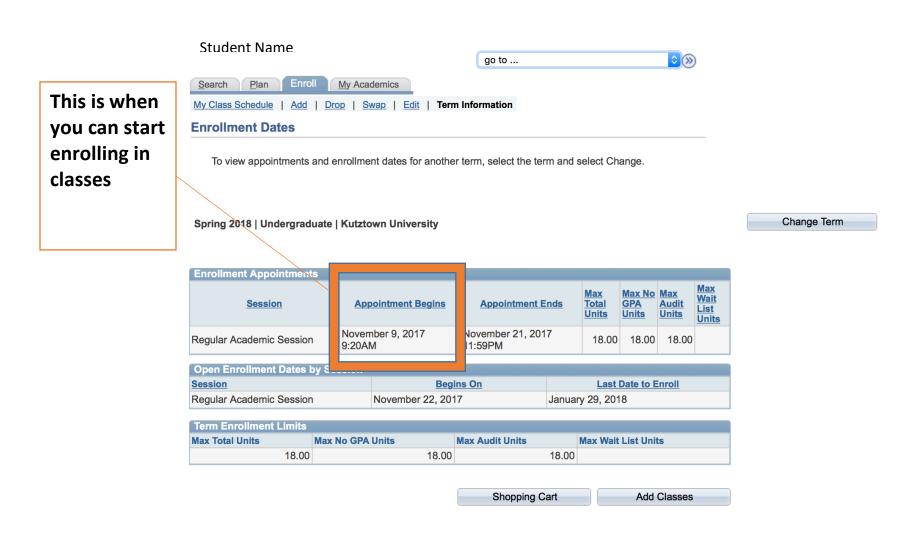
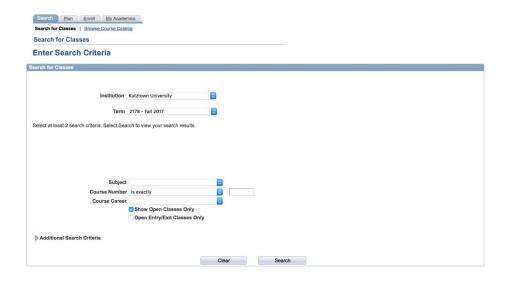


Search for classes

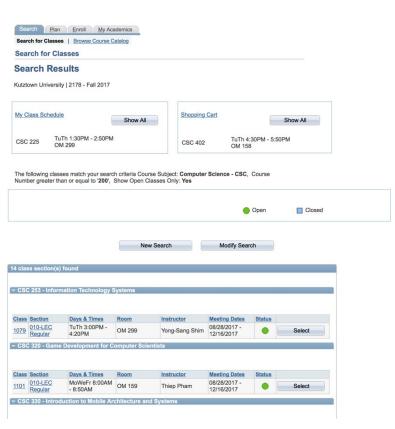






Searching for a class:

- 1. Choose Term
- 2. Choose Subject
- 3. Enter course number
 - a. Or change the drop do and browse classes
- 4. Click Search
- 5. Find the course you want click select
 - a. A course with a green circle is open
 - b. A course with a blue box is closed



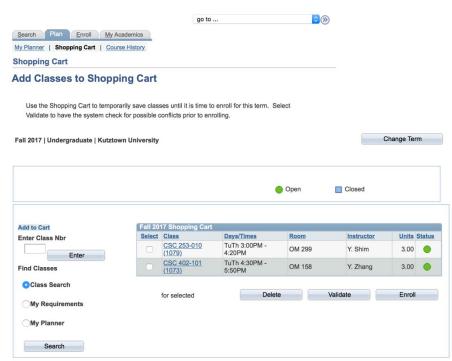


The Shopping cart (Right) lets you view classes you have added and by checking the box next to the class you can either enroll (only if it is your date and time) or delete classes.

You can have classes you are not going to take in you cart (most of the time as backups)

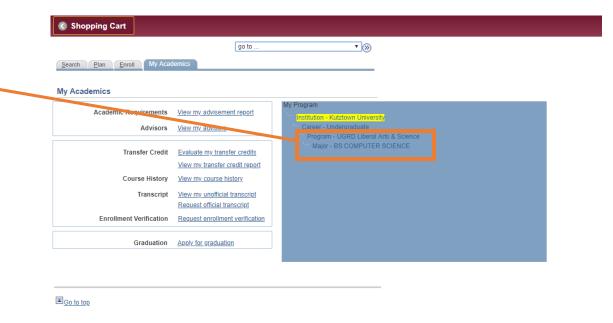
If I class doesn't let you enroll in the class and it is after your assigned time to Enroll (pg.2) then email your advisor with the class information and your student ID number.

Make sure you have selected the correct class by reviewing the details for the class (Left). Click Next to add the class to your shopping cart. This does **NOT** mean you are enrolled, you must go back and enroll at your given date and time.



To get to the screen to the right from the home student center screen, click on Register for Classes then select the My Academics tab at the top.

Here you will find your major and check sheet version, next to program.



Trouble enrolling in a class

If you need to get into a **CS class** and you can email your advisor or Dr. Frye with the following information....

- Full name
- Student ID
- Course prefix, number, section, and the class number in MyKU (the 4-digit number)
- Reason you can't enroll
- Reason you need that class this semester

Copy your advisor on the email, if this information is not included the email will be returned a request for the missing information.

For any NON-CS Class you must contact that department.

To Change Major

If you wish to change your major you must talk to your advisor and they will help you through the process

To Change your advisor

You must first talk to the person you wish to change your advisor to.

Then once that person has agreed to be your advisor go talk to Ms. Sutjak.

Ms. Sutjak with help you fill out the paperwork.

You must be able to provide a reason for changing your advisor to the department chair, Dr. Frye.