



Enroll in Classes

The enroll tab is where you can view and change the status of courses you're enrolled in as well as add new courses.

 In the SIS, add and drop deadlines are enforced by the calendar of the school offering the class. Be alert to these dates if you enroll in classes offered by more than one school.

Florence Gale 1 go to ...

Search Plan Enroll My Academics
my class schedule add drop swap edit term information

Enrollment Requests

Add Classes to Enrollment Requests

Select the classes in which you wish to enroll. Click Validate to have the system check for possible conflicts prior to enrolling.

2009 Fall | Undergraduate | University of Virginia change term

Open Closed Wait List
Pending Granted Denied

2 **Add to Enrollment Requests:**

Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

3 **2009 Fall Enrollment Requests**

Select	Class	Days/Times	Room	Instructor	Units	Status	Expiration Date
<input type="checkbox"/>	ENWR 1505-1 (19263)	MoWe 8:00AM - 8:50AM	New Cabell Hall 118	M. Lewis	3.00	●	
<input type="checkbox"/>	MATH 1140-2 (12749)	MoWeFr 9:00AM - 9:50AM	New Cabell Hall 323	M. Abramenko	3.00	⌚	

for selected: delete validate enroll

4 **My 2009 Fall Class Schedule**

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2010-2 (38564)	Introductory Accounting I (Lecture)	Th 7:00PM - 9:30PM	Northern Va Ctr 112	M. Kasten	3.00	✓
ANTH 1010-02QX (21645)	Introduction to Anthropology (Lecture)	MoWeFr 9:00AM - 9:50AM	New Cabell Hall 324	S. Johnsen	3.00	✓



Student Center Guide: Adding, Dropping, Swapping and Editing Classes

Adding Classes

- 1 Enroll Tab-Bar:** The tab bar located below the “Enroll” tab allows you to **view, add, drop, swap, or edit** classes in your schedule. When you select the Enroll tab, the initial default is to add a class.
- 2 Add to Enrollment Requests:** Here you identify the classes you want to add. You can search for classes in three ways:
 - ◉ **Class Search** – allows you to search the entire Schedule of Classes.
 - ◉ **My Requirements** – allows you to search by classes identified in your degree audit as necessary for your major.
 - ◉ **My Planner** – allows you to search by classes you identified in your Planner.
- 3 Enrollment Requests:** Here are listed pending enrollments—classes you’ve identified to add, but for which you have not yet completed the process. Wait list and permission list classes are identified by various icons. Pending requests can be deleted by clicking the check box and then Delete.
- 4 Your Class Schedule:** This lists all the classes in which you are currently enrolled, have dropped, or are on the wait list.

Validation

You start entering classes to your Enrollment Requests during the Validation process, which begins approximately two weeks prior to the first add date. Validation allows you to check your proposed schedule for time conflicts and unmet requisites, but **does not save a space** for you in the class. Once your enrollment appointment begins, you can then return to Enrollment Requests and complete the add, at which time the system will check for available space.


Step 1: Select Classes to Add

Use the check box next to select the Enrollment Requests that you wish to add, and then click the Enroll button.

If the class is offered for variable credit, select the credits you desire from the “Units” drop down menu. If allowed by the class, you may also be able to select the “Grading” basis.

If the class has related discussions or lab, you will be prompted to identify your desired section. You are also able to check the “wait list if class is full” box to be added onto the waitlist for a full class.

 **The unit value for variable credit classes defaults to the lowest allowed value.**


 **The audit grading basis can be entered only by your school, and requires advance approval from the instructor.**

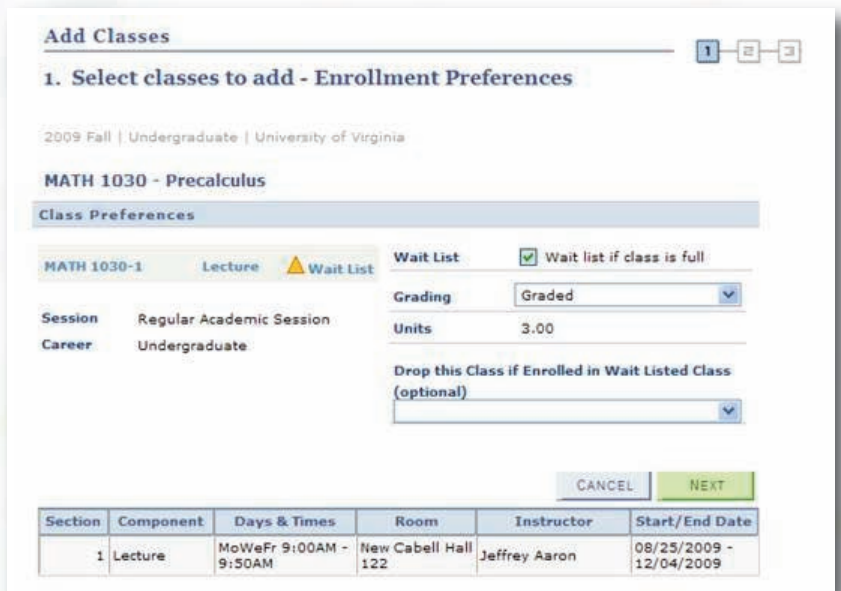
Step 2: Confirm classes

From here, review your choices and finish the process by clicking on the “Finish Enrolling” button.

Step 3: View results

On the Results page, you will see the status of your requests.

 **Remember, the add deadline is based on the calendar of the school offering the class, which may differ from the deadline of the school in which you are enrolled.**




Add Classes

1. Select classes to add - Enrollment Preferences

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MATH 1030 - Precalculus

Class Preferences

MATH 1030-1 Lecture  Wait List

Wait List Wait list if class is full

Grading

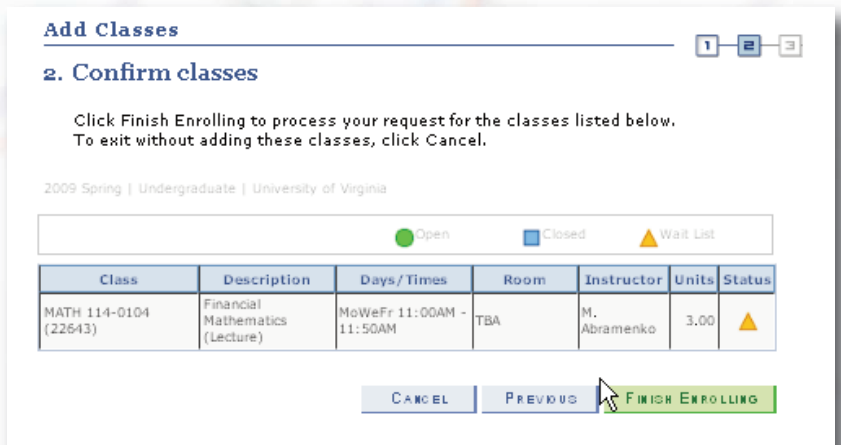
Units 3.00

Session Regular Academic Session

Career Undergraduate

Drop this Class if Enrolled in Wait Listed Class (optional)

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWeFr 9:00AM - 9:50AM	New Cabell Hall 122	Jeffrey Aaron	08/25/2009 - 12/04/2009




Add Classes

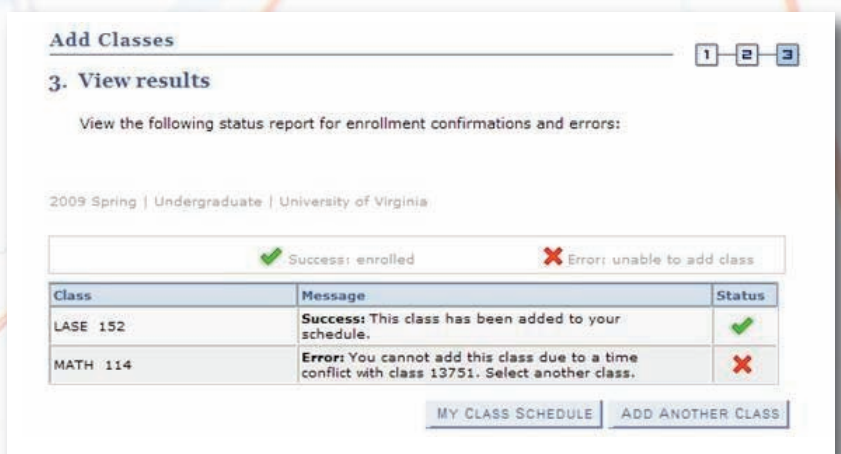
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 114-0104 (22643)	Financial Mathematics (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	M. Abramenko	3.00	





Add Classes

3. View results



View the following status report for enrollment confirmations and errors:

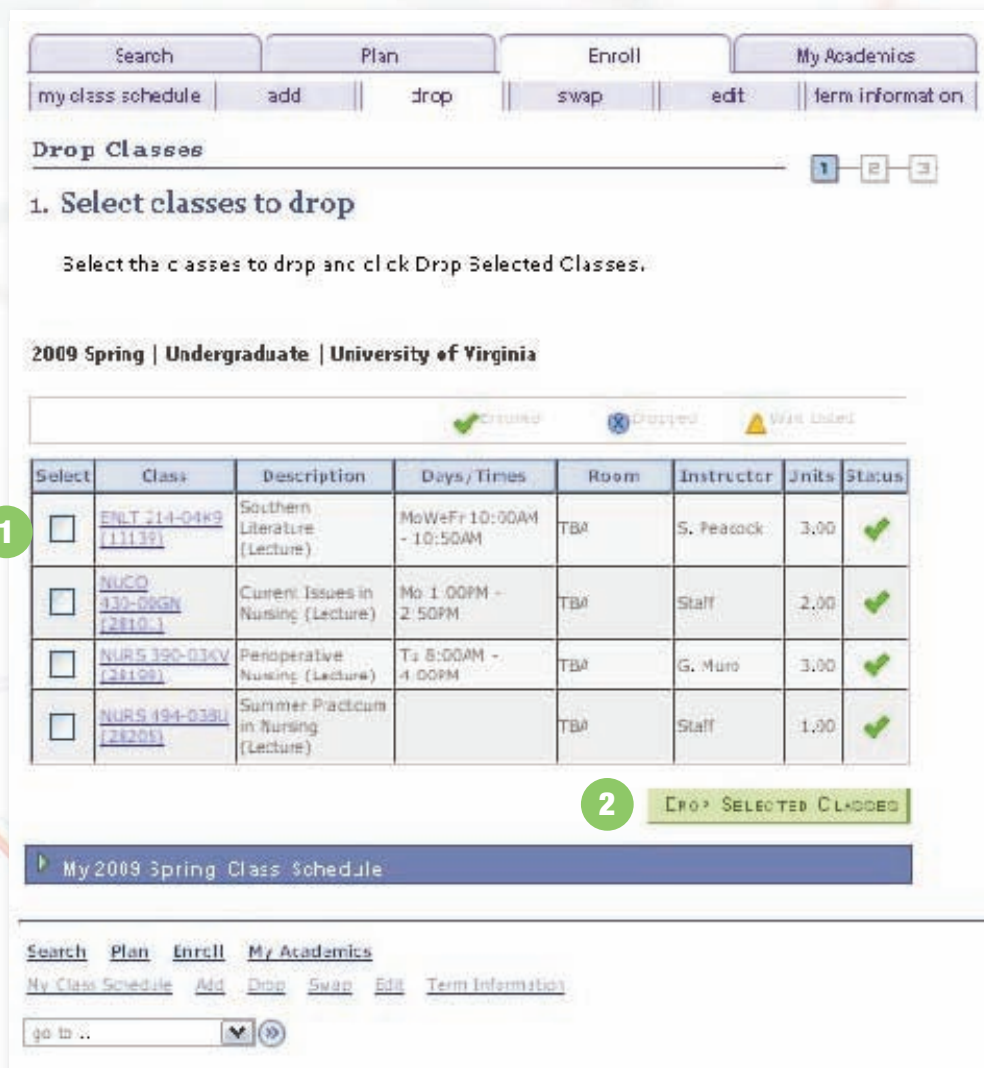
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Success: enrolled Error: unable to add class

Class	Message	Status
LASE 152	Success: This class has been added to your schedule.	
MATH 114	Error: You cannot add this class due to a time conflict with class 13751. Select another class.	

Dropping Classes

- 1 Check the box to left of the class you'd like to drop.
 - 2 Click the “Drop Selected Classes” button to proceed to a confirmation page. After the confirmation page, click the “Finish Dropping” button to complete your action. You will be taken to a results page where the drop status will be displayed.
-  If a class has multiple components—such as a lecture and discussion—a drop transaction will drop both components.
 -  Remember, the drop deadline is based on the calendar of the school offering the class, which may differ from the deadline of the school in which you are enrolled.



Search Plan Enroll My Academics
my class schedule add drop swap edit term information

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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Created
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ENLT 214-04K9 (11139)	Southern Literature (Lecture)	MoWeFr 10:00AM - 10:50AM	TBA	S. Peacock	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NUCO 430-00GN (28101)	Current Issues in Nursing (Lecture)	Mo 1:00PM - 2:50PM	TBA	Staff	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NURS 390-03CV (28108)	Peroperative Nursing (Lecture)	Tu 8:00AM - 4:00PM	TBA	G. Muro	3.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NURS 494-03BU (28205)	Summer Practicum in Nursing (Lecture)		TBA	Staff	1.00	<input checked="" type="checkbox"/>

2 **DROP SELECTED CLASSES**

My 2009 Spring Class Schedule

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to:

Swapping Classes

Use the Swap feature to drop one class and add another simultaneously. The SIS will enforce credit limits and check for time conflicts, so the Swap allows you to drop a conflicting class only after the system confirms that you can successfully enroll in a new class.

1 Swap This Class: From the drop-down menu, select the current class you want to swap out of.

2 With This Class: Identify the new class you want by searching the Schedule of Classes, selecting a class you've already placed in your Enrollment Requests, or by entering the Class Number.

Once you've made your selections, the system will take you to a confirmation page. At the confirmation page, click the "Finish Swapping" button to complete your action. You will be taken to a results page where the transaction status will be displayed.

⚠ If you are swapping dependent sections of a class—such as a discussion or lab—use the Edit function.

⚠ Remember, the add and drop deadlines are based on the calendar of the school offering the class, which may differ from the deadlines of the school in which you are enrolled.

Florence Gale

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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1 Swap This Class

Select from your schedule BIOL 106: Principles of Nutrition

2 With This Class

Search for Class Class Search search

----- OR -----

Select from Enrollment Request select

----- OR -----

Enter Class Nbr enter

Editing Classes

Use the Edit feature to change the grading basis or credits for a class in which you are already enrolled. These choices are available only for classes scheduled to allow such changes, and can be made only up to the add deadline for the class.

From the drop-down menu on the initial Edit screen, select which of your current classes you want to edit. Only classes that allow some sort of change can be selected.

Depending on the class, you may be able to edit Grading (as shown in this example) or Units (for a variable credit class). Once you've made your changes, click "Next" to go to the confirmation page. At the confirmation page, click the "Finish Editing" button to complete your action. You will be taken to a results page where the class status will be displayed.

Edit Class Enrollment Options

1 2 3

1. Select a class to edit - Enrollment Preference

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FREN 101 - Elementary French

Class Preferences

FREN 101-003D Lecture ● Open Grading: Graded ▼

Units: Credit / No Credit
Graded

Session: Regular Academic Session
 Career: Undergraduate



CANCEL
 PREVIOUS
 NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
003D	Lecture	MoTuWeThFr 10:00AM - 10:50AM	TBA	Caroline Gates	01/13/2009 - 04/28/2009

NOTES

Class Notes ISIS Schedule # : 1003D ISIS Section # : 0002

The Edit feature can also be used to change a dependent lab or discussion for a class in which you are enrolled. From the list of available sections, use the radio buttons to select the new lab or discussion section.

-  Edits can be made only up to the add deadline for the class. Remember, the add deadline is based on the calendar of the school offering the class, which may differ from the deadline of the school in which you are enrolled.
-  **Warning:** If the desired new lab or discussion is wait listed and you check “wait list if class is full” box, you will be dropped from the lecture and placed on the wait list for the lecture and new lab/discussions.

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Edit Class Enrollment Options 1 [] []

1. Select a class to edit - Related Class Section

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HIUS 2001 - American History to 1865

Lecture selected: Section 00CC
TuTh 2:00PM - 3:15PM Room: TBA

● Open ■ Closed ▲ Wait List
⌚ Pending ★ Granted ✖ Denied

Select Discussion section (Required):						
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	12442	00DT	Fr 10:00AM - 10:50AM	TBA	B. Elmore	●
<input checked="" type="radio"/>	12450	00F9	Th 6:00PM - 6:50PM	TBA	W. Martinko	●
<input type="radio"/>	12452	0175	Th 4:00PM - 4:50PM	TBA	W. Martinko	●
<input type="radio"/>	12444	01Y3	Fr 8:00AM - 8:50AM	TBA	B. Elmore	●
<input type="radio"/>	12448	0217	Th 5:00PM - 5:50PM	TBA	W. Martinko	●

View All Sections First 1-5 of 9 Last

CANCEL PREVIOUS NEXT