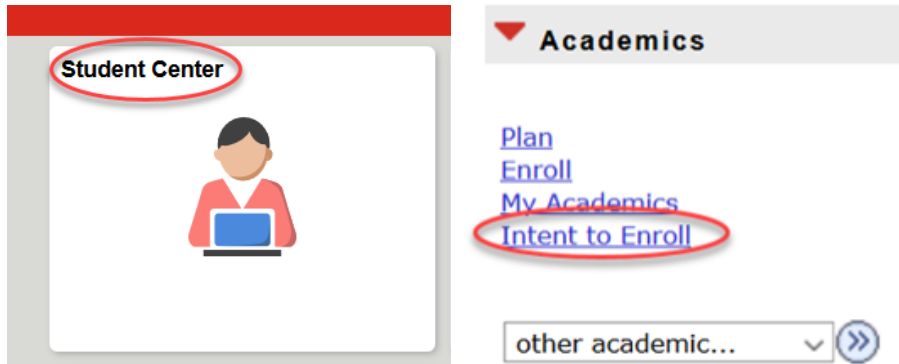


# Seneca

## Selecting a Class Schedule

1. Log into Student Center and select **Student Center** tile, then under the **Academics** section select **Intent to Enroll**. *Students starting the first semester in a new program do not need to submit Intent to Enroll and can skip to step 3.*



2. In the drop-down menu for **Select an Option**, select **Yes**. Read the statement regarding your responsibility for tuition and ancillary fees, and check the box indicating that you understand and select **Submit Response**.  
Note: It may take up to 24hrs from the time you confirm your intent to enroll until you have access to select your schedule.

### Intent to Enroll

Please confirm your intent to enroll for the following term(s) listed below:

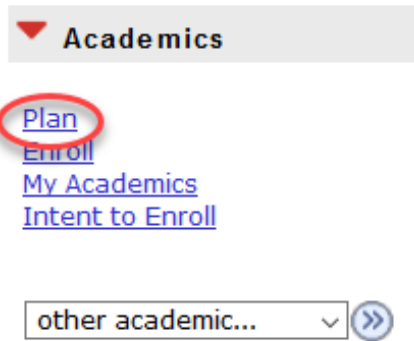
The screenshot shows the 'Intent to Enroll' form for Summer 2019. At the top right, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. The main content area displays 'Summer 2019' and 'Current Status: Not Submitted'. Below this, it says 'Status Date:' and 'Our records indicate that you are scheduled to continue in the following program: Accounting'. A message asks the user to confirm or update their intent to enroll for the Summer 2019 term by selecting one of the options listed below. The 'Select an option:' dropdown menu is set to 'Yes' and is circled in red. Below the dropdown, there is a note: 'In addition to providing your intent to enroll, your student account must be in good standing to be eligible to enroll for the term. Please ensure that all past due charges are paid in full well before the enrollment period to avoid any delays in enrollment.'

By checking this box and submitting your response, you accept responsibility for tuition and ancillary fee charges incurred based on changes in course load and agree to notify the Registration Office of your home campus in writing should you choose to withdraw from the term.

**Submit Response**

Cancel

3. Return to the main menu, and under the **Academics** section select **Plan**.



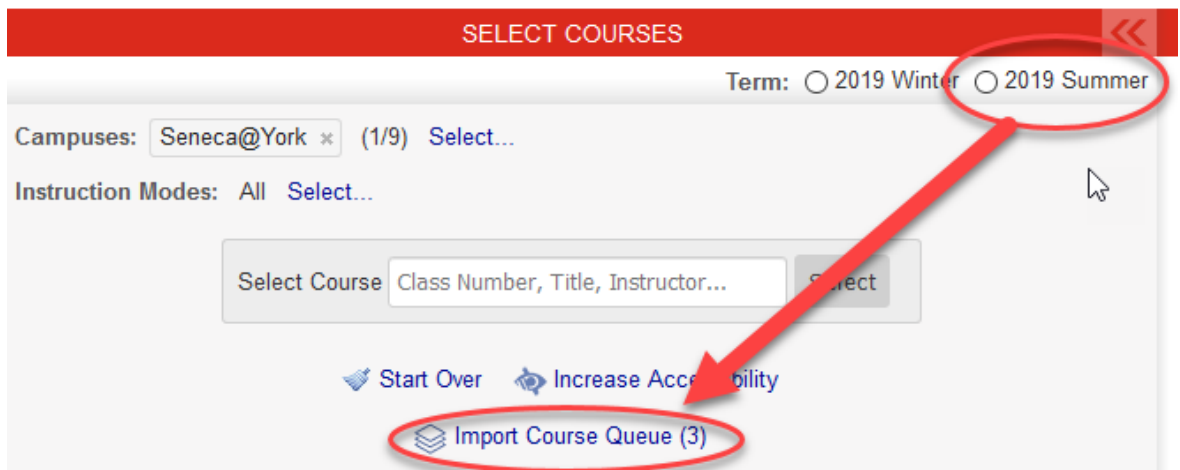
4. Click the red **Plan By Requirements** button. Here you will be able to select **Add to Queue** and see your selected courses listed in the **Visual Schedule Builder** box. Check **View All** to be sure you are seeing all of your courses for that semester. Once you have added all of the courses select **Build Schedule**.

The screenshot shows the "2nd Semester Requirements" page. It includes a "Not Satisfied" section for "2nd Semester Requirements" with a list of 12 required courses (4 taken, 8 needed). Below this is a "Required Courses" section with a "Not Satisfied" message and a list of 11 required courses (3 taken, 8 needed). A table lists the following courses that may be used to satisfy the requirement:

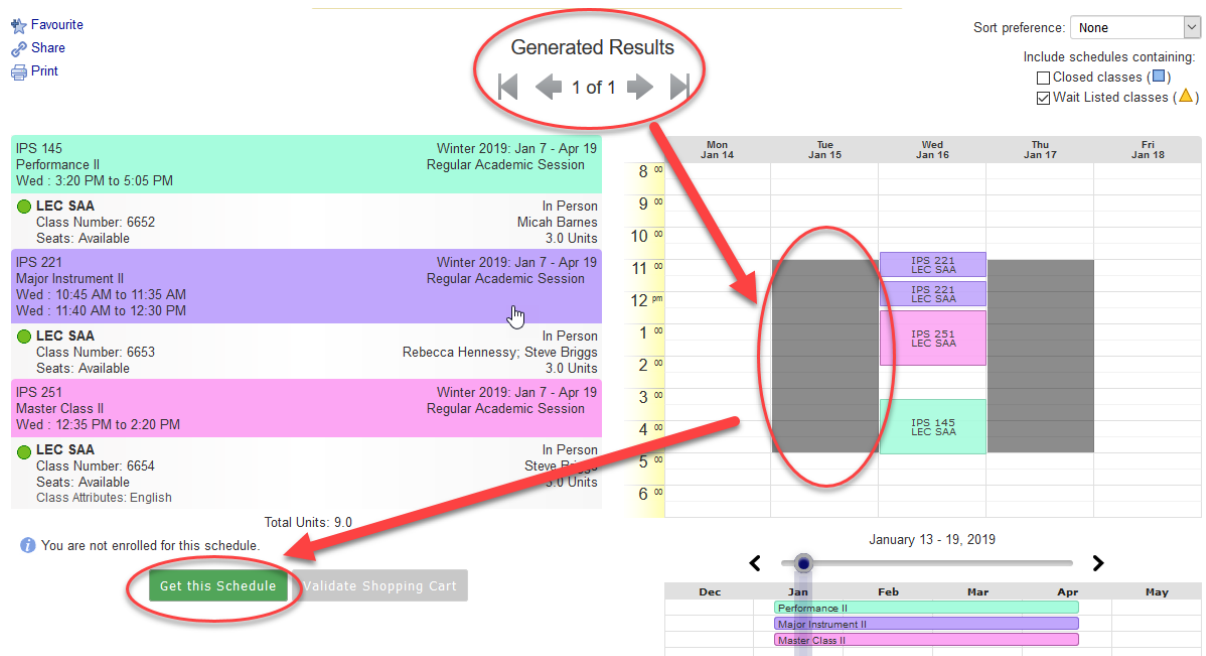
Course	Description	Units	When	Grade	Status	Add to Queue
IPS 145	<a href="#">Performance II</a>	3.00	Winter 2019		★	
IPS 221	<a href="#">Major Instrument II</a>	3.00	Winter 2019		★	
IPS 251	<a href="#">Master Class II</a>	3.00	Winter 2019		★	
IPS 303	<a href="#">Vocal Skills II</a>	3.00				
IPS 311	<a href="#">Touring I</a>	3.00				
IPS 323	<a href="#">Studio Prep II</a>	3.00				
IPS 400	<a href="#">Major Project Mentoring</a>	3.00				
IPS 411	<a href="#">Touring II</a>	3.00				
IPS 412	<a href="#">Ear Training II</a>	3.00				
IPS 413	<a href="#">Musical Collaboration</a>	3.00				

Annotations in the image include: a red circle around the "Add to Queue" icon for the first three courses; a red arrow pointing from this icon to the "Visual Schedule Builder" window; a red circle around the "View All" button at the bottom of the table; and a red circle around the "Build Schedule" button in the "Visual Schedule Builder" window. The "Visual Schedule Builder" window shows a "Course Queue" with the courses IPS145, IPS221, and IPS251 listed, and a "Build Schedule" button circled in red.

- Once in **Visual Schedule Builder** you will be able to select your term and then import your course queue. If this is your first term, it will be the only option available to you.



- You will now have the opportunity to select your class schedule. Under **Generated Results** you will see conflict-free class schedule options. Depending on your program you may only have one option, multiple options or non-adjustable blocks of courses. You can block out times/days on the calendar where you do not want to schedule classes. If you find a timeslot you want, click on the class to 'pin it' and ensure you keep this time/day in your schedule. Once you have selected the classes in which you plan to enroll, select **Get this Schedule**.



7. Check to ensure all of the classes are listed and that in the **Action** column all courses say **Add to Cart**. Then select **Do Actions**.
- Note: If you are already enrolled in a class the **Action** will be listed as **None** and does not need to change. You are not yet enrolled in these classes, but they are now in your shopping cart.
- Select **Return to Select Courses**.

Class	Action
<b>IPS 145</b> Performance II Wed : 3:20 PM to 5:05 PM  ● <b>LEC SAA</b> Class Number: 6652 Seats: Available  In Person Micah Barnes 3.0 Units	<b>Add to Cart</b> ▾
<b>IPS 221</b> Major Instrument II Wed : 10:45 AM to 11:35 AM Wed : 11:40 AM to 12:30 PM  ● <b>LEC SAA</b> Class Number: 6653 Seats: Available  In Person Rebecca Hennessy; Steve Briggs 3.0 Units	<b>Add to Cart</b> ▾
<b>IPS 251</b> Master Class II Wed : 12:35 PM to 2:20 PM  ● <b>LEC SAA</b> Class Number: 6654 Seats: Available Class Attributes: English  In Person Steve Briggs 3.0 Units	<b>Add to Cart</b> ▾

**Cancel** **Do Actions**

- Select **Validate Shopping Cart**. This will review all of your selected classes and let you know if you are eligible for the courses. You will see any errors in the **Results** column. Select **Back** to proceed with enrolling in the classes in your shopping cart OR to change classes if you received any error messages.

Class	Result
IPS 145 Performance II Wed : 3:20 PM to 5:05 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session ● <b>LEC SAA</b> <span>In Shopping Cart</span> Class Number: 6652 Seats: Available In Person Micah Barnes 3.0 Units	OK to Add.
IPS 221 Major Instrument II Wed : 10:45 AM to 11:35 AM Wed : 11:40 AM to 12:30 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session ● <b>LEC SAA</b> <span>In Shopping Cart</span> Class Number: 6653 Seats: Available In Person Rebecca Hennessy; Steve Briggs 3.0 Units	OK to Add.
IPS 251 Master Class II Wed : 12:35 PM to 2:20 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session ● <b>LEC SAA</b> <span>In Shopping Cart</span> Class Number: 6654 Seats: Available Class Attributes: English In Person Steve Briggs 3.0 Units	OK to Add.

**← Back**

- Once the classes in your shopping cart have been validated, you will once again select **Get this Schedule**.

IPS 251 Master Class II Wed : 12:35 PM to 2:20 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session ● <b>LEC SAA</b> <span>In Shopping Cart</span> Class Number: 6654 Seats: Available Class Attributes: English In Person Steve Briggs 3.0 Units	Total Units: 9.0
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**i** You are not enrolled for this schedule.

**Get this Schedule** | **Validate Shopping Cart**

10. Be sure that all classes are listed as **Checkout (Enroll)** in the **Action** column and select **Do Actions**. The **Results** column will verify that the courses have or have not been added. You will also see the courses you have enrolled in through **Student Center**.

Class	Action	
IPS 145 Performance II Wed : 3:20 PM to 5:05 PM ● <b>LEC SAA</b> <span style="background-color: #e0e0e0; border: 1px solid #ccc; border-radius: 3px; padding: 2px;">In Shopping Cart</span> Class Number: 6652 Seats: Available	Winter 2019: Jan 7 - Apr 19 Regular Academic Session In Person Micah Barnes 3.0 Units	<input type="button" value="Checkout (Enroll)"/>
IPS 221 Major Instrument II Wed : 10:45 AM to 11:35 AM Wed : 11:40 AM to 12:30 PM ● <b>LEC SAA</b> <span style="background-color: #e0e0e0; border: 1px solid #ccc; border-radius: 3px; padding: 2px;">In Shopping Cart</span> Class Number: 6653 Seats: Available	Winter 2019: Jan 7 - Apr 19 Regular Academic Session In Person Rebecca Hennessy; Steve Briggs 3.0 Units	<input type="button" value="Checkout (Enroll)"/>
IPS 251 Master Class II Wed : 12:35 PM to 2:20 PM ● <b>LEC SAA</b> <span style="background-color: #e0e0e0; border: 1px solid #ccc; border-radius: 3px; padding: 2px;">In Shopping Cart</span> Class Number: 6654 Seats: Available Class Attributes: English	Winter 2019: Jan 7 - Apr 19 Regular Academic Session In Person Steve Briggs 3.0 Units	<input type="button" value="Checkout (Enroll)"/>
<input type="button" value="Cancel"/>		<input type="button" value="Do Actions"/>

Action	Options	Result
<input type="button" value="Checkout (Enroll)"/>	None	<b>Added</b> This class has been added to your schedule.

Click this button to view the latest state of your courses.