



CMS Project Team — Business Process Guide

Process: Enroll in (Add) a Class
Module: Student Self-Service

High Level Description	
Process	Enroll in (Add) a Class
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Enroll in (add) a Class

This guide will demonstrate how to enroll in classes using the self service add classes page inside MySJSU.

1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **Login to MySJSU** button.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

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SJSU Home : **MySJSU**

print email

MySJSU

MySJSU is for current and former students and applicants for admission, as well as all SJSU employees. In the near future, the site will also be used by applicants for SJSU employment. Find important information about your academic or work career, system downtime, procedural updates, documentation, training and support.

Campus News

Last Update: June 30, 2008 - 7:51 a.m.

- [Online Application for Campus Jobs Now Live!](#)
- [Sign up for Alert-SJSU!](#)

System/Technical Updates

Last Update: July 1, 2008 - 9:19 a.m.

- [System Downtime Information](#)

Quick Links

- [MySJSU on Facebook](#)↗
- [Alert-SJSU FAQs](#)
- [Future Student Account Activation](#)
- [Login Information](#)
- [Open University Registration](#)↗
- [PDF Class Schedules](#)
- [Class Search/Browse Catalog](#)↗
- [Campus Resources](#)
- [Whom Do I Contact About...?](#)

Login to MySJSU

3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, please contact the [CMS Help Desk](#) via email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.

User ID:

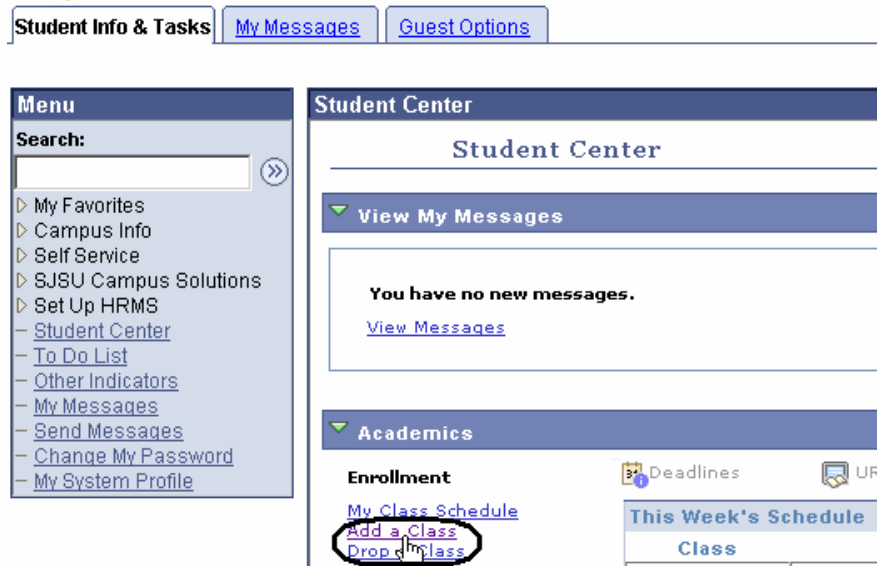
Password:

[Forgot your password?](#)

Sign In

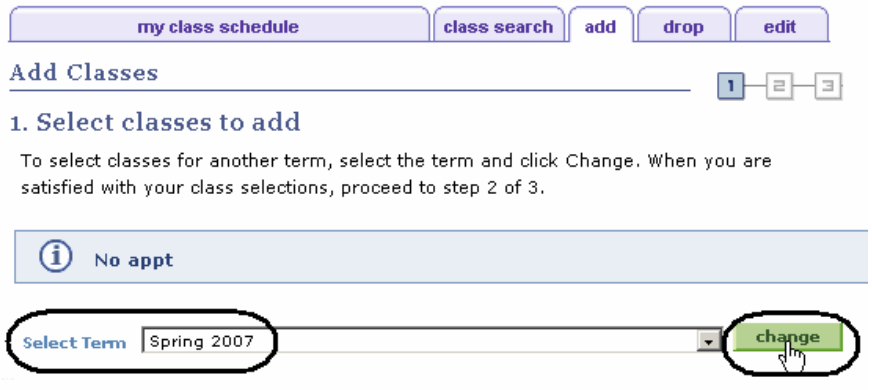
The Student Center displays.

- 5. Click the **Add a Class** link.

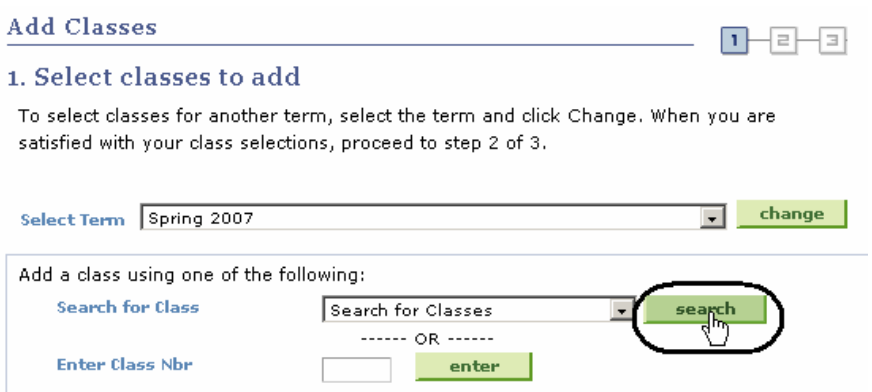


The Add page displays.

- 6. Using the drop down button select the term in which you want enroll.
- 7. Click the **Change** button.



- 8. Enter the class number or click the **Search for Classes** Search button.



The Class Search page displays.

- 9. Enter two pieces of Search criteria such as **subject** and **course number**.
- 10. Click the **Search** button.

[my class schedule](#) | [class search](#) | [add](#) | [drop](#) | [edit](#)

Add Classes 1 2 3

1. Select classes to add - Search for Classes

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

San Jose State University | Spring 2007

Class Search Criteria

Course Subject: select subject ←

Course Number: ←

Course Career: Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[CLOSE](#) | [CLEAR CRITERIA](#) | [SEARCH](#)

Note: You can also search for classes by clicking the Additional Search Criteria.



The class search results page displays.

[Add Classes](#) 1 2 3

1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

San Jose State University | Spring 2007

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '1', Course Career: **Undergraduate**, Show Open Classes Only: **No**

● Open | ■ Closed | ▲ Wait List | Need help with Waitlisting? Click Here

[CLOSE](#) | [START A NEW SEARCH](#)

▼ **BIOL 1 - Plant Biology**

[View All Sections](#) | First Last

Section: [01-LEC\(20470\)](#) Status ▲


Session: Regular Academic Session select class

Meeting Dates	Days & Times	Room	Instructor
1/24/2007 - 5/15/2007	MW 2:30PM - 3:45PM	Science Building 142	Lambrecht,Susan C

Note: This Class is closed but you could can select it and place yourself on the waitlist.

BIOL 1 - Plant Biology




View All Sections First 1-3 of 6 Last

Section [01-LEC\(20470\)](#) Status  [select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/24/2007 - 5/15/2007	MW 2:30PM - 3:45PM	Science Building 142	Lambrech,Susan C


Note: If you need more information on Waitlisting click the Waitlisting link.

 Open  Closed  Wait List [Need help with Waitlisting? Click Here](#)

11. Select a class by clicking the **Section** link.

BIOL 1 - Plant Biology

View All Sections First 1-3 of 6 Last

Section [01-LEC\(20470\)](#) Status  [select class](#)

Session Regular Academic Session

Meeting Dates	Days & Times	Room	Instructor
1/24/2007 - 5/15/2007	MW 2:30PM - 3:45PM	Science Building 142	Lambrech,Susan C

The Related Class Sections page displays.

12. Select the related Lab section.

13. Click the Next button.

Add Classes



1. Select classes to add - Related Class Sections

Spring 2007 | Undergraduate | San Jose State University

BIOL 1 - Plant Biology

Lecture selected: Section 01
MW 2:30PM - 3:45PM Science Building 142

Legend: ● Open ■ Closed ▲ Wait List

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	20472	11	Tu 10:30AM - 1:20PM	Duncan Hall 337	S. Lambrecht	▲
<input checked="" type="radio"/>	20474	12	Tu 2:30PM - 5:20PM	Duncan Hall 337	L. St Omer	●
<input type="radio"/>	20476	13	W 7:30AM - 10:20AM	Duncan Hall 337	L. St Omer	●
<input type="radio"/>	20478	14	W 10:30AM - 1:20PM	Duncan Hall 337	Staff	●
<input type="radio"/>	26418	15	Th 10:30AM - 1:20PM	Duncan Hall 337	Staff	●

View All Sections First 1-5 of 6 Last

CANCEL PREVIOUS NEXT

14. If you would like to waitlist the class check the Wait list if class is full box.

15. Add the class permission number if the class requires department or instructor consent.

16. Click the Next button.

Add Classes



1. Select classes to add - Enrollment Preferences

Spring 2007 | Undergraduate | San Jose State University

BIOL 1 - Plant Biology

Class Preferences

BIOL 1-01	Lecture	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
BIOL 1-12	Laboratory	● Open	Permission Nbr	<input type="text"/>
Session	Regular Academic Session		Grading	Normal Grade Rules
Career	Undergraduate		Units	4.00

CANCEL PREVIOUS NEXT

The Add classes page displays with the course now in the enrollment shopping cart.

17. Finish enrolling in the class by clicking the **Proceed to Step 2 of 3** button.

✔ BIOL 1 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Select Term Spring 2007 change

Add a class using one of the following:

Search for Class Search for Classes search

----- OR -----

Enter Class Nbr enter

Spring 2007 Enrollment Shopping Cart

● Open ■ Closed ▲ Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	BIOL 1-01 (20470)	Plant Biology (Lecture)	MW 2:30PM - 3:45PM	Science Building 142	S. Lambrecht	4.00	▲
	BIOL 1-12 (20474)	Plant Biology (Laboratory)	Tu 2:30PM - 5:20PM	Duncan Hall 337	L. St Omer		●

View All Classes in Cart First 1-2 of 2 Last

PROCEED TO STEP 2 OF 3

The confirm classes page displays.

18. Click the **Finish Enrolling** button.

Add Classes 1 2 3

2. Confirm classes

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

Spring 2007 | Undergraduate | San Jose State University

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
BIOL 1-01 (20470)	Plant Biology (Lecture)	MW 2:30PM - 3:45PM	Science Building 142	S. Lambrecht	4.00	▲
BIOL 1-12 (20474)	Plant Biology (Laboratory)	Tu 2:30PM - 5:20PM	Duncan Hall 337	L. St Omer		●

CANCEL PREVIOUS FINISH ENROLLING

The View results page could display one of the following messages:

- A success message for a waitlist class

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Spring 2007 | Undergraduate | San Jose State University

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
BIOL 1	Message: Class 20470 is full. You have been placed on the wait list in position number 1.	✔

- A success message for an open status class



Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Spring 2006 | Undergraduate | San Jose State University

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
BIOL 21	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔



An error message for an open or closed status class displays.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Spring 2006 | Undergraduate | San Jose State University

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
HUM 1B	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click fix errors, click the class link, enter the number and resubmit.	✘