1. Click the **My Classes** link.

2. Click the **Class Search** option.

3. Click the **search** link.

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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the desired subject code (such as ENG or MAT) or click the &quot;select subject&quot; button (to the left) to choose from a list.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the Course Number...like 101 if searching for ENG 101.</td>
</tr>
<tr>
<td>6.</td>
<td>Select appropriate campus</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Search link.</td>
</tr>
</tbody>
</table>

**Add Classes**

**Enter Search Criteria**

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

<table>
<thead>
<tr>
<th>Class Search Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Subject</td>
<td>select subject</td>
</tr>
<tr>
<td>Course Number</td>
<td>is exactly</td>
</tr>
<tr>
<td>Course Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Campus</td>
<td>Online</td>
</tr>
<tr>
<td>Location</td>
<td>Show Open Classes Only</td>
</tr>
</tbody>
</table>

Use Additional Search Criteria to narrow your search results.
### Students: Add Class using Class Search

**SOAR 9.0**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>NOTE: The search return will only show the first 3 results. Click on &quot;View All&quot; to...well, view all results.</td>
</tr>
<tr>
<td>9.</td>
<td>Locate the class you want to add and click the &quot;select class&quot; button.</td>
</tr>
<tr>
<td>10.</td>
<td>Review this information to ensure the accurate class is being added.</td>
</tr>
<tr>
<td>11.</td>
<td>After reviewing for accuracy, click the Next link.</td>
</tr>
</tbody>
</table>

**ENG 333 - Technical Writing**

<table>
<thead>
<tr>
<th>Class Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 333-C002</td>
</tr>
<tr>
<td>Topic</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Career</td>
</tr>
</tbody>
</table>

**Enrollment Information**

- Department Consent Required to enroll in this class
- Gen Ed Curriculum Area 7 - Writing Intensive

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C002</td>
<td>Lecture</td>
<td>ONLINE GC</td>
<td>Ethan Joella</td>
<td>08/18/2010 - 12/03/2010</td>
<td></td>
</tr>
</tbody>
</table>
12. NOTE: The class is in your shopping cart but NOT added to your schedule. Please continue!!

13. Click the **Proceed to Step 2 of 3** link.

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.

![ENG 333 has been added to your Shopping Cart.]

```
Fall 2010-2011 | Undergraduate | Univ of Southern Mississippi
```

```
Add to Cart:
Enter Class Nr

Find Classes:
- Class Search
- My Requirements
- My Planner
```

```
Fall 2010-2011 Shopping Cart
```

```
Delete | Class |
--------|-------|
ENG 333-0002 (2248)
```

```
Days/Time | Room  | Instructor | Units |
----------|-------|------------|-------|
TUE THU 3PM | ONLINE GC | F. Joella | 3.00  |
```

```
Status
```

```
Proceed To Step 2 Of 3
```

13. Click the **Finish Enrolling** link.

2. **Confirm classes**

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

```
Fall 2010-2011 | Undergraduate | Univ of Southern Mississippi
```

```
Open
```

```
Closed
```

```
Class | Description | Days/Time | Room | Instructor | Units | Status
------|-------------|----------|------|------------|-------|------
ENG 333-0002 (2248) | Technical Writing (Lecture) | | ONLINE GC | F. Joella | 3.00 |  
```

```
Finish Enrolling
```

14. The class is added to your schedule ONLY when you see the GREEN CHECK in the "Status" column.

```