Enrolling/Adding Classes in Joe’SS
Missouri University of Science and Technology
Office of the Registrar

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

4. Select the desired term and click CONTINUE
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.

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**.
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.
8. Verify the class information and click **PROCEED TO STEP 2 OF 3**

**Add Classes**

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.

9. Confirm enrollment by clicking on **FINISH ENROLLING**.

**Add to Cart**

   Enter Class No.  
   ![enter button]

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

   ![Open, Closed, Wait List]

   **Add Classes**

2. Confirm classes

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

   **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.

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV ENG 298</td>
<td><strong>Success:</strong> This class has been added to your schedule.</td>
<td>✓</td>
</tr>
</tbody>
</table>

3. View results

View the following status report for enrollment confirmations and errors: