Adding a Class

Log into your Student Center account using your Western User ID and Password.

Student Center Home Page

Under the Enrollment Dates section is your Enrollment Appointment. This displays the date and time you are able to begin enrolling in courses.

1) To view your Enrollment Date, select the Details link under the Enrollment Dates section (See Figure 1.1).
2) Review your Enrollment Appointment for the term you wish to add courses and the Total Term Course Load (see Figure 1.2). The Total Term Course Load is the maximum number of courses in which you can enrol for the term specified.

3) Select the **Add** tab (see Figure 1.2).
4) Select the term you wish to enroll in courses for (see Figure 1.3).

5) Pick a course to add using either **Search for Class** (see Figure 1.3) or **Enter Class Nbr**.

**Class Nbr:** Western University assigns each Lecture with a 4 digit **Class Number** (see Figure 1.5).
6) Select the green **Search** box in Step 5, and Figure 1.4 will appear. This provides the ability to search for classes by Subject (eg. **PSYCHOL**) or Course Number (eg. **1000**).

   By clicking **Select Subject**, a list of all Course Subjects will appear.

7) Once you have entered a Course Subject AND/OR Course Number, click **Search** (see Figure 1.4).
a) Select the specific Class to enroll in by clicking Select Class (see Figure 1.5).

Note: Classes can differ by Date, Time, Location, and Instructor.

Note: Some courses may only have one scheduled option.

b) If a course has a **Lab** or **Tutorial** Component, it MUST be selected to continue; these are mandatory additions to a Lecture (see Figure 1.5.1).
9) The full details of the course will display.

10) Select the **Next** button to go to the next step in registering for this course
    (see Figure 1.6).
This course has now been added to your Course Enrollment Worksheet.

**Note: At the bottom of the page you will see classes you have already placed in your shopping cart. You are **NOT** enrolled in these courses until you have completed the adding process**

11) Select **Proceed to Step 2 of 3** to continue adding the course(s) (see Figure 1.7).
Select the **Finish Enrolling** button to enrol in the course(s) (see Figure 1.8).

**Note:** A student may continue to add courses after they have selected “Finish Enrolling.”
If you have successfully Added classes, under the **Status** heading you will see a green checkmark. If there is a red ‘x,’ you will see an error message under the **Message** heading (see Figure 1.9).

Select the **My Class Schedule** button to see your updated class schedule (see Figure 1.9).

By selecting **Add Another Class**, you can begin the process again (return to Step 3).
There are 2 ways to view your Class Schedule; List View (shown) or Weekly Calendar.

You can filter your Class Schedule by selecting: Enrolled Classes or Dropped Classes. Select or deselect one of the check boxes and then click the Filter button to update your schedule based on your selection.

To return to the Student Center home page, click the Home link in the top right corner of the page.

The End