

Register for Classes

1. To register for classes sign into your student center and select the enroll link.

The screenshot shows the 'Academics' section of a student center. On the left, there are navigation links: Search, Plan, Enroll, and My Academics. A blue arrow points to the 'Enroll' link. Below these links is a search bar with the text 'other academic...' and a magnifying glass icon. The main content area is titled 'This Week's Schedule' and contains a table with columns for 'Class' and 'Schedule'. The table lists several classes with their IDs and room numbers. To the right of the table is a 'SEARCH FOR CLASSES' button. Below the table is a 'weekly schedule' link. On the right side of the interface, there are sections for 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'. The 'Enrollment Dates' section includes an 'Enrollment Appointment' for the Spring 2009 Regular Academic Session on September 15, 2008. The 'Advisor' section indicates that there is no current advisor.

Class	Schedule
BUSSTAT 207-004 LEC (71342)	TuTh 1:40PM - 2:55PM Business Bldg Rm 207
GENBUS 202-002 LEC (72568)	MoWe 2:40PM - 3:55PM Business Bldg Rm 101
PSYC 101-003 LEC (71001)	MoWeFr 11:40AM - 12:30PM Liberal Arts Bldg Rm 106
SPANISH 101-006 LEC (72095)	MoWeThFr 12:40PM - 1:30PM Education Bldg Rm 320
SPANISH 101-A LAB (71081)	Albertsons Library Rm 144

2. Select a term.

The screenshot shows the 'Add Classes' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Add Classes' with a page number '1'. Below this is the 'Select Term' section, which includes a table with columns for 'Term', 'Career', and 'Institution'. A blue arrow points to the 'Fall 2008' row. Below the table is a 'CONTINUE' button, with another blue arrow pointing to it. At the bottom, there are navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' search bar.

Term	Career	Institution
<input type="radio"/> Spring 2008	Undergraduate	Boise State University
<input type="radio"/> Fall 2008	Undergraduate	Boise State University
<input checked="" type="radio"/> Spring 2009	Undergraduate	Boise State University

Register for Classes

3. Click Search to find a class by subject or enter the class number.

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Add Classes' with a step indicator showing '1' selected. Below this is the instruction: '1. Select classes to add'. A sub-instruction reads: '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.' The current term is 'Spring 2009 | Undergraduate | Boise State University' with a 'change term' button. A 'Spring 2009 Shopping Cart' section shows 'Your enrollment shopping cart is empty.' To the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'enter' button. Below that is a 'Find Classes' section with radio buttons for 'Class Search' (selected) and 'My Planner', and a 'search' button. At the bottom, there is a 'My Spring 2009 Class Schedule' section with the message 'You are not registered for classes in this term.'

4. To search by subject enter the class search criteria and click the search button

The screenshot shows the 'Enter Search Criteria' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'update/validate', and 'term information'. The main heading is 'Enter Search Criteria' with a step indicator showing '1' selected. Below this are links for 'View Full Course Listing' and 'View Course Listing by Subject'. The current term is 'Boise State University | Spring 2009'. An instruction reads: 'Select at least 2 search criteria. Click Search to view your search results.' The 'Class Search Criteria' section includes: 'Course Subject' (Accountancy), 'Course Number' (is exactly 206), 'Course Career' (Undergraduate), and a checked 'Show Open Classes Only' checkbox. Below this is an 'Additional Search Criteria' section with various filters: 'Meeting Time' (between), 'Day of Week' (Include Only These Days, with checkboxes for Mon-Sun), 'Instructor Last Name' (is exactly), 'Class Nbr' (example: 1136), 'Course Title Keyword' (example: statistics), 'Course Units' (between), 'Course Component', 'Session', 'Mode of Instruction', 'Campus', and 'Location'. At the bottom, there are links for 'Return to Add Classes', 'CLEAR CRITERIA', and a 'SEARCH' button.

Register for Classes

5. Select a course from the list of available classes.

Search Plan Enroll My Academics
my class schedule add drop update/validate term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

Boise State University | Spring 2009

[My Class Schedule](#) | [Shopping Cart](#)

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Accountancy**, Course Number is exactly **206**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) | [START A NEW SEARCH](#)

Open Closed

ACCT 206 - Introduction to Managerial Accounting

Section	Status	select class	
001-LEC(10006)	Open	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:40AM - 9:30AM	Multiprp Clsrm Facil Rm 101	Frank Ilett	01/20/2009 - 05/08/2009
002-LEC(10007)	Open	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:40AM - 9:30AM	Multiprp Clsrm Facil Rm 101	Frank Ilett	01/20/2009 - 05/08/2009

6. Confirm you want to add the class and click Next.

Search Plan Enroll My Academics
my class schedule add drop update/validate term information

Add Classes

1. Select classes to add - Enrollment Preferences

Spring 2009 | Undergraduate | Boise State University

ACCT 206 - Intro to Managerial Account

Class Preferences

ACCT 206-001 Lecture Open

Permission Nbr

Grading

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- Prerequisite: ACCT 205

Adding this class may increase the fees you owe.

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWeFr 8:40AM - 9:30AM	Multiprp Clsrm Facil Rm 101	Frank Ilett	01/20/2009 - 05/08/2009

Register for Classes

7. The class is now in your Shopping Cart. Continue to step 2.

Search Plan Enroll My Academics
my class schedule || add || drop || update/validate || term information

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.

✓ ACCT 206 has been added to your Shopping Cart.

Spring 2009 | Undergraduate | Boise State University [change term](#)

Open Closed

Spring 2009 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	ACCT 206-001 (10006)	MoWeFr 8:40AM - 9:30AM	Multiprp Clarm Facil Rm 101	F. Ilett	3.00		

Enter Class Nbr: [enter](#)

Find Classes:
 Class Search
 My Planner
[search](#)

[PROCEED TO STEP 2 OF 3](#)

My Spring 2009 Class Schedule
You are not registered for classes in this term.

8. Confirm the class and click on Finish Enrolling.

go to ...

Search Plan Enroll My Academics
my class schedule || add || drop || update/validate || term information

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.

Spring 2009 | Undergraduate | Boise State University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 206-001 (10006)	Intro to Managerial Account (Lecture)	MoWeFr 8:40AM - 9:30AM	Multiprp Clarm Facil Rm 101	F. Ilett	3.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

Search Plan Enroll My Academics
My Class Schedule Add Drop Update/validate Term Information
go to ...

Register for Classes

- Verify that your enrollment status is successful. Make sure to print your class schedule to confirm the class has been added.

The screenshot shows a web interface for class registration. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links: my class schedule, add, drop, update/validate, and term information. A 'go to ...' dropdown menu is visible. The main section is titled 'Add Classes' and shows '3. View results'. Below this, it says 'View the following status report for enrollment confirmations and errors:'. The report is for 'Spring 2009 | Undergraduate | Boise State University'. It shows a summary with a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table below shows the details for class 'ACCT 206', with a message 'Success: Enrolled', a status of 'Enrolled' with a green checkmark, and a conditional registration checkbox. At the bottom, there are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', 'ADD ANOTHER CLASS', and 'FINISH ENROLLING'. The navigation tabs and links are repeated at the bottom of the page.

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || update/validate || term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2009 | Undergraduate | Boise State University

Success: enrolled Error: unable to add class

Class	Message	Status	Conditional Registration
ACCT 206	Success: Enrolled	Enrolled	<input type="checkbox"/>

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS FINISH ENROLLING

Search Plan Enroll My Academics

My Class Schedule Add Drop Update/validate Term Information

go to ...