

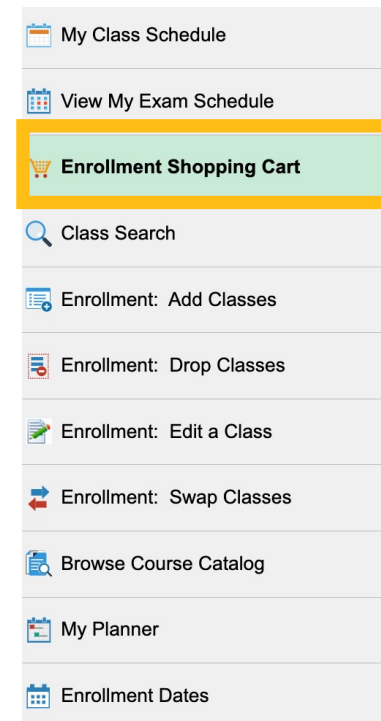
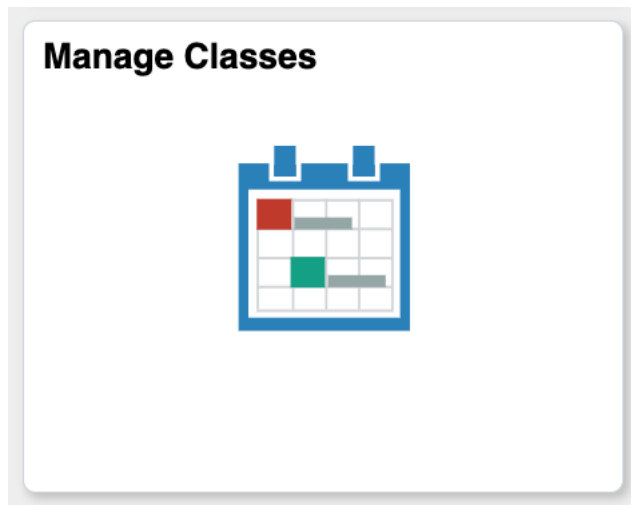
# Enrolling in Classes

Loyola University Chicago



# Enrolling in Classes

- To enroll in classes, first check to see if you have any holds that would impact your registration. Then to enroll in classes click on "Manage Classes" then "Enrollment Shopping Cart."



# Enrolling in Classes

- At Loyola, we use a shopping cart in which you place classes you want to take.
- You can add classes to your cart two weeks prior to the first day of registration.

**Add to Cart**

Enter Class Nbr

**Find Classes**

Class Search

My Planner

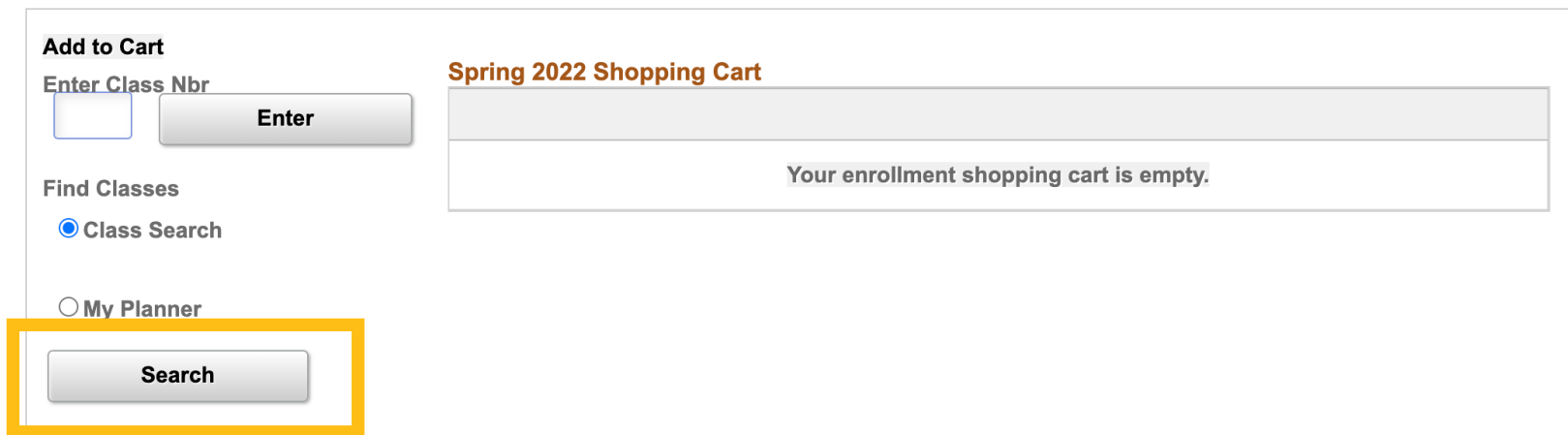
**Spring 2022 Shopping Cart**

Your enrollment shopping cart is empty.



# Enrolling in Classes

- To add a class, first you need to find one. There are a few ways to select classes, but we will focus on the Class Search method for now.
- When you are ready, click “Search.”



**Add to Cart**  
Enter Class Nbr

**Find Classes**  
 Class Search  
 My Planner

**Spring 2022 Shopping Cart**  
Your enrollment shopping cart is empty.



# Class Search

Enrolling in Classes



# Class Search

- You search for classes by filling in at least 2 criteria. The “Show Open Classes Only” checkbox counts as one criteria, and your academic level will be automatically filled in for you.
- Let’s pick a subject! We’ll take a look at all open History Classes in this example.
  - If you don’t know the four-letter code for a subject, click the “select subject” button.

 Class Search

**select subject**

Course Number is exactly  Subject

Course Career



# Class Search

- Enter your Search Criteria and press Enter on your keyboard or click “Search” at the bottom of your screen.

Loyola University Chicago | Spring 2022

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

## Class Search

Subject

Course Number

Course Career



Course Subject



This box below is for the specific course number, if you know it

## Undergraduate CORE/Interdisciplinary Search

CORE/Intrdsctl.

CORE/Intrdsctl. Values



These other boxes allow you to narrow your search, but you don't need to use them

## Class Search - Additional Search Options

Eng Lrn Categories, Honors, Writing

Show Open Classes Only

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

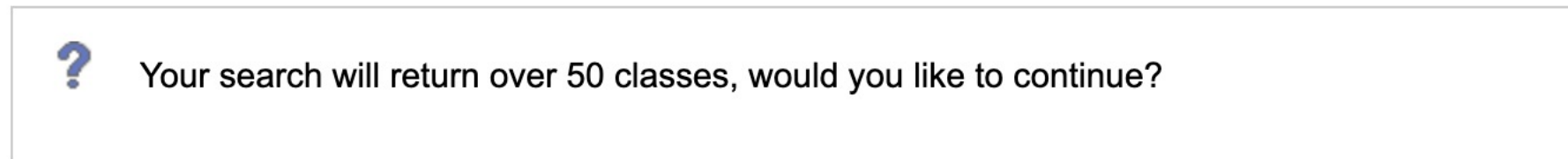


Leave this checked



# Class Search

- If your search results returns more than 50 classes, you can click “OK” or narrow your search by clicking “Cancel.”
- If it is okay to continue, you will just have a lot of classes to look through.





# Class Search

- In your search results you will see:

41 class section(s) found

▼ HIST 101 - Evol Wstrn Idea Inst to 17cent

HIST 101 - Evol Wstrn Idea Inst to 17cent

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Text Details	Status
3990	<a href="#">003-LEC Regular</a>	LSC	MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 1410	Theresa Gross-Diaz, Brad Hunt, Peter Raleigh	01/18/2022 - 04/30/2022	<a href="#">Text Details</a>	● Enroll Sec

The Instructor

If the course has open seats

The Section

Click the Section link to see even more information

▼ HIST 102 - Evol Wstrn Idea Inst Sn 17cent

HIST 102 - Evol Wstrn Idea Inst Sn 17cent

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Text Details	Status
3055	<a href="#">001-LEC Regular</a>	LSC	MoWe 11:30AM - 12:20PM	Crown Center - Auditorium	Robert Bucholz, Matt Norvell, Anthony Stamilio, Abbie Reese, Emily-Paige Taylor	01/18/2022 - 04/30/2022	<a href="#">Text Details</a>	● Enroll Sec

When & Where the class is offered

Textbook details

The Campus\*

HIST 102 - Evol Wstrn Idea Inst Sn 17cent

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Text Details	Status
3365	<a href="#">005-LEC Regular</a>	LSC	TuTh 8:30AM - 9:45AM	Dumbach Hall - Room 227	Suzanne Kaufman	01/18/2022 - 04/30/2022	<a href="#">Text Details</a>	● Enroll Sec

\*Campus Abbreviations:

LSC = Lake Shore

Campus

WTC = Water Tower

Campus



# Class Search

- In the class details you will see:

Class Details			
Status	Open	Career	Undergraduate
Class Number	1022	Dates	8/29/2022 - 12/17/2022
Session	Regular Academic Session	Grading	Graded Alpha
Units	3 units	Location	Lake Shore Campus
Instruction Mode	In person	Campus	Lake Shore Campus
Class Components	Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:15AM - 9:05AM	Crown Center - Room 530	Constance Buckley	08/29/2022 - 12/17/2022

Enrollment Information	
Requirement Designation	Writing Intensive
Class Attributes	Foundational Historical Knowledge

Important enrollment restrictions would show here.

Class Availability			
Class Capacity	18	Wait List Capacity	5
Enrollment Total	0	Wait List Total	0
Available Seats	18		

Available Seats

Important Class Notes

Notes	
Class Notes	This is a writing intensive class.

Course Description

Description	
	This course is an introduction to history as a discipline, and an analysis of the origins, development and structure of the United States as a pluralistic and multiracial society from 1609 to the present.
	Outcome: Students will be able to demonstrate historical knowledge, draw links between the American experience and national identities, and to develop critical thinking and communication skills.



# Class Search

- When you have chosen a class you want to take, click the “Select Class” button at the bottom to add the class to your shopping cart.

## Description

This course traces the early development of Western civilization from the ancient Near East; Greece and Rome; the medieval civilization(s); to the European Renaissance and Reformation.

Outcome: Students will gain an understanding of history as a discipline; be able to place Judaism, Christianity, and Islam in historical context; explain the expansion of the West; and develop their critical thinking and communications skills.

[Return to Shopping Cart](#)

[View Search Results](#)

[Select Class](#)



# Class Search

- Verify that you wish to add the class to your shopping cart and click “Next.”

NOTE: pay attention to any enrollment restrictions. LOUCS will allow you to add the class to your shopping cart, even if you don't meet the requirements.

## Shopping Cart

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

Spring 2022 | Undergraduate | Loyola University Chicago  
HIST 101 - Evol Wst Idea/Inst to 17C

#### Class Preferences

HIST 101-003      Lecture      ● Open

Session    Regular Academic Session

Career      Undergraduate

#### Enrollment Information

- Foundational Historical Knowledge
- Catholic Studies

Permission Nbr

Grading    Graded Alpha

Units      3.00

Cancel

Next

NOTE: simply adding a class to your shopping cart does NOT reserve a seat in the selected class section.

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	Lecture	MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 1410	Theresa Gross-Diaz, Brad Hunt, Peter Raleigh	01/18/2022 - 04/30/2022



# Finish Enrolling

Enrolling in Classes



# Finish Enrolling

- After you have placed all classes that you wish to enroll in at this time into your shopping cart, click “Proceed to Step 2 of 3.”
- Then confirm that the classes displayed are correct and then click “Finish Enrolling.”
- NOTE: Only do this at the time of your enrollment appointment.
- NOTE: After you click “Finish Enrolling,” you must accept the financial responsibility disclaimer to complete your enrollment.

## Spring 2022 Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 101-003 (3990)	Evol Wst Idea/Inst to 17C (Lecture)	MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 1410	T. Gross-Diaz, B. Hunt, P. Raleigh	3.00	●



Cancel

Previous

Finish Enrolling



# Finish Enrolling

- After you finish enrolling either a green checkmark or red X will appear next to your classes.
  -  A green checkmark indicated successful enrollment!
  -  A red X means there is an error, and a message will appear. Possible errors are time conflicts or needing department consent to register. If there is an error you cannot resolve yourself, contact your academic advisor for assistance.

