The path to add classes is **Self Service > Enrollment > Enrollment: Add Classes**.

1. Click the **Self Service** link.

2. Click the **Enrollment** link.

3. Click the **Enrollment: Add Classes** link.
4. If requested, select the **Term** for which you wish to register and click the yellow **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. First, you can search for the class using the **Class Search** feature. To do so, select **Class Search** and click the yellow **Search** button. 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 yellow SEARCH button at the bottom of the page.

Select at least 2 search criteria. Click Search to view your search results.
7. Each class has a status which tells you whether it is open, closed, or has a wait list.

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 yellow **Select Class** button.

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

10. Click the yellow **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 yellow **Proceed to Step 2 of 3** button.
Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ MATH 210 has been added to your Shopping Cart.

2012 Fall Semester | Undergraduate | Univ of Missouri - Kansas City

Add to Cart:
Enter Class Nbr

Find Classes
Class Search

2012 Fall Semester Shopping Cart

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Name</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 210-0001 (42288)</td>
<td>McTuWeTh</td>
<td>9:00AM - 9:50AM</td>
<td>Haag Hall-Rm 00312</td>
<td>A. Bavel</td>
<td>4.00</td>
<td></td>
</tr>
</tbody>
</table>

PROCEED TO STEP 2 OF 3

My 2012 Fall Semester Class Schedule

You are not registered for classes in this term.
14. Confirm your classes and then select the yellow **Finish Enrolling** button.

15. The next screen will display 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 decided that you do not wish to take classes at UMKC, you must drop them before the semester begins to avoid any financial obligations.

16. After you have read the **Statement of Financial Responsibility**, click the yellow **Agree and Continue** button.

17. 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.

18. To view your schedule, click the **My Class Schedule** tab at the top of the screen.