Enrollment Tips & Tricks

Loyola University Chicago
Getting the Most out of Your Class Search

Enrollment Tips and Tricks
• To be able to find the classes you need, there are a variety of search features available to you.

• You can search for:
  • CORE classes
  • Engaged Learning
  • Honors
  • Writing Intensive
  • And more!
Class Search

• When searching for core classes, use the CORE 2012 option. Don’t let the 2012 confuse you, this was just the last year the core was updated.
• Once you select CORE 2012 or Interdisciplinary, the next drop down will list all the possible categories.
Class Search

• You can also search by Engaged Learning, Honors, or Writing Intensive designations.
Class Search

• By default, your search results only shows open classes, but if you want to see both open and closed classes uncheck the “Show Open Classes Only” checkbox.

• You can also search by meeting times and days of the week.
• It’s a good idea to use the campus criteria to make sure you choose classes in the correct location.
Class Search

• After you have made a search, use the “Modify Search” button to further refine your criteria.

• “New Search” will clear all of your selected criteria.
Enrolling in Classes with Discussion Sections

Enrollment Tips and Tricks
Discussion Sections

• You might have noticed that Chemistry 101 has a discussion section attached to it. You can check the class notes to see which sections are available to select.
Discussion Sections

• When you go to add the class to your shopping cart, you will be prompted to select a discussion section. Both the lecture and discussion will be added to your shopping cart when you finish enrolling.
Discussion Sections

• If you want to change the discussion section linked to the lecture section, use the “edit” feature.
Swapping and Dropping Classes

Enrollment Tips and Tricks
Swapping and Dropping

• If you wish to change class sections after you have successfully enrolled in classes, it is advisable to swap if at all possible.

• The benefit of swapping is that if, for some reason, you are unable to get into your desired class you will retain your current seat.

• Dropping instantly removes you from the class section in which you are enrolled.
Swapping and Dropping

• To swap, click “Enrollment: Swap Classes” on the left of your screen.
Swapping and Dropping

• You can swap a currently enrolled class with another class section you find through:
  • Class search
  • OR Your shopping cart
  • OR The 4–5-digit class number
Swapping and Dropping

• Confirm your selection and click “Finish Swapping.”

You are replacing this class

<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>COMM 336-201</td>
<td>Search &amp; Display Advertising</td>
<td>TBA</td>
<td>TBA</td>
<td>L. Papoulas</td>
<td>3.00</td>
<td>✔</td>
</tr>
<tr>
<td>(5993)</td>
<td>(Lecture)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

With this class

<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>HIST 101-003</td>
<td>Evol Wet Inst/Inst to 17C (Lecture)</td>
<td>MoWeFr 8:15AM - 9:05AM</td>
<td>Mundelein Center - Room 1410</td>
<td>T. Gross-Diaz, B. Hunt, P. Raleigh</td>
<td>3.00</td>
<td>✽</td>
</tr>
</tbody>
</table>
Swapping and Dropping

- To drop a class, find “Enrollment: Drop Classes” on the left of your screen.
Swapping and Dropping

• Click the checkbox next to the class you wish to drop and then click “Drop Selected Classes.”

<table>
<thead>
<tr>
<th>Select</th>
<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>☐</td>
<td>COMM 261-201</td>
<td>Social Media (Lecture)</td>
<td>MoWeFr 12:35PM - 1:25PM</td>
<td>School of COMM - Room 014</td>
<td>S. Leiser</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>COMM 336-201</td>
<td>Search &amp; Display Advertising (Lecture)</td>
<td>TBA</td>
<td>TBA</td>
<td>L. Papoulas</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>COMM 386-201</td>
<td>AD/PR Capstone (Field)</td>
<td>TBA</td>
<td>Online</td>
<td>G. Doyle</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

[Button: Drop Selected Classes]