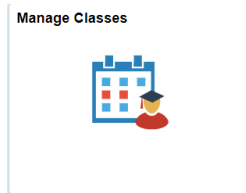


Class Search and Enroll

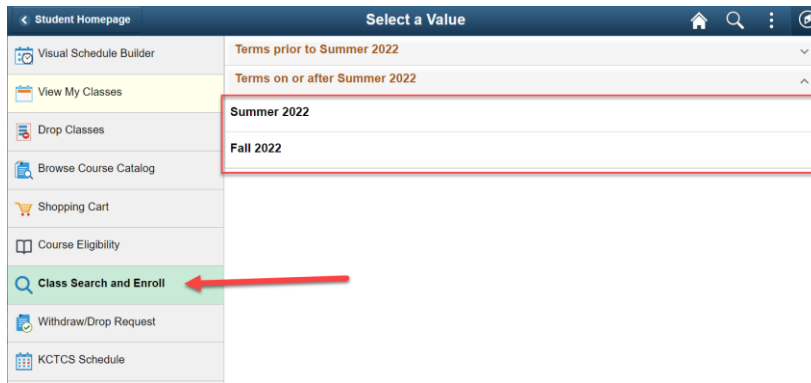
Class Search and Enroll allows you to search for classes and use filters to fit your needs. You can add classes to your shopping cart and enroll in classes if you have self-service enrollment permission.

From the Student Homepage:

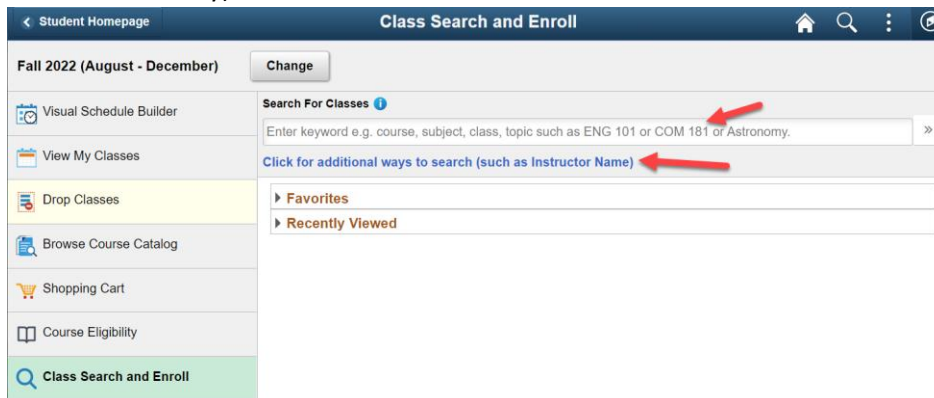
1. Click on the **Manage Classes** tile.



2. Select **Class Search and Enroll** from the menu, then select an available term.



3. The search page displays. Enter a keyword in the search box (i.e., course, subject, topic – ENG 101 or Astronomy) and click the double arrow.



Note: Click on the blue hyperlink to search using additional ways.

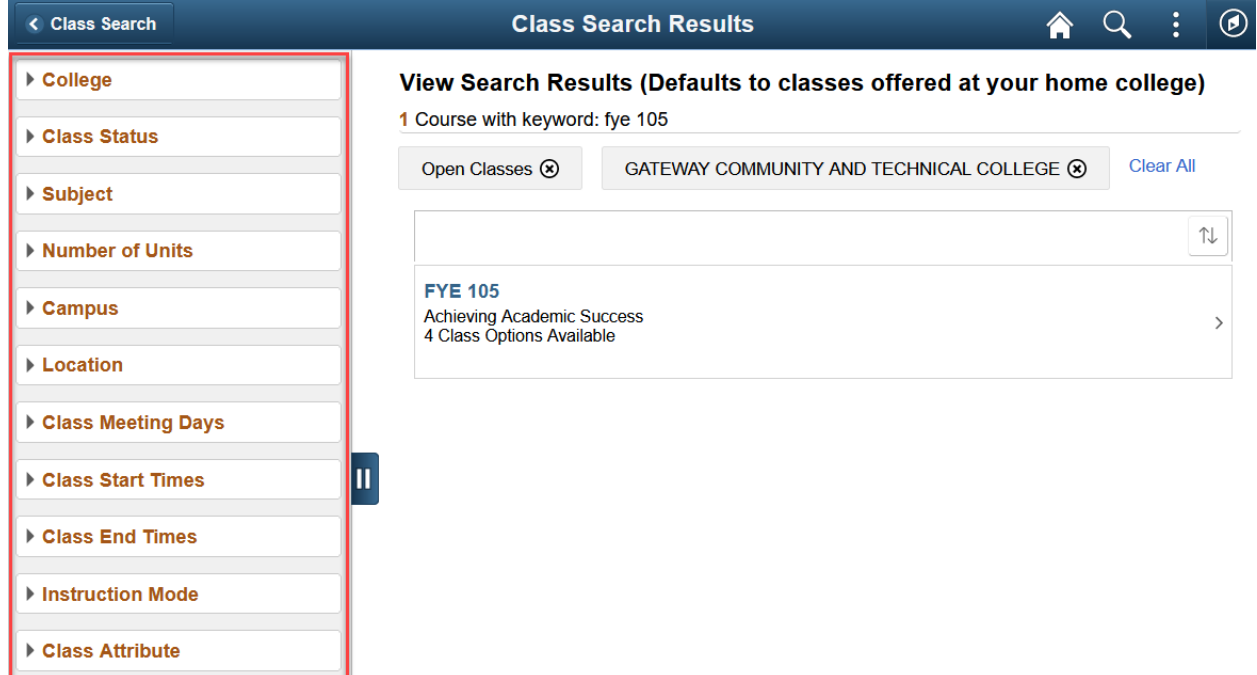
Additional ways to search

Available Subjects

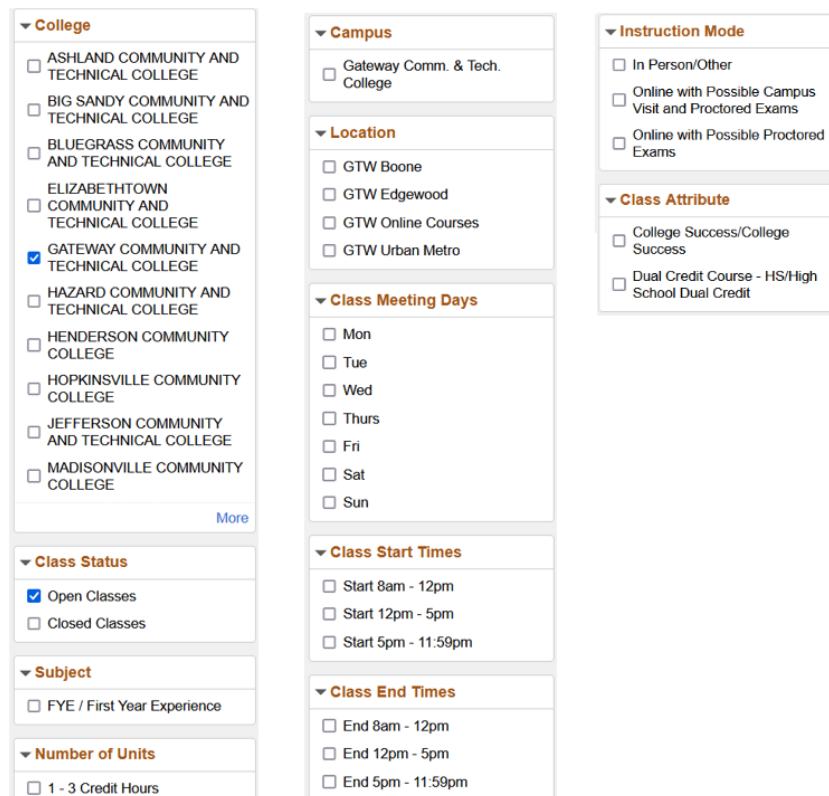
Catalog Number
 contains value

Instructor Last Name
 contains word

- Search results display and default to classes offered at your home college. Use filters on the left to customize your search results.

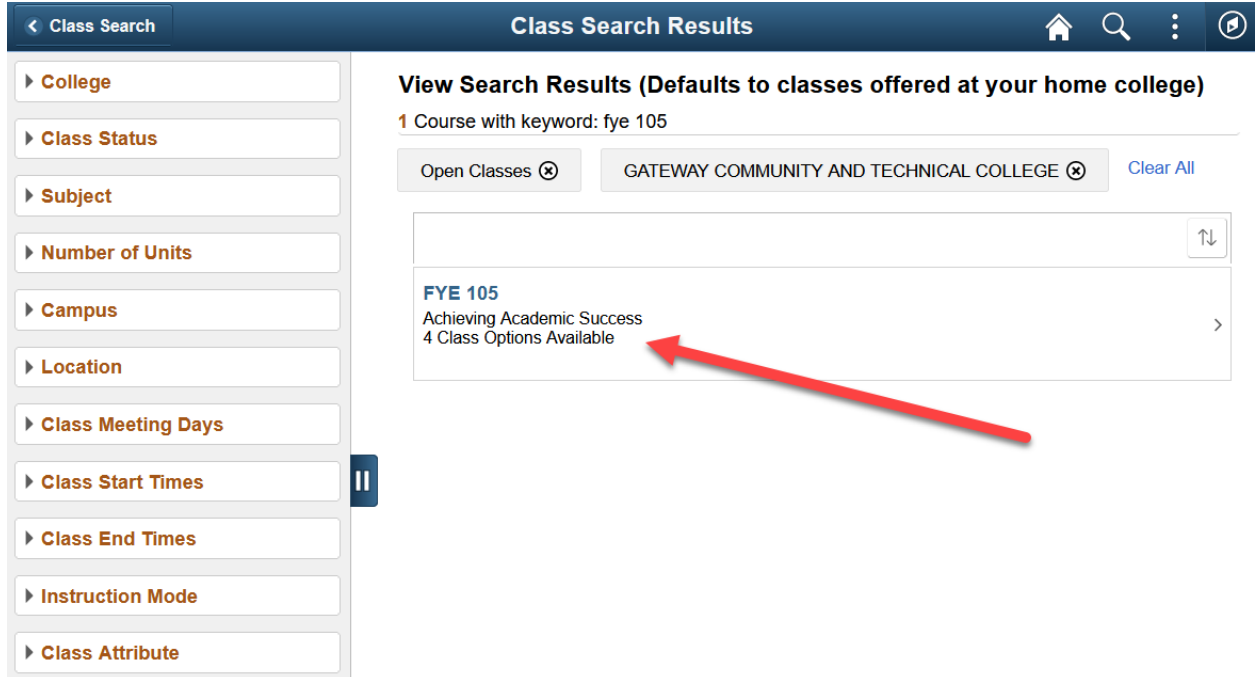


Expanded View of Filters:



Note: There are only three instruction mode types including In Person, Online with Possible Campus Visit and Proctored Exams, or Online with Possible Proctored Exams.

- Select the results to view class options that are available.



Class Search Results

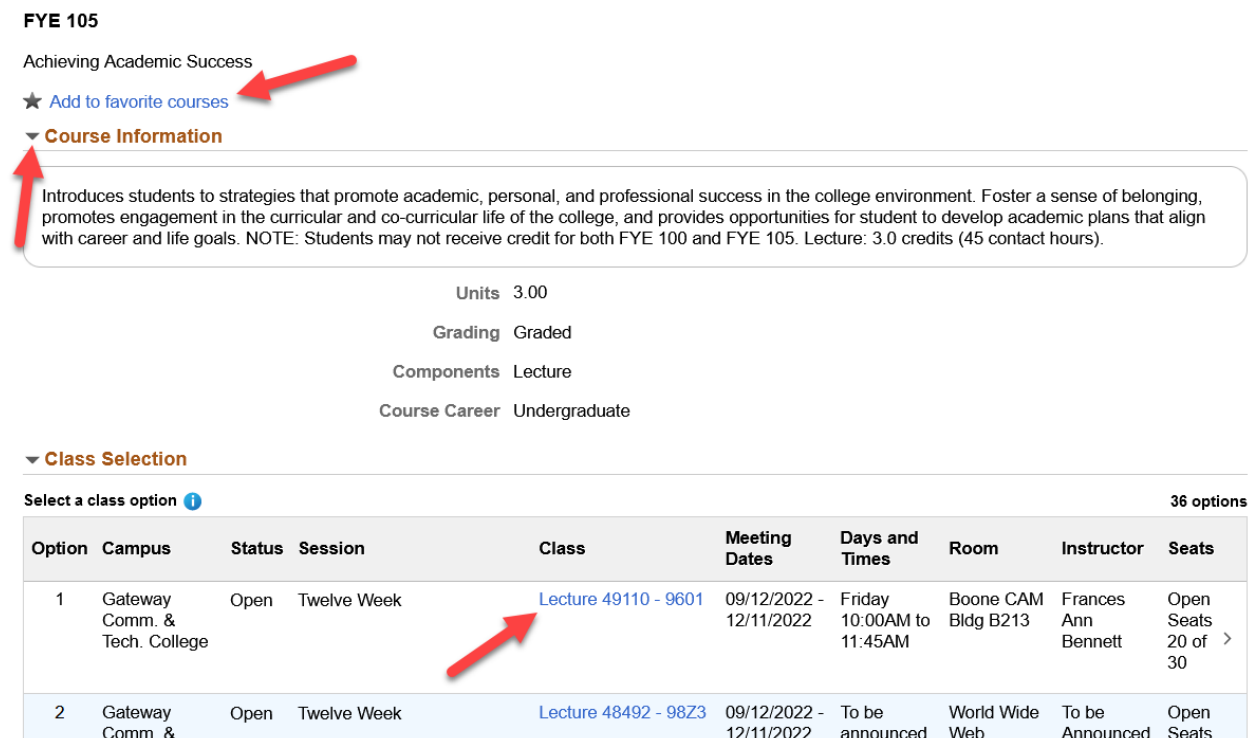
View Search Results (Defaults to classes offered at your home college)

1 Course with keyword: fye 105

Open Classes (X) GATEWAY COMMUNITY AND TECHNICAL COLLEGE (X) [Clear All](#)

FYE 105
Achieving Academic Success
4 Class Options Available

- Classes display. Select the drop-down arrow next to **Course Information** to view information about the course. To view more information about a class, select the blue hyperlink under the **Class** column. From here you can add this class search to your favorites by selecting the **Add to Favorite Courses** link.



FYE 105
Achieving Academic Success

★ [Add to favorite courses](#)

▼ **Course Information**

Introduces students to strategies that promote academic, personal, and professional success in the college environment. Foster a sense of belonging, promotes engagement in the curricular and co-curricular life of the college, and provides opportunities for student to develop academic plans that align with career and life goals. NOTE: Students may not receive credit for both FYE 100 and FYE 105. Lecture: 3.0 credits (45 contact hours).

Units 3.00
Grading Graded
Components Lecture
Course Career Undergraduate

▼ **Class Selection**

Select a class option ⓘ 36 options

Option	Campus	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Gateway Comm. & Tech. College	Open	Twelve Week	Lecture 49110 - 9601	09/12/2022 - 12/11/2022	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213	Frances Ann Bennett	Open Seats 20 of 30
2	Gateway Comm. & Tech. College	Open	Twelve Week	Lecture 48492 - 98Z3	09/12/2022 - 12/11/2022	To be announced	World Wide Web	To be Announced	Open Seats

- Class information displays. Select the tabs at the top of the Class Information box to see **Class Details**, **Meeting Information**, **Enrollment Information**, **Class Availability**, and **Textbook/Other Materials**. When finished viewing, select the X icon in the upper right corner to close the box.

Class Information X

Class Details

Meeting Information

Enrollment Information

Class Availability

Textbook/Other Materials

HIS 101 World Civilization I
Lecture - 48495 Status : Open

Requirements
Requisite: May not enroll if credit has been earned for HIS 101 modular.

Class Notes
note: Complete Online Course

Class Details
Class Attributes 1 Cultural Competence - Cultural Competence

Note: If you need to change your filter selections, click the **Class Search Results** button. If you need to start a new search, select **Class Search and Enroll** from the menu on the left.

< Class Search Results
Course Information

Fall 2022 (August - December)

Visual Schedule Builder

View My Classes

Drop Classes

Browse Course Catalog

Shopping Cart

Course Eligibility

Class Selection

Select a class option ⓘ

Option	Campus	Status	Session	Class	Meeting Dates	Days and Times
1	Gateway Community and Technical College	Open	Regular Academic Session	Lecture - 48495	08/15/2022 - 12/11/2022	To be announced
2	Gateway Community and Technical College	Open	Twelve Week	Lecture - 48496	09/12/2022 - 12/11/2022	To be announced

- Select the class to proceed with adding the class to your shopping cart or if you have self service enrollment permission you can add the class to your shopping cart and then proceed with enrollment.

FYE 105

Achieving Academic Success

★ Add to favorite courses

▶ Course Information

▼ Class Selection

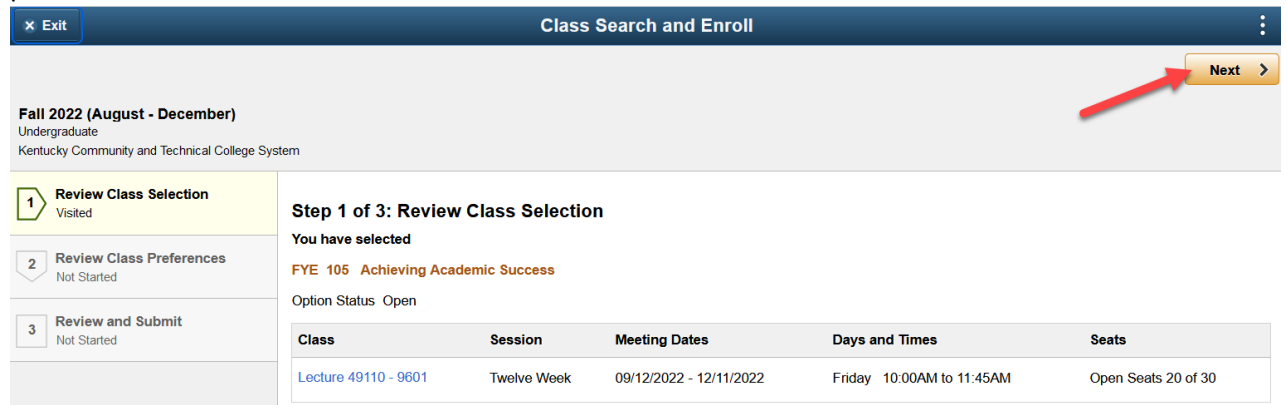
Select a class option ⓘ 36 options

Option	Campus	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Gateway Comm. & Tech. College	Open	Twelve Week	Lecture 49110 - 9601	09/12/2022 - 12/11/2022	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213		Open Seats 20 of 30 >
2	Gateway Comm. & Tech. College	Open	Twelve Week	Lecture 48492 - 9823	09/12/2022 - 12/11/2022	To be announced	World Wide Web	To be Announced	Open Seats 30 of 30 >
3	Gateway Comm. & Tech. College	Open	Eight Week - Second	Lecture 48493 - 9824	10/13/2022 - 12/11/2022	To be announced	World Wide Web	To be Announced	Open Seats 30 of 30 >

Adding a Class to the Shopping Cart

- After selecting a class, you can add the class to your shopping cart using a 3-step process. Click **Next** to proceed.

Note: You can enroll in the classes that are in your shopping cart if you have self-service permission.



Class Search and Enroll

× Exit

Fall 2022 (August - December)
Undergraduate
Kentucky Community and Technical College System

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection

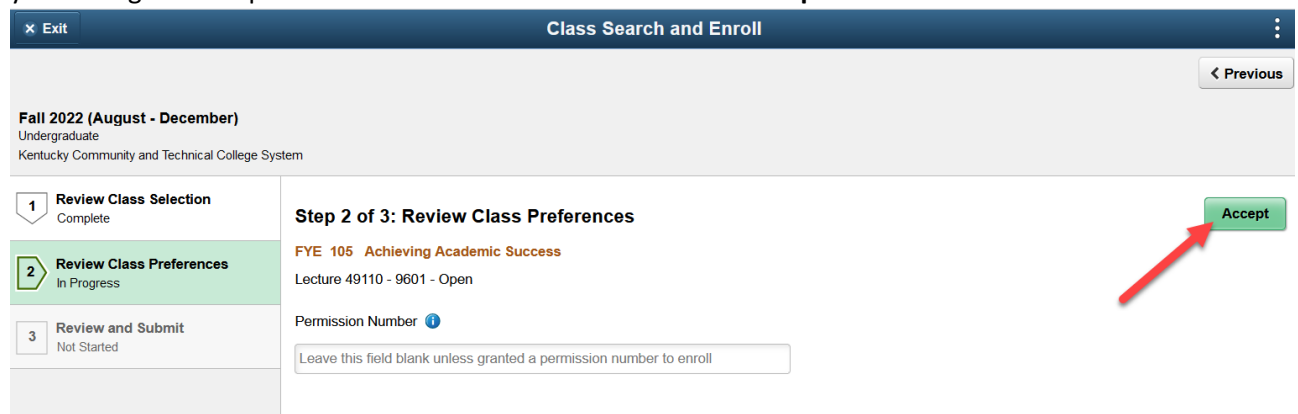
You have selected
FYE 105 Achieving Academic Success

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 49110 - 9601	Twelve Week	09/12/2022 - 12/11/2022	Friday 10:00AM to 11:45AM	Open Seats 20 of 30

Next

- Review the class to add to your shopping cart. Leave the **Permission Number** field blank unless you were granted a permission number for enrollment. Click **Accept**.



Class Search and Enroll

× Exit

Fall 2022 (August - December)
Undergraduate
Kentucky Community and Technical College System

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Review and Submit
Not Started

Step 2 of 3: Review Class Preferences

FYE 105 Achieving Academic Success

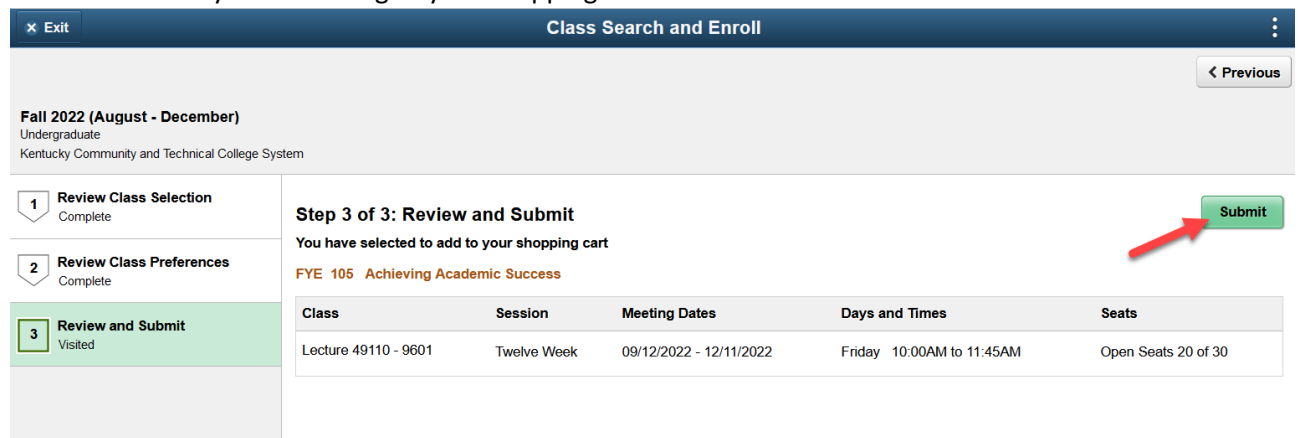
Lecture 49110 - 9601 - Open

Permission Number ⓘ

Leave this field blank unless granted a permission number to enroll

Accept

- Review the class you are adding to your shopping cart and select the **Submit** button.



Class Search and Enroll

× Exit

Fall 2022 (August - December)
Undergraduate
Kentucky Community and Technical College System

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Review and Submit
Visited

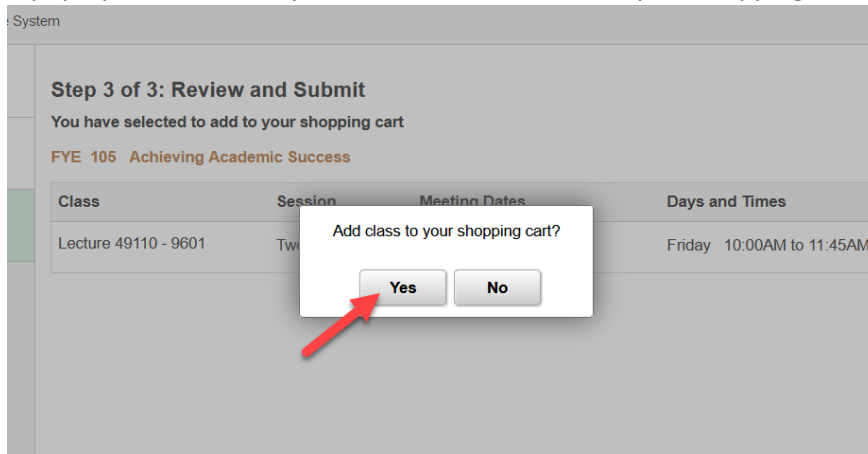
Step 3 of 3: Review and Submit

You have selected to add to your shopping cart
FYE 105 Achieving Academic Success

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 49110 - 9601	Twelve Week	09/12/2022 - 12/11/2022	Friday 10:00AM to 11:45AM	Open Seats 20 of 30

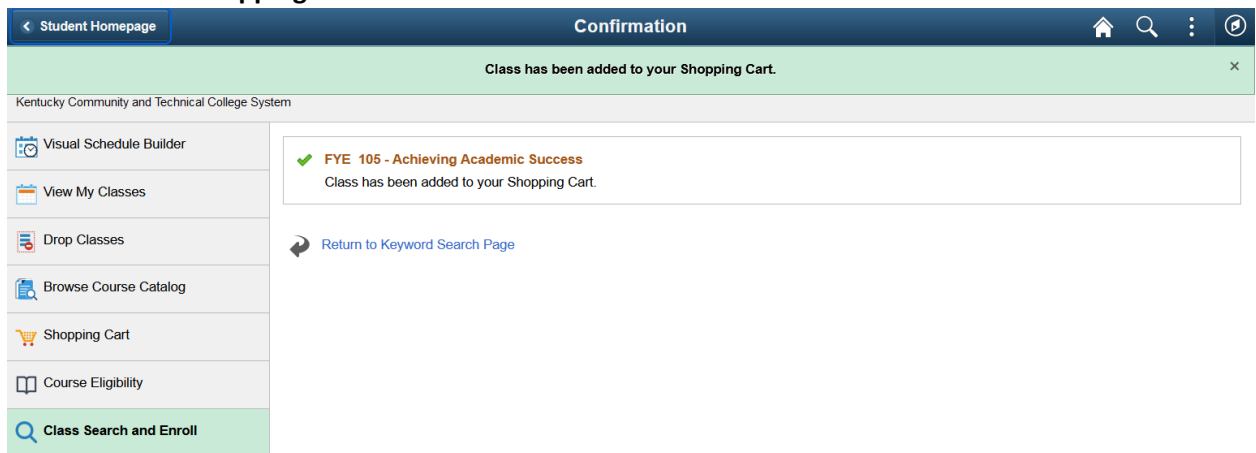
Submit

- A pop-up box will ask if you want to add this class to your shopping cart. Select **Yes** to proceed.

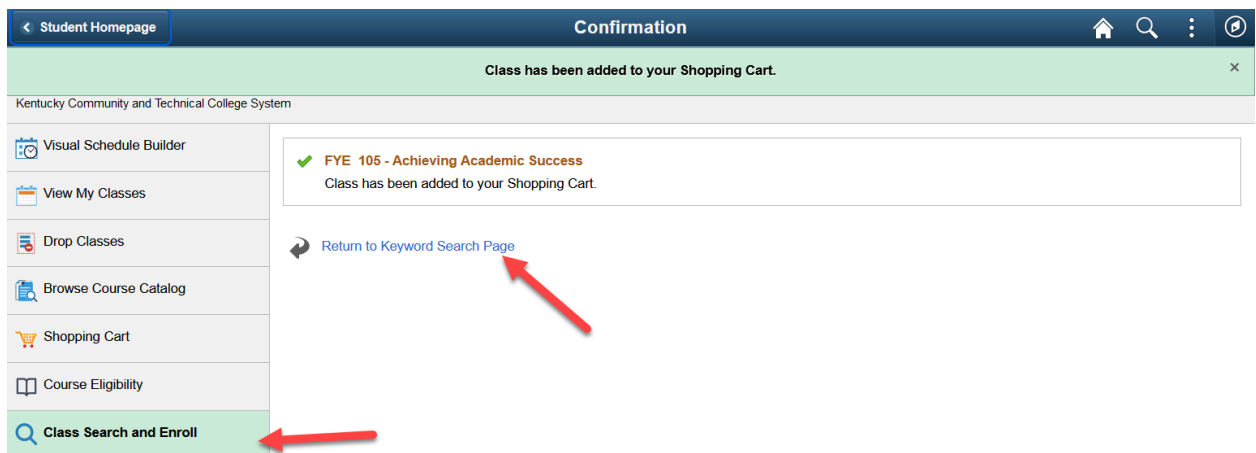


- A confirmation will display letting you know if the class was added to your shopping cart. A green check mark indicates the class was added and a red X indicates that it was not added. Messages regarding the shopping cart display.

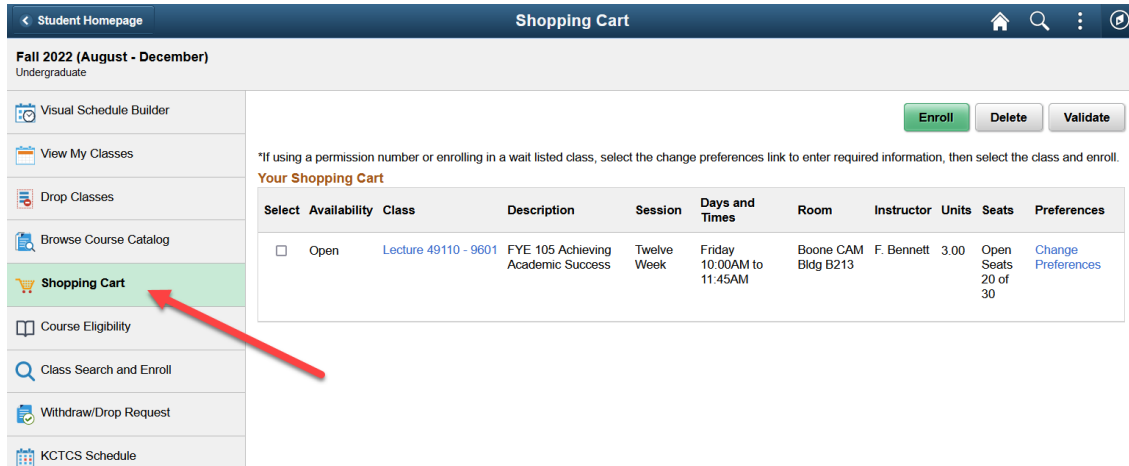
Class Added to Shopping Cart:



- If you want to search for more classes, select the **Return to Keyword Search Page** link or select **Class Search and Enroll** from the left-hand menu.



- After adding classes to your shopping cart, select the **Shopping Cart** menu item to view the classes.



Student Homepage Shopping Cart

Fall 2022 (August - December)
Undergraduate

Visual Schedule Builder View My Classes Drop Classes Browse Course Catalog **Shopping Cart** Course Eligibility Class Search and Enroll Withdraw/Drop Request KCTCS Schedule

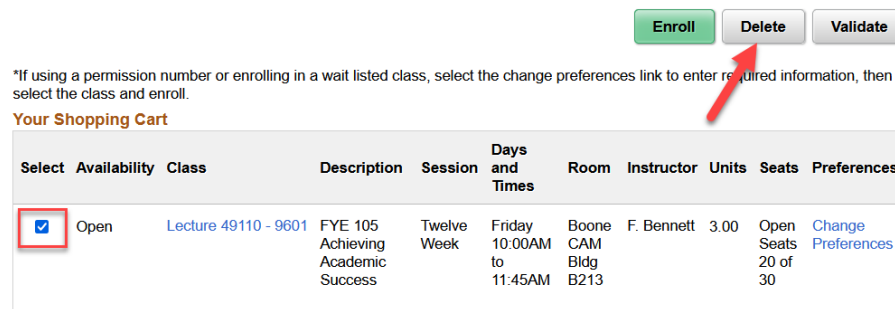
Enroll Delete Validate

*If using a permission number or enrolling in a wait listed class, select the change preferences link to enter required information, then select the class and enroll.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☐	Open	Lecture 49110 - 9601	FYE 105 Achieving Academic Success	Twelve Week	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213	F. Bennett	3.00	Open Seats 20 of 30	Change Preferences

- If you want to remove a class from your shopping cart, select the checkbox next to the class and select **Delete**.



Enroll Delete Validate

*If using a permission number or enrolling in a wait listed class, select the change preferences link to enter required information, then select the class and enroll.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☒	Open	Lecture 49110 - 9601	FYE 105 Achieving Academic Success	Twelve Week	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213	F. Bennett	3.00	Open Seats 20 of 30	Change Preferences

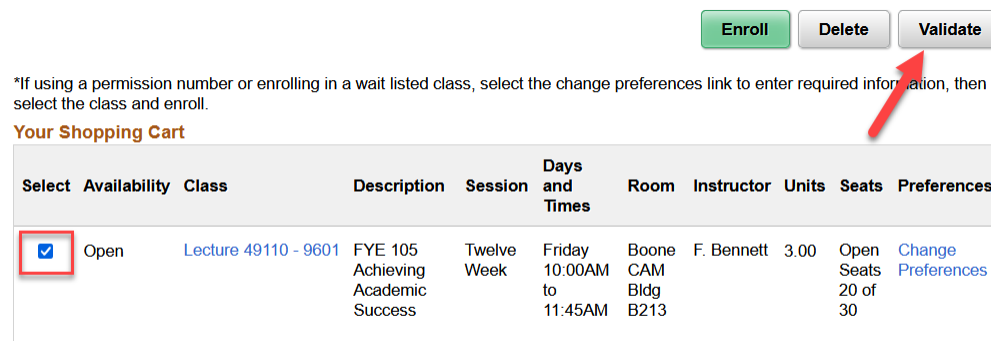
- If you have self-service enrollment permission, you can proceed with enrolling in your classes.

Enrolling in a Class

Only students with Self-Service Enrollment Permission can enroll in classes.

- If you are unsure if you can enroll in a class, select the class(s) by placing a checkmark in the checkbox and click the **Validate** button.

Note: The **Enroll** button and **Validate** button only appear if enrollment is currently open.



Enroll Delete Validate

*If using a permission number or enrolling in a wait listed class, select the change preferences link to enter required information, then select the class and enroll.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☒	Open	Lecture 49110 - 9601	FYE 105 Achieving Academic Success	Twelve Week	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213	F. Bennett	3.00	Open Seats 20 of 30	Change Preferences

2. A confirmation will appear and let you know if you are able to enroll in the class and other information.

Confirmation






✔

FYE 105 - Achieving Academic Success

This course has been taken previously. You may add this class, however once the class has been graded you may exceed the repeatable limit, depending on the grade you receive.

3. Select **Shopping Cart** from the menu to return to your cart.
4. If you are enrolling in a class that requires a permission number and you did not previously enter it on the Class Search and Enroll page when adding the class to your shopping cart, you may enter it now by selecting the **Change Preferences** link, entering the permission number, and selecting **Save**.

Cancel
Preferences
Save

The following class information can be amended

FYE 105 Achieving Academic Success

▼ **Class Preferences**

Lecture 49110 - 9601 - Open

Permission Number 

Leave this field blank unless granted a permission number to enroll

5. Select the class(es) to enroll in by placing a checkmark in the checkbox(es), then click **Enroll**.

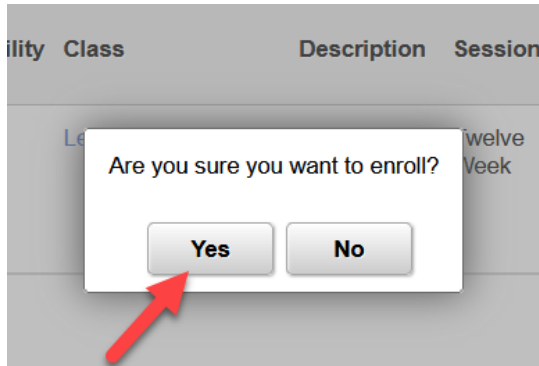
Enroll
Delete
Validate

*If using a permission number or enrolling in a wait listed class, select the change preference link to enter required information, then select the class and enroll.

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
☒	Open	Lecture 49110 - 9601	FYE 105 Achieving Academic Success	Twelve Week	Friday 10:00AM to 11:45AM	Boone CAM Bldg B213	F. Bennett	3.00	Open Seats 20 of 30	Change Preferences

- A pop-up box will ask if you are sure you want to enroll. Select **Yes** to proceed.



- A confirmation will appear and notify you if the class was added to your schedule. A green checkmark will appear next to the class if it was added to your schedule or a red x if the class was not added. Notes regarding the enrollment display.

Class Added:

[Student Homepage](#)

Confirmation

[Home](#)
[Search](#)
[Menu](#)
[Help](#)

This class has been added to your schedule.

Visual Schedule Builder

View My Classes

Drop Classes

Browse Course Catalog

Shopping Cart

Course Eligibility

Class Search and Enroll

✓

FYE 105 - Achieving Academic Success
 You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.

Class Not Added:

[Student Homepage](#)

Confirmation

[Home](#)
[Search](#)
[Menu](#)
[Help](#)

Not added to class schedule

Visual Schedule Builder

View My Classes

Drop Classes

Browse Course Catalog

Shopping Cart

Course Eligibility

Class Search and Enroll

✗

FYE 105 - Achieving Academic Success
 You are already enrolled in this class. Multiple enrollment for this class is not allowed.