ACADEMICS – Adding Courses in SOLUS

Processing Steps

**Step 1:**
Access the main page of SOLUS via the following navigation:
Main Menu > Self Service > Student Center

**Step 2:**
Under the Academics section, click the Enroll link.

**Step 3:**
1. Select the Term that you wish to add classes for.
2. Click the Continue button.
**Step 4:**
There are two ways to add courses to your shopping cart:

1. To automatically add a course, enter the **Class Number** and then click **Enter**.
2. Click the **Search** button.

**Step 5:**

1. Select the desired **Course Subject** and add at least one other **Search Criteria**.
2. Click the **Search** button.
Step 6:
Click on the Section Name link to learn more about a class such as course description and prerequisites.

Step 7:
After reviewing the Class Detail click the:
1. Select Class button to add this course or,
2. View Search Results button to return to the Search Results page.
## ADDING COURSES IN SOLUS

### Processing Steps

<table>
<thead>
<tr>
<th>Step 8: Optional</th>
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<td>If the class requires it, select a laboratory or tutorial section to accompany the lecture and then click the <strong>Next</strong> button to continue.</td>
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### Screenshots

#### Step 8:

**Optional**

If the class requires it, select a laboratory or tutorial section to accompany the lecture and then click the **Next** button to continue.

#### Step 9:

1. Confirm the time of class and review any other important class information.
2. Click the **Next** button to continue.
**Step 10:**
The class will be added to your shopping cart ready for you to enroll.

If you have a valid Enrollment Appointment, click the **Proceed to Step 2 of 3** button to begin the enrollment process.

**Step 11:**
This page confirms the details for the course.

To secure your place in the course, click the **Finish Enrolling** button.

**Step 12:**
If there are no errors, the course will be added to your schedule.