

Syracuse University Office of the Registrar  
Registration – What if I need help?

**Add Classes Help**

1. To begin adding classes to your schedule, enter the 5-digit class number for each class you wish to take.

**Do not** use the class search tab. Use the green search button at the bottom of page.

To find class numbers:

Enter from completed course worksheet:

- Class search
- My planner

my class schedule || add || drop || swap || edit || term information

**Add Classes** 1 2 3

**1. Select classes to add** [Add Classes Help](#)

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.

**Fall 2008 | Undergraduate | Syracuse University**

Open Closed Wait List

**Add to Cart:** **Fall 2008 Shopping Cart**

Enter Class Nbr  **enter** **Override Time Conflict**

**Find Classes**

Class Search  My Planner


**search**


Your enrollment shopping cart is empty.

- This is step 1 of 3. After you have entered the 5-digit number for your class, enrollment preferences may be chosen here.

Progress is indicated by numbered boxes at the top of each page.

Class status indication:

 = Open

 = Closed

 = Waitlisted

To add yourself to a waitlist click the check box.

Enter a general permission number if one has been issued.

Units are adjusted by using the drop down menu.

Click NEXT to continue.

## Add Classes

1
2
3

### 1. Select classes to add - Enrollment Preferences

[Add Classes Help](#)

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#### ENI 010 - Large Bands

**Class Preferences**

<b>ENI 010-M001</b>	<b>Section</b>	 <b>Open</b>	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>Topic</b> Marching Band			<b>Permission Nbr</b>	<input type="text"/>
<b>Session</b> Regular Academic Session			<b>Grading</b>	A-F with plus/minus starting Fall 1987
<b>Career</b> Undergraduate			<b>Units</b>	0.00 <input type="button" value="v"/>

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	MoWeTh 7:00PM - 9:00PM	Carrier Dome Full	Justin Mertz	08/25/2008 - 12/05/2008

**NOTES**

**Class Notes**    No audition required

**Subject Notes**    All non VPA students taking courses in the College of Visual and Performing Arts will be charged a \$25 per credit hour fee.

- At the end of step 1, your class is placed in your Shopping Cart. From this point you may either continue to add more classes to your cart, or can you continue to step 2 of 3.

Shopping Cart: A “holding” space for classes to be kept until ready to enroll.

Use the trash can icon to delete a class from your Shopping Cart.

To continue, click PROCEED TO STEP 2 OF 3.

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

### Add Classes 1 2 3

**1. Select classes to add** [Add Classes Help](#)

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.

✔ ENI 010 has been added to your Shopping Cart.

**Fall 2008 | Undergraduate | Syracuse University**

● Open   
 ■ Closed   
 ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search

My Planner

search

Fall 2008 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	Override Time Conflict
	<a href="#">ENI 010-M001</a> <a href="#">(20755)</a>	MoWeTh 7:00PM - 9:00PM	Carrier Dome Full	J. Mertz		<span style="color: green; font-size: 1.2em;">●</span>	<input type="checkbox"/>

PROCEED TO STEP 2 OF 3

4. In step 2 of 3 you have the opportunity to confirm your enrollment choices  
The green circle indicates the class is open.  
Select FINISH ENROLLING to continue.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

## 2. Confirm classes [Add Classes Help](#)

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
ENI 010-M001 (20755)	Marching Band (Section)	MoWeTh 7:00PM - 9:00PM	Carrier Dome Full	J. Mertz		<input checked="" type="radio"/>

CANCEL PREVIOUS **FINISH ENROLLING**

5. In step 3 of 3, you may view the results of your enrollment transaction.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### Add Classes

1 2 3

### 3. View results [Add Classes Help](#)

View the following status report for enrollment confirmations and errors:

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✓ Success: enrolled      ✗ Error: unable to add class

Class	Message	Status
ENI 010	<b>Success:</b> This class has been added to your schedule.	✓

6. If you receive an error, read the message to determine how to resolve.

### 3. View results [Add Classes Help](#)

View the following status report for enrollment confirmations and errors:

Fall 2008 | Undergraduate | Syracuse University

✓ Success: enrolled      ✗ Error: unable to add class

Class	Message	Status
PED 211	<b>Error:</b> You cannot add this class due to a time conflict with class 20919. Select another class or override the time conflict.	✗