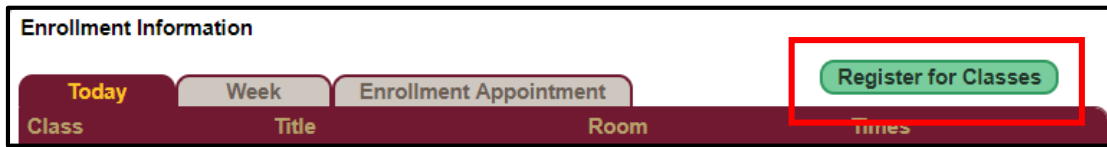
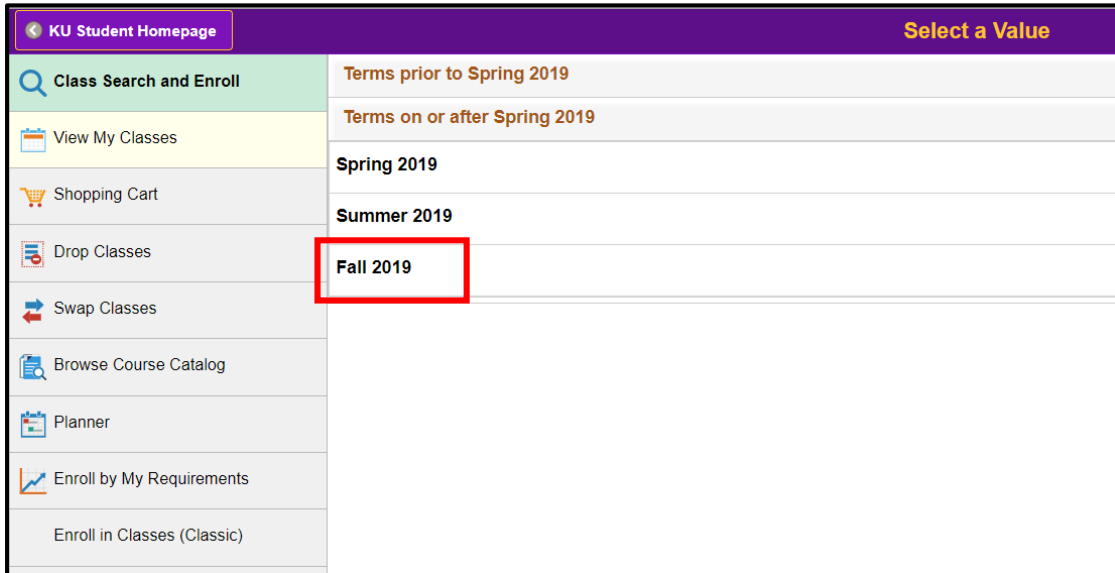


Adding a Class

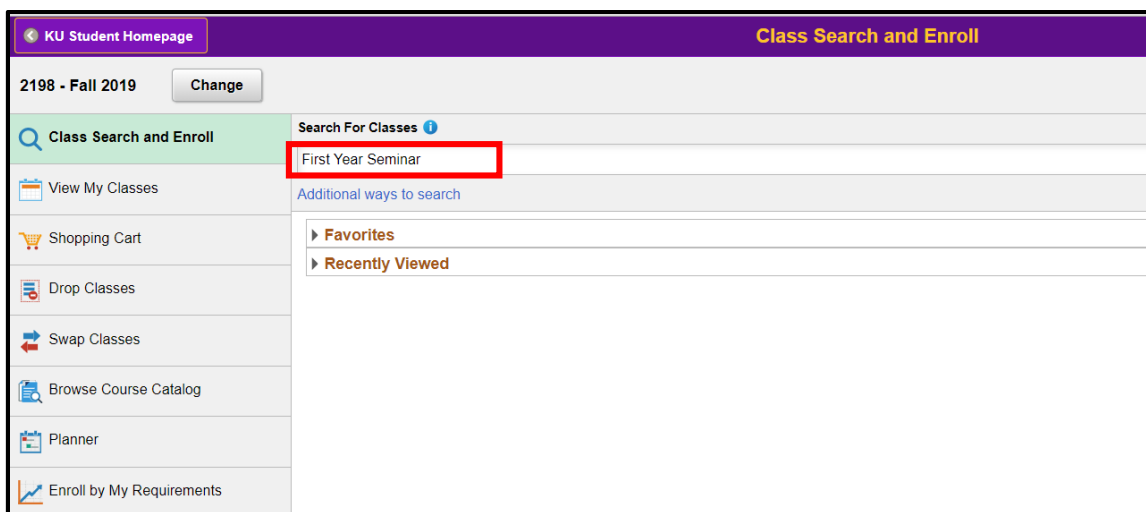
1. Using your assigned username and password that you received from Admissions, log in to MyKU (myku.kutztown.edu).
2. On your Student Homepage select “Register for Classes”



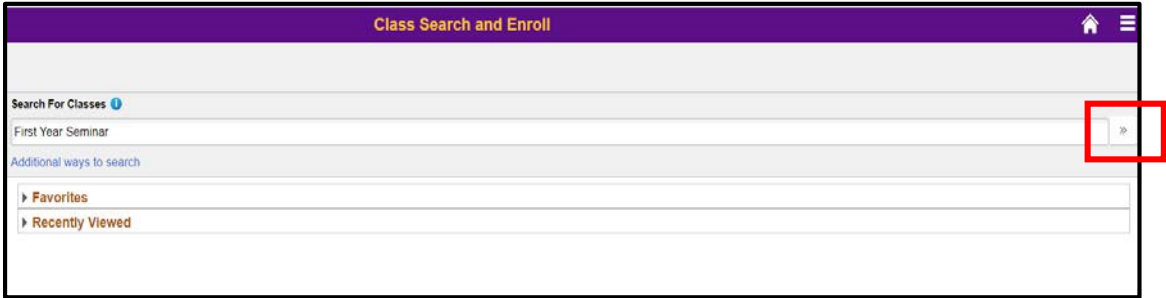
3. On the next page select “Fall 2019”



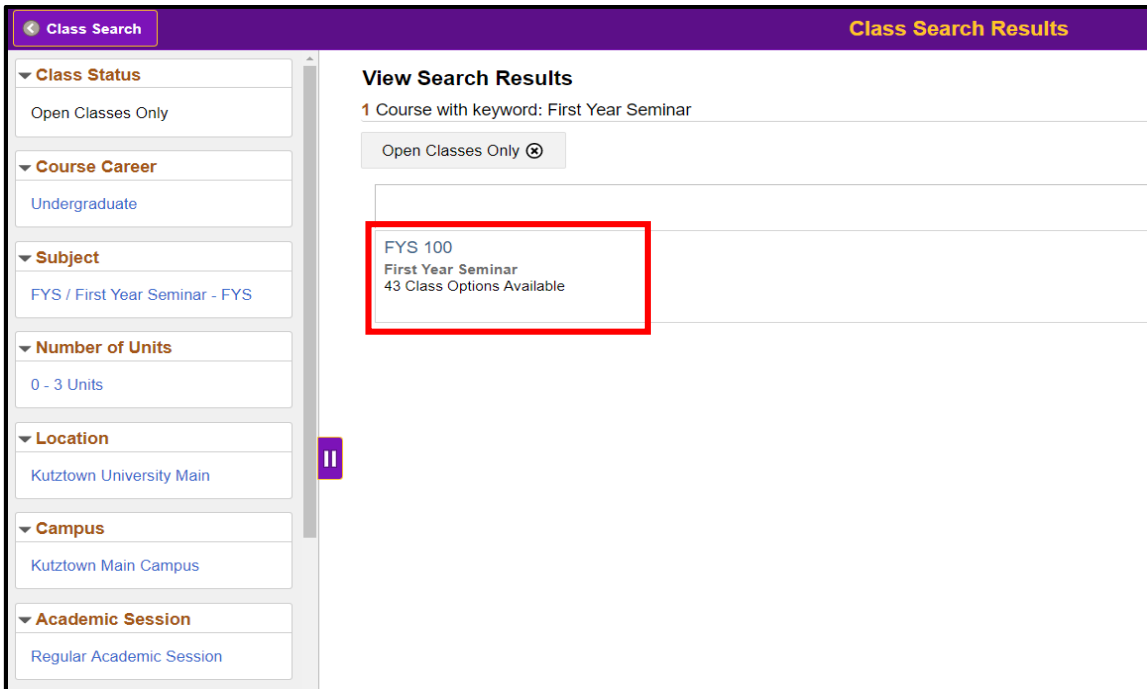
4. In the Search For Classes field type in “First Year Seminar”



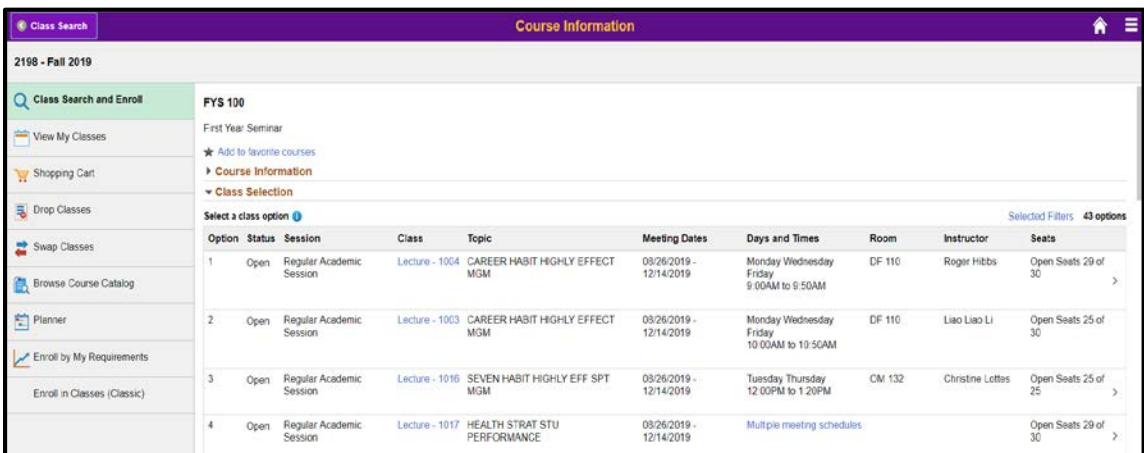
- Then click on the arrow at the end of the line to start the search.



- On the next screen click on FYS 100 to view all the available classes.



- You will then see a screen like below, here you can view the topic of each course as well as the time and days the course meets.



8. When you have selected the course you wish to register for click it.

Course Information

2198 - Fall 2019

FYS 100
First Year Seminar

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option ⓘ Select Filters 43 options

Option	Status	Session	Class	Topic	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1004	CAREER HABIT HIGHLY EFFECT MGM	08/26/2019 - 12/14/2019	Monday Wednesday Friday 9:00AM to 9:50AM	DF 110	Roger Hibbs	Open Seats 29 of 30
2	Open	Regular Academic Session	Lecture - 1003	CAREER HABIT HIGHLY EFFECT MGM	08/26/2019 - 12/14/2019	Monday Wednesday Friday 10:00AM to 10:50AM	DF 110	Liao Liao Li	Open Seats 25 of 30
3	Open	Regular Academic Session	Lecture - 1016	SEVEN HABIT HIGHLY EFF SPT MGM	08/26/2019 - 12/14/2019	Tuesday Thursday 12:00PM to 1:20PM	OM 132	Christine Lottes	Open Seats 25 of 29
4	Open	Regular Academic Session	Lecture - 1017	HEALTH STRAT STU PERFORMANCE	08/26/2019 - 12/14/2019	Multiple meeting schedules			Open Seats 29 of 30

9. Then click on the “Next” button to continue enrolling.

Class Search and Enroll

2198 - Fall 2019
Undergraduate
Kutztown University of Pennsylvania

1 Review Class Selection Complete

2 Enroll or Add to Cart Complete

3 Review and Submit Visited

Step 1 of 3: Review Class Selection

You have selected
FYS 100 First Year Seminar

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1003	Regular Academic Session	08/26/2019 - 12/14/2019	Monday Wednesday Friday 10:00AM to 10:50AM	Open Seats 25 of 30

Next >

10. Then make sure “Enroll” is selected and click “Next”.

Class Search and Enroll

2198 - Fall 2019
Undergraduate
Kutztown University of Pennsylvania

1 Review Class Selection Complete

2 Enroll or Add to Cart Complete

3 Review and Submit Visited

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Next >

11. Click “Submit”

Class Search and Enroll

2198 - Fall 2019
Undergraduate
Kutztown University of Pennsylvania

1 Review Class Selection Complete

2 Enroll or Add to Cart Complete

3 Review and Submit Visited

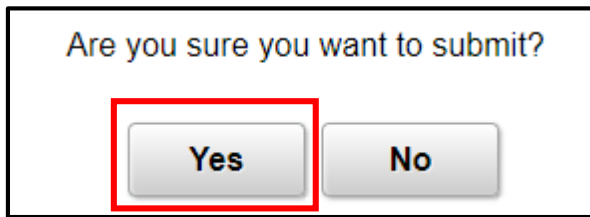
Step 3 of 3: Review and Submit

You have selected to enroll in
FYS 100 First Year Seminar

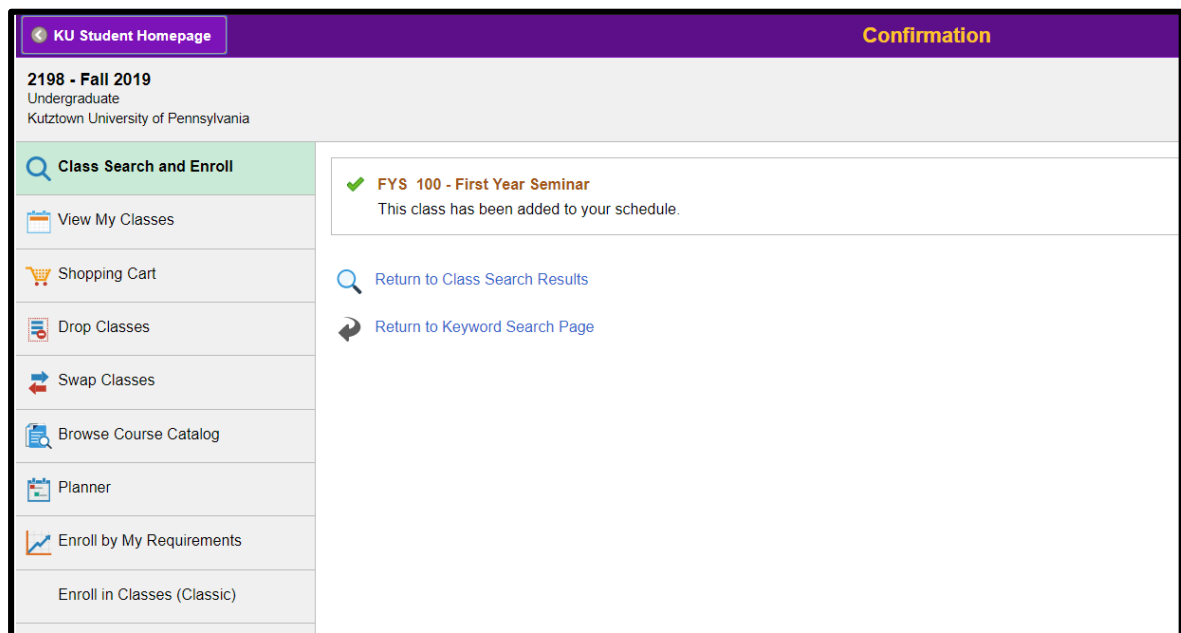
Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1003	Regular Academic Session	08/26/2019 - 12/14/2019	Monday Wednesday Friday 10:00AM to 10:50AM	Open Seats 25 of 30

Submit

12. Then click "Yes" when asked if you are sure you want to submit.



13. Congrats you have just enrolled in your First Year Seminar!



The screenshot shows the KU Student Homepage. The top navigation bar is purple with "KU Student Homepage" on the left and "Confirmation" on the right. Below the navigation bar, the page displays "2198 - Fall 2019", "Undergraduate", and "Kutztown University of Pennsylvania". A sidebar on the left contains a "Class Search and Enroll" section with a search icon, and a list of links: "View My Classes", "Shopping Cart", "Drop Classes", "Swap Classes", "Browse Course Catalog", "Planner", "Enroll by My Requirements", and "Enroll in Classes (Classic)". The main content area shows a confirmation message: a green checkmark icon followed by "FYS 100 - First Year Seminar" and "This class has been added to your schedule." Below the message are two links: "Return to Class Search Results" and "Return to Keyword Search Page".