

Enrolling/Adding Classes in Joe'SS

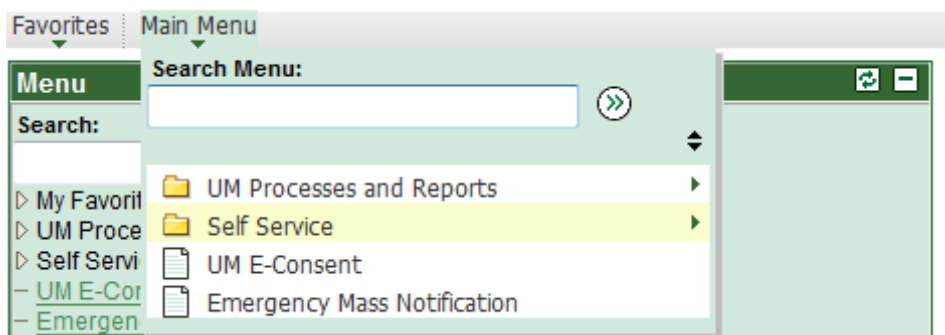
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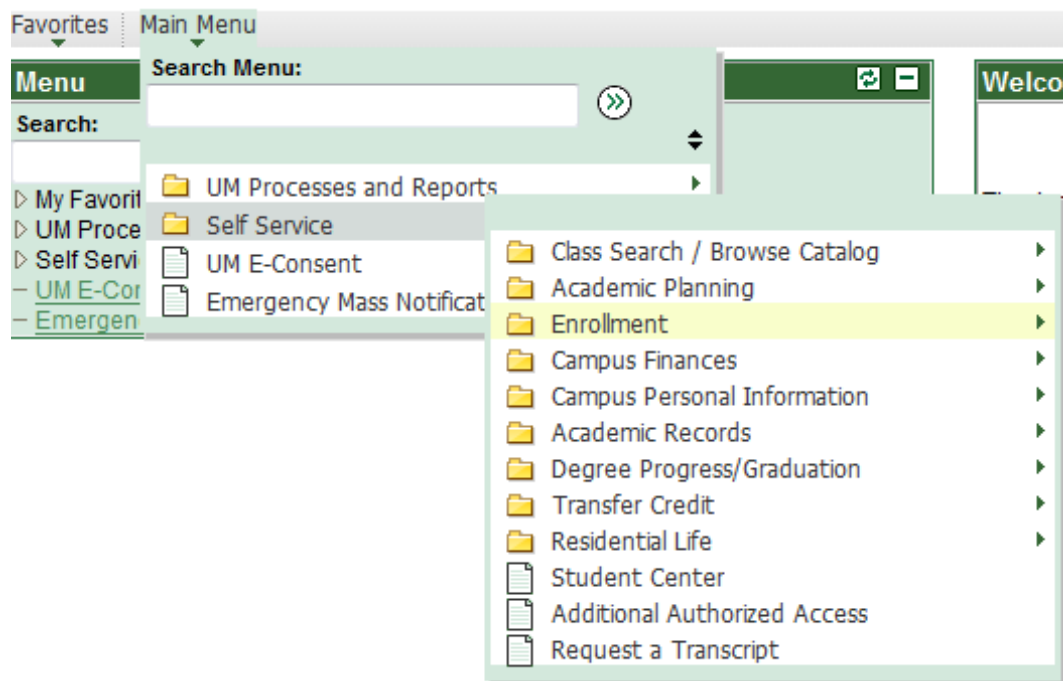
Path: Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Enrolling for classes or adding a single or multiple classes to an existing schedule are identical processes in Joe'SS. The following are step-by-step instructions on how to successfully complete these tasks.

1. Click on Self Service link.



2. Click on Enrollment link.



3. Click on Enrollment: Add Classes

Menu Search Menu:

Search:

- My Favorites
- UM Processes and Reports
- Self Service
 - UM E-Consent
 - Emergency Mass Notification
- Class Search / Browse Catalog
- Academic Planning
- Enrollment**
 - Campus Finances
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 - Academic Records
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 - Additional Authorized Accounts
 - Request a Transcript
 - View Final Exam Schedule
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
 - Enrollment: Swap Classes
 - View My Grades

Welcome to Joe'SS

Joe'SS system (Joe Miner's Self-Service) allows you to manage your account through the system.

4. Select the desired term and click **CONTINUE**

Joey Miner go to ...

Grades Search Plan **Enroll** My Academics

my class schedule add drop swap edit term information

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2012 Fall Semester	Undergraduate	Missouri S&T
<input checked="" type="radio"/>	2013 Spring Semester	Undergraduate	Missouri S&T

CONTINUE

Grades Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

enter

5. Type in the five-digit Class Number and click **enter**. If you do not know the Class Number, select the radio button for Class Search. For detailed information on Class Search, see the 'How to Search for a Class' training documentation.

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Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2013 Spring Semester | Undergraduate | Missouri S&T **change term**

Open Closed Wait List

Add to Cart:

Enter Class Nbr

enter

2013 Spring Semester Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

☒ Class Search

search

6. IF the Class Number you select has a related component, i.e. lab, etc., you may be asked to select it at this point in your registration. Do so by clicking on the radio button for the related component and click on **NEXT**

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Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1 2 3

2013 Spring Semester | Undergraduate | Missouri S&T

MATH 12 - Business Calculus

Lecture selected: Section 1A
MoWeFr 2:00PM - 2:50PM Butler-Carlton Hall 00101

Open Closed Wait List

	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	70718	3A	Laboratory	TuTh 2:00PM - 2:50PM	Butler-Carlton Hall 00101	S. Fitch	Open

View All Sections | First 1 of 1 Last

CANCEL **NEXT**

7. The class status is located next to the name of the class underneath the Class Preferences section title. If the class is full and waitlisted, the ⚠ will appear. You may select to be added to the waitlist at this time or you can come back to make that selection after receiving the error that the course is full. Click next to continue enrolling in selected class.

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Grades Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2013 Spring Semester | Undergraduate | Missouri S&T

CIV ENG 298 - Senior Design Project

Class Preferences

CIV ENG 298-1A Lecture ● Open **Wait List** ☐ Wait list if class is full

Session Regular Academic Session **Grading** Graded

Career Undergraduate **Units** 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1A	Lecture	Mo 1:00PM - 3:50PM	Butler-Carlton Hall 00120	William Showalter	01/22/2013 - 05/10/2013

NOTES

Class Notes Prerequisite: Civ Eng 248 or Arch Eng 248. (Co-listed with Arch Eng 298 and Env Eng 298)

8. Verify the class information and click

PROCEED TO STEP 2 OF 3

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term information

Add Classes

123

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ CIV ENG 298 has been added to your Shopping Cart.

2013 Spring Semester | Undergraduate | Missouri S&T

change term

● Open

■ Closed

▲ Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

☒ Class Search

search

2013 Spring Semester Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CIV ENG 298-1A (70315)	Mo 1:00PM - 3:50PM	Butler-Carlton Hall 00120	W. Showalter	3.00	●

PROCEED TO STEP 2 OF 3

9. Confirm enrollment by clicking on

FINISH ENROLLING.

favorites Main Menu > Self Service > Enrollment > Enrollment: Add Classes

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2. Confirm classes

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

2013 Spring Semester | Undergraduate | Missouri S&T

● Open

■ Closed



▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CIV ENG 298-1A (70315)	Senior Design Project (Lecture)	Mo 1:00PM - 3:50PM	Butler-Carlton Hall 00120	W. Showalter	3.00	●

CANCEL

PREVIOUS

FINISH ENROLLING

10. Verify that a  appears in the Status column next to your course. You may continue to add classes or view your class schedule, or make a payment as appropriate by selecting one of the corresponding buttons. If there is a  in the Status column, you must fix the error before the class can be added to your schedule. Do this by selecting **ADD ANOTHER CLASS**

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go to ...

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my class schedule

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Add Classes


123


3. View results

View the following status report for enrollment confirmations and errors:

2013 Spring Semester | Undergraduate | Missouri S&T

 Success: enrolled

 Error: unable to add class

Class	Message	Status
CIV ENG 298	Success: This class has been added to your schedule.	

MAKE A PAYMENT

MY CLASS SCHEDULE

ADD ANOTHER CLASS