

Step by Step Directions for Enrolling in Classes

STEP 1: Search for classes from Southeast’s website. Click the “Current Students” link at the top of the page, then click on “Class Schedules” then choose the correct semester. (You can search by campus and subject if you wish, then hit “Filter.”) Make note of the course number listed in the first column for each class.

Fall

3 classes found

Course Number	Course	Section	Course Time/Day	Campus	Instructor	Start & End Date	Available
47078	ACC 201 - Financial Accounting	C6V1	3:05 PM 5:35 PM	SEC	Buell Jr	Aug 19 Dec 15	28
47079	ACC 201 - Financial Accounting	C6Z1	TBA	SEC	Buell Jr	Aug 19 Dec 15	12
47080	ACC 202 - Managerial Accounting	C6Z1	TBA	SEC	Buell Jr	Aug 19 Dec 15	18

STEP 2: Log-in to your Student Self Service account from the top of Southeast’s website with your username and password.

STEP 3: Under the Academics heading, click on “Enroll.”

STEP 4: Select the term you are registering for and click continue.

STEP 5: Click on “Add”

STEP 6: Enter the Course Number from Step 1, then click “enter.”

STEP 7: The class details will show on the next page. Make sure this is the class you actually wanted. Then click on the green "Next" button.

MT 65 - Basic Algebra with Measurement

Class Preferences

MT 65-9604 Lecture ● Open Wait List Wait list if class is full

Session Regular Academic Session B

Career Undergraduate

Enrollment Information

- Prerequisite: COMPASS ALG 16-30 or COMPASS PRE ALG 41+ or ASSET ELM ALG 23-38 or ASSET INT ALG 23-35 or ASSET NUM SKLS 41 - 100 or Credit for 060MAH or 055MT. May not enroll if credit has been earned for MT 651 - MT 656

Permission Nbr

Grading ABC No Credit Grading

Units 3.00

STEP 8: Repeat Steps 6 and 7 until you have added each class.

You are NOT yet enrolled. You must proceed to the next steps.

STEP 9: Review your "shopping cart" to make sure that all of your chosen classes are open. They should each have a green circle. A blue square means the class is full and you will need to choose a different class. Then, click on the green "PROCEED TO STEP 2 OF 3" button.

Open Closed Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner

Fall 2010 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="trash"/>	ENC 90-9705 (41835)	TuTh 11:00AM - 12:45PM		Staff	3.00	●
<input type="button" value="trash"/>	MT 65-9604 (47244)	We 5:00PM - 7:45PM		Staff	3.00	●
<input type="button" value="trash"/>	RDG 20-9601 (44211)	Mo 11:00AM - 1:45PM		I. Takakura	3.00	●

STEP 10: Confirm that these are indeed the classes you want to take, then click on the green "FINISH ENROLLING" button.

2. Confirm classes

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

Fall 2010 | Undergraduate | KCTCS

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENC 90-9705 (41835)	Found of College Writing I (Lecture)	TuTh 11:00AM - 12:45PM		Staff	3.00	●
MT 65-9604 (47244)	Basic Algebra with Measurement (Lecture)	We 5:00PM - 7:45PM		Staff	3.00	●
RDG 20-9601 (44211)	Improved College Reading (Lecture)	Mo 11:00AM - 1:45PM		I. Takakura	3.00	●

STEP 11: View your results. Each class should have a green checkmark next to it. If it has a red X, then you were not enrolled. Read the comments to find out why. Choose another class or talk to an advisor to see if the problem can be resolved.

Fall 2010 | Undergraduate | KCTCS

Success: enrolled Error: unable to add class

Class	Message	Status
ART 100	Success: This class has been added to your schedule.	✓
ENC 90	Error: Unable to add this class - requisites have not been met. Prerequisite: COMPASS 21-37; ASSET 23-34	✗

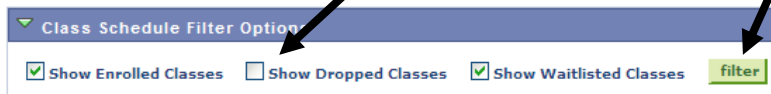
STEP 12: Click on the "my class schedule" button.

Fall 2010 | Undergraduate | KCTCS

Success: enrolled Error: unable to add class

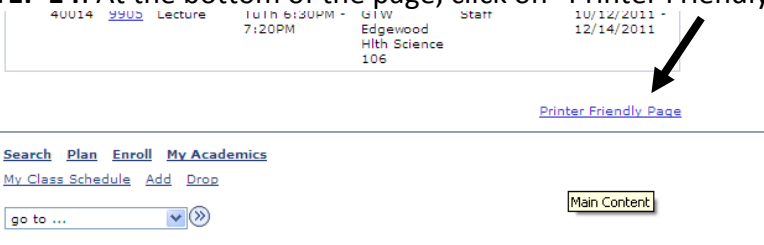
Class	Message	Status
ART 100	Success: This class has been added to your schedule.	✓
ART 100	Error: Unable to add this class - requisites have not been met. Success: This class has been added to your schedule. Prerequisite: COMPASS 21-37; ASSET 23-34	✓

STEP 13: Uncheck “Show Dropped Classes”, and click on the green button, “filter.”



Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	ABC No Credit		

STEP 14: At the bottom of the page, click on “Printer Friendly Page”



STEP 15: Click the Print icon at the top right of the page if you wish to print a copy for yourself. (This step can vary based on browser choice)

