notes to make sure that you meet the requirements to take the class.
17.	Click the yellow Next button. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">NEXT</div>



Step	Action
18.	The class has now been added to your Enrollment Shopping Cart. You can remove it by clicking the trash can next to it.
19.	Continue to add classes to your enrollment shopping cart until you have all the classes you want for the term.
20.	Verify your selections then click the yellow Proceed to Step 2 of 3 button. 
21.	You will now be shown the Statement of Financial Responsibility . This is a legal document. When you click Agree and Continue, you indicate that you are aware of all the payment policies and procedures at UMKC. If you later decide that you do not wish to take classes at UMKC <i>you must drop them before the semester begins to avoid any financial obligations.</i>
22.	After you have reviewed the Statement of Financial Responsibility, click the yellow Agree and Continue button.

Self Service: Add a Class



Student Center - Microsoft Internet Explorer

Address: https://psdev.umsystem.edu:8004/psp/SATST89K/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?PORTALPARAM_PTCNAV=HC_SSS_STUDENT_CENTER&

UMKC PATHway

Menu

Search: [input type="text"]

My Favorites

UM Processes and Reports

Self Service

- Enrollment
- Campus Finances
- Campus Personal Information
- Academic Records
- Student Admission
- Student Center
- Class Search/Browse Catalog
- UM E-Consent

Casey Roo

go to...

my class schedule class search add drop swap edit

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.

2007 Summer Semester | Undergraduate | Univ of Missouri - Kansas City


Open Closed Wait List

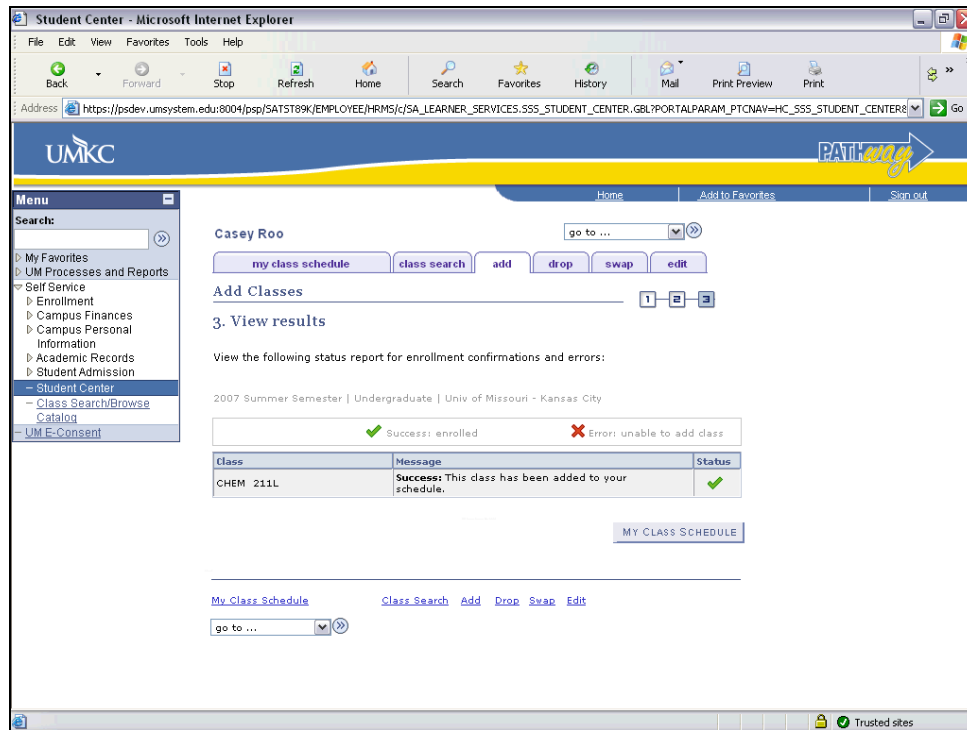
Class	Description	Days/Times	Location	Instructor	Units	Status
CHEM 211L-001L (20339)	Exper General Chem I (Laboratory)	MWF 8:00AM - 11:00AM	Spencer Chemistry-Rm 0C201	K. Kilway	1.00	Open


CANCEL PREVIOUS FINISH ENROLLING

My Class Schedule Class Search Add Drop Swap Edit

go to...

Step	Action
23.	Click the yellow Finish Enrolling button. 



Step	Action
24.	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.
25.	To view your schedule, click the My Class Schedule button. 
26.	You have successfully added a class to your schedule. End of Procedure.