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.
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.”
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

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

• If your search results returns more than 50 classes, you can click “OK” or narrow your search by clicking “Cancel.”

• It it okay to continue, you will just have a lot of classes to look through.

Your search will return over 50 classes, would you like to continue?

[OK]  [Cancel]
Class Search

• In your search results you will see:

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Campus</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Text Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101 - Evol Wstrm Idea Inst to 17cent</td>
<td>3990 003-LEC Regular</td>
<td>LSC</td>
<td>MoWeFr 8:15AM - 9:05AM</td>
<td>Mundelein Center - Room 1410</td>
<td>Theresa Gross-Diaz, Brad Hunt, Peter Raleigh</td>
<td>01/18/2022 - 04/30/2022</td>
<td>Text Details</td>
<td>Enroll Sec</td>
</tr>
<tr>
<td>HIST 102 - Evol Wstrm Idea Inst Sn 17cent</td>
<td>3055 001-LEC Regular</td>
<td>LSC</td>
<td>MoWe 11:30AM - 12:20PM</td>
<td>Crown Center - Auditorium</td>
<td>Robert Bucholz, Matt Norvell, Anthony Stamilo, Abbie Reese, Emily-Paige Taylor</td>
<td>01/18/2022 - 04/30/2022</td>
<td>Text Details</td>
<td>Enroll Sec</td>
</tr>
<tr>
<td>HIST 102 - Evol Wstrm Idea Inst Sn 17cent</td>
<td>3365 005-LEC Regular</td>
<td>LSC</td>
<td>TuTh 8:30AM - 9:45AM</td>
<td>Dumbach Hall - Room 227</td>
<td>Suzanne Kaufman</td>
<td>01/18/2022 - 04/30/2022</td>
<td>Text Details</td>
<td>Enroll Sec</td>
</tr>
</tbody>
</table>

*Campus Abbreviations: LSC = Lake Shore Campus WTC = Water Tower Campus

Click the Section link to see even more information.

The Section

The Campus*

When & Where the class is offered

The Instructor

If the course has open seats

Textbook details
Class Search

• In the class details you will see:

### Class Details
- **Status**: Open
- **Class Number**: 1022
- **Session**: Regular Academic Session
- **Units**: 3 units
- **Instruction Mode**: In person
- **Class Components**: Lecture Required
- **Career**: Undergraduate
- **Dates**: 8/26/2022 - 12/17/2022
- **Grading**: Graded Alpha
- **Location**: Lake Shore Campus
- **Campus**: Lake Shore Campus

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoWeFr 8:15AM - 9:05AM</td>
<td>Crown Center - Room 630</td>
<td>Constance Buckley</td>
<td>08/29/2022 - 12/17/2022</td>
</tr>
</tbody>
</table>

### Enrollment Information
- **Requirement Designation**: Writing Intensive
- **Class Attributes**: Foundational Historical Knowledge

### Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Wait List Capacity</th>
<th>Enrollment Total</th>
<th>Wait List Total</th>
<th>Available Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>18</td>
</tr>
</tbody>
</table>

### Notes
- **Class Notes**: This is a writing intensive class.

### 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 multicultural society from 1650 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.
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.
• 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.

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