Enrolling in Classes
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To enroll in classes, first check to see if you have any holds that would impact your registration and then click the “enroll” link in the Academics Area of the student Center.

Note that a “Library” hold only restricts the receipt of a transcript.
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.
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’re ready, click “Search”.

[Image of a class search interface from Loyola University Chicago, University of Chicago]
Class Search

ENROLLING IN CLASSES
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.)*
Enrolling in Classes (Class Search)

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

Search for Classes

Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)
Students admitted in Fall 2012 and thereafter, choose CORE 2012

Search for Classes

Institution: Loyola University Chicago
Term: Fall 2013

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

Class Search

Course Subject: select subject, HIST, History
Course Number: is exactly
Course Career
CORE/Intrdscpl.
CORE/Intrdscpl. Values
Eng Lrn Categories, Honors, Writing

Preparing people to lead extraordinary lives
Enrolling in Classes (Class Search)

If your search result returns more than 50 classes, you can click “Ok” or narrow your search by clicking the “Cancel” button.
Enrolling in Classes (Class Search)

In your search results you can see:

- The campus.
- The instructor.
- Textbook details.
- When and Where the class is offered.

To learn even more, click the class section link.
Enrolling in Classes (Class Search)

In the class details can see:

- **Available seats.**
- **Course description.**
- **Class notes.**

It is important to check and see if a class section has enrollment restrictions. For example, this class section has Department Consent Required.
Enrolling in Classes (Class Search)

When you have chosen a class you want to take, click the green “Select Class” button to add the class to your shopping cart.
Verify that you wish to add the class and click “Next”.

Important Note: Simply adding a class to your shopping cart does not reserve a seat in the selected class section.

Pay attention to Enrollment Restrictions when you are adding a course to your shopping cart.
Finish Enrolling

ENROLLING IN CLASSES
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.”
Confirm that the classes displayed are correct and then click “Finish Enrolling”. This step will be completed during your registration time at Orientation.

2. Confirm classes

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111-001 (3608)</td>
<td>General Biology I Lab (Laboratory)</td>
<td>Tu 8:30AM - 11:15AM</td>
<td>Life Science Building-Room 117</td>
<td>Staff</td>
<td>1.00</td>
<td>Open</td>
</tr>
<tr>
<td>HIST 101-002W (6371)</td>
<td>Evol Wst Idea/Inst to 17C (Lecture)</td>
<td>MoWeFr 12:35PM - 1:25PM</td>
<td>Dumbach Hall - Room 233</td>
<td>F. Biletz</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

After you click, Finish Enrolling, you must accept the financial responsibility disclaimer to complete your enrollment.
Enrolling in Classes  
(Finish Enrolling)

A green checkmark (✔) indicates successful enrollment. If there is a red x (❌), note the error message and if it not an issue you can resolve yourself, contact your academic advisor for assistance.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111</td>
<td>Error: You cannot add this class due to a time conflict with class 1377. Select another class.</td>
<td>❌</td>
</tr>
<tr>
<td>HIST 101</td>
<td>Error: Department Consent Required. You must obtain departmental permission to take this class.</td>
<td>❌</td>
</tr>
<tr>
<td>MUSC 154</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

MAKE A PAYMENT  |  MY CLASS SCHEDULE  | ADD ANOTHER CLASS