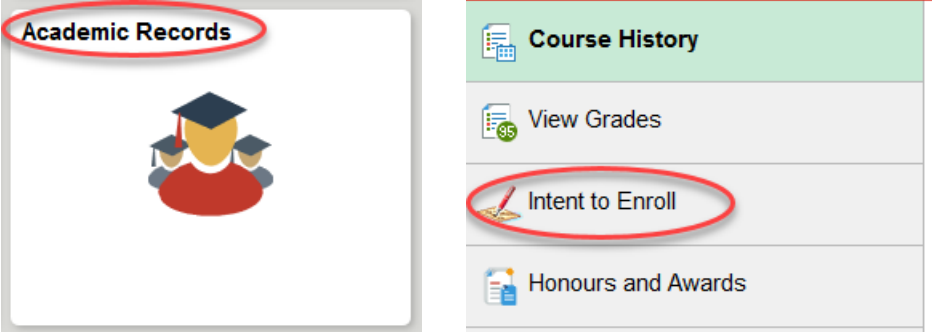


Selecting a Class Schedule

1. Log into Student Home and select the **Academic Records** tile, then select **Intent to Enroll**. If you have already submitted your Intent to Enroll for the term, you may skip to step three.



2. In the drop-down menu for **Select an Option**, select **Yes**. Read the terms and conditions, and set the **I agree** toggle to **Yes** indicating you understand and select **Submit**.

Note: It may take up to 24 hours from the time you confirm your intent to enrol until you have access to select your schedule.

Intent to enroll

Term	Program	Current Status	Status Date
1	Fall 2020	Busn-International Busn	Not Submitted

Please confirm or update your intent to enroll for the Fall 2020 term by selecting one of the options listed below:

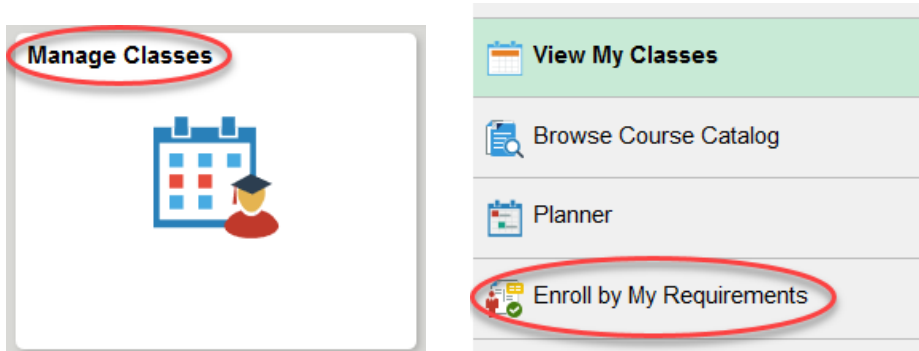
Select Option

Please Carefully read the terms and conditions and submit your response

I agree No

Last Update Date/Time

- Return to your Student Home, and under the **Manage Classes** tile, select **Enroll by My Requirements**.



- 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**.

If your program of study uses block enrolment, you can skip the course queue and click directly on **Build Schedule**.

3rd Semester Requirements

Not Satisfied: 3rd Semester Requirements

- Courses: 6 required, 0 taken, 6 needed

Required Courses

Not Satisfied: You are required to successfully complete the following courses.

- Courses: 6 required, 0 taken, 6 needed

The following courses may be used to satisfy this requirement:

Personalize | **View All** | First | 1-6 of 6 | Last

Course	Description	Units	When	Grade	Notes	Status	Add to Queue
EAC 594	Comm Digital Workplace	3.00					
INB 345	International Transportation *** view multiple offerings	3.00					
INB 355	Import/Export Procedures I	3.00					
INB 365	Transborder Procedures	3.00					
QNM 223	Business Statistics	3.00					
SMS 310	Data Analysis Tools *** view multiple offerings	3.00					

Visual Schedule Builder

Course Queue

- EAC594
- INB345
- INB355

Clear

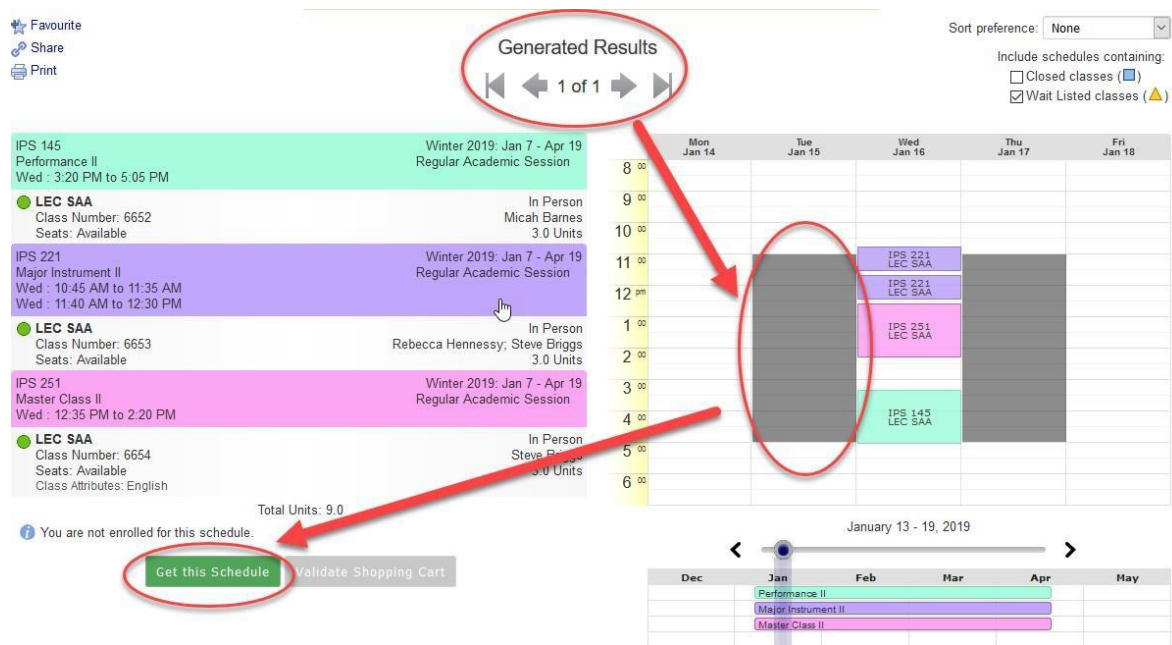
Build Schedule

- 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.

If your program of study uses block enrolment, you will see an option to select from one or more blocks or groupings of courses.



- 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 have one option, multiple options or non-adjustable groups (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 enrol, select **Get this Schedule**.



- Check to ensure all of the classes are listed and that in the **Action** column all classes 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
IPS 145 Performance II Wed : 3:20 PM to 5:05 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session	<input type="button" value="Add to Cart"/>
● LEC SAA Class Number: 6652 Seats: Available In Person Micah Barnes 3.0 Units	
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	<input type="button" value="Add to Cart"/>
● LEC SAA Class Number: 6653 Seats: Available In Person Rebecca Hennessy; Steve Briggs 3.0 Units	
IPS 251 Master Class II Wed : 12:35 PM to 2:20 PM Winter 2019: Jan 7 - Apr 19 Regular Academic Session	<input type="button" value="Add to Cart"/>
● LEC SAA Class Number: 6654 Seats: Available Class Attributes: English In Person Steve Briggs 3.0 Units	

8. Select **Validate Shopping Cart**. This will review all of your selected classes and let you know if you are eligible for the classes. 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 LEC SAA In Shopping Cart Class Number: 6652 Seats: Available	Winter 2019: Jan 7 - Apr 19 Regular Academic Session 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 LEC SAA In Shopping Cart Class Number: 6653 Seats: Available	Winter 2019: Jan 7 - Apr 19 Regular Academic Session 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 LEC SAA In Shopping Cart Class Number: 6654 Seats: Available Class Attributes: English	Winter 2019: Jan 7 - Apr 19 Regular Academic Session In Person Steve Briggs 3.0 Units OK to Add.

Back

9. 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 LEC SAA In Shopping Cart Class Number: 6654 Seats: Available Class Attributes: English	Winter 2019: Jan 7 - Apr 19 Regular Academic Session In Person Steve Briggs 3.0 Units
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Total Units: 9.0

i You are not enrolled for this schedule.

Get this Schedule **Validate Shopping Cart**

- 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 classes have or have not been added. You will also see the classes in which you have enrolled through **Student Home**.

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

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

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