# ACADEMICS – Adding Courses in SOLUS

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<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
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<tr>
<td><strong>Step 1:</strong> Access the main page of SOLUS via the following navigation: Main Menu &gt; Self Service &gt; Student Center</td>
<td><img src="https://example.com/screenshot1.png" alt="Step 1" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Under the Academics section, click the Enroll link.</td>
<td><img src="https://example.com/screenshot2.png" alt="Step 2" /></td>
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<tr>
<td><strong>Step 3:</strong> 1. Select the Term that you wish to add classes for. 2. Click the Continue button.</td>
<td><img src="https://example.com/screenshot3.png" alt="Step 3" /></td>
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</table>
### 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**.
   
   **NOTE:** When searching for an online class, change the Course Career from Undergraduate to Undergraduate online.

2. Click the **Search** button.

   **NOTE:** When searching for an online class, you must change the "Course Career" to "Undergraduate Online".
**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.
### 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.

![Screenshot of selecting laboratory or tutorial section](image)

1. Select classes to add - Related Class Sections

2017 Fall | Undergraduate | Queen's University
FILM 435 - Culture & Represent.: Spec.Top
Lecture selected Section 001
Mo 2:30PM - 5:30PM | IBCPA RM312

![Screenshot of selecting laboratory or tutorial section](image)

### Step 9:

1. Confirm the time of class and review any other important class information.

2. Click the Next button to continue.

![Screenshot of confirming class time](image)
### 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.

#### Screenshots
![Add Classes](image1)

1. **Select classes to add**

   To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

   Note: Having a class in your shopping cart does not guarantee you a space in the class. Class capacity is only checked at the time of enrollment and some classes may be full. If this is the case, please keep trying throughout the registration period.

   - **Film**: 435 has been added to your shopping cart.

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   ![Add to Cart](image2)

   - **Proceed to Step 2 of 3**

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

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

#### Screenshots
![Add Classes](image3)

2. **Confirm classes**

   Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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   ![Add to Cart](image4)

   - **Finish Enrolling**

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

#### Screenshots
![Add Classes](image5)

3. **View results**

   Courses with an ‘A’ or ‘B’ as part of the course code are multi-term courses (they run for the Fall and Winter terms or Spring and Summer sessions). When enrolling in ‘A’, you will be automatically enrolled in ‘B’, so you are registered for the full course. Please view the following status reports for enrollment confirmations and errors:

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   ![Add Another Class](image6)