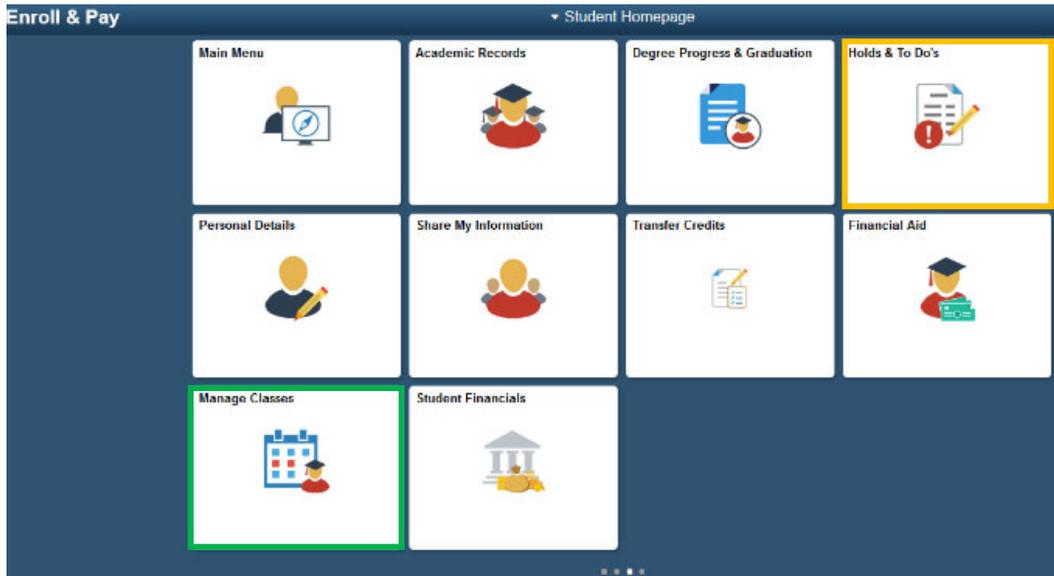
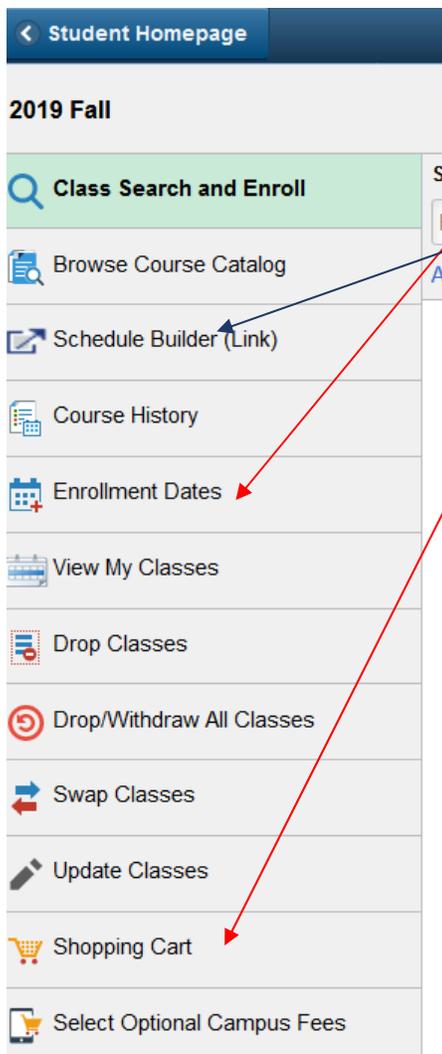


Enroll & Pay has Changed

Students will now see a Student Homepage when they log into Enroll & Pay. The Student Center has been replaced by tiles that allow students to quickly navigate through the system.

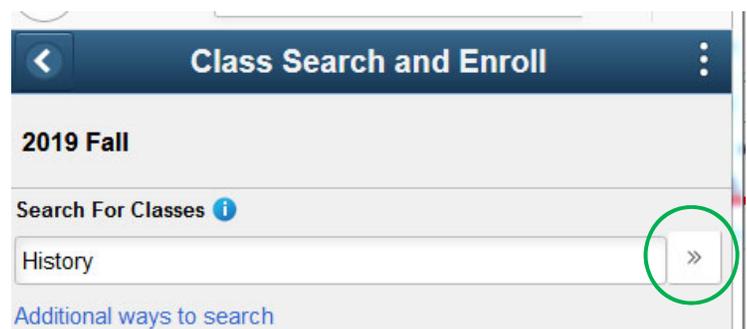


Holds can be viewed under the tile that says Holds and To Do's.



The **Manage Classes** tile contains the bulk of the information students need to enroll for classes. Select the appropriate term to begin.

- Enrollment Appointment Times can be found under **Enrollment Dates**.
- Students can use **Schedule Builder** for an easy way to select classes. These classes can be moved directly into a student's Shopping Cart.
- Once classes are in a student's **Shopping Cart**, they can immediately go here to enroll after their Enrollment Appointment Time.
- Students can also enroll using the **Class Search and Enroll** option.
 - Class Search and Enroll allows students to search for classes using a global search that they can later filter down. For example, English, History or Psychology. We suggest being as specific as possible in your search criteria (example: HIST 129).
 - Use an asterisk (*) as a wild card. Using *arc** will bring up classes for Architecture, Archaeology, Architectural Engineering and Interior Architecture & Design.
 - Click on >> and system will start searching on the subject, title and description of the class.



The screenshot shows the 'Class Search' interface. On the left, there are three filter sections: 'Class Status' with options 'Open Classes Only', 'Wait List Classes Only', and 'Closed Classes Only'; 'Course Career' with options 'Graduate', 'Law', 'Medicine', and 'Undergraduate'; and 'Subject' which is circled in red and lists various subjects like 'AAAS / African & African-American St', 'AMS / American Studies (AMS)', 'ARCH / Architecture', 'BIOL / Biology', 'CARI / Carillon', 'CLSX / Classics', 'EALC / East Asian LanguagesCultures', 'ECON / Economics', 'ENGL / English', and 'EPSY / Educational Psychology'. The main area is titled 'View Search Results' and shows '15 courses displayed with keyword:'. Below this, a list of courses is shown, including AAAS 105, AAAS 160, AMS 323, AMS 835, ARCH 540, BIOL 225, and BIOL 413. A red arrow points from the 'Open Classes Only' filter to the search results.

- The search results can be narrowed down by using the options along the left side. Select only Open classes, only Undergraduate classes, by Non-Standard session if wanting a short course and more. Scroll down the left side for more options like searching for a class to fulfill the KU CORE.
- After selecting the course, you will be shown class meeting information on the available sections in that course. Select the section of the class you'd like to enroll in to proceed.
- Continue through the guided step-by-step process to enroll. These steps will prompt you to enter a permission number or adjust credit hours for classes, as needed. Click on Accept/Next to continue through the process.
- You will receive a confirmation if your class has been added successfully. The system will alert you if your class was not successful and will let you know why.

The screenshot shows the 'Confirmation' screen. At the top, it says 'This class has been added to your schedule.' Below this, there is a navigation menu with 'Class Search and Enroll' selected. The main content area shows a green checkmark and the text 'C&T 347 - Social Studies in the Elementary Classroom' followed by 'This class has been added to your schedule.'

- Click on **View My Classes** to see your final schedule.
- If you have classes in your Planner, go to the **Academic Records** tile and click on your **Planner** and enroll.
- You can also Drop, Swap and Update Classes from Manage Classes tile.

For assistance, please call 785-864-8080.

Additional documentation is available at: <https://sis.ku.edu/enroll-pay-how-tos>