How to Enroll in a Course or Activity (Detailed version for Student)

A. Search for Course or Activity

1. To enroll in a course or activity, select the Catalog tab. The Catalog page appears.

2. Type a search word in the Search field. This example is “orientation.” (Fewer words may generate more results from which to choose.)

3. Click the SEARCH icon or press ENTER. A Results list of courses (activities) appears. If the Result does not show the course you desire, repeat Steps 2 and 3 with a new search word(s).

4. Select the desired course (activity) from the results listed.

B. Choose a Class Session

5. A Learning Activities In This Course page appears. (Scroll down the page to see the detailed description of the course/activity, learning objectives, course outline, etc.)

6. Recommended: Click Choose Class to select a class session (with time, date and location). (The Enroll button also takes you to a Choose Class page.)

7. The Choose Class page appears. Click the green Register button next to the class session that you desire.

8. A verification message (“You are registered...”) appears (upper right) with course title, date and time. Click the link in the box, View class details, -OR- click the green View Class button.

9. Optional: You can also verify the registration by selecting the To Do tab (top). The course should be listed in the learning activities.