**ACADEMICS – Adding Courses in SOLUS**

<table>
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<th>Processing Steps</th>
<th>Screenshots</th>
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| **Step 1:**  
Access the main page of SOLUS via the following navigation:  
Main Menu > Self Service > Student Center | ![Screenshot showing Main Menu and Self Service navigation] |
| **Step 2:**  
Under the Academics section, click the Enroll link. | ![Screenshot showing Academics section] |
| **Step 3:**  
1. Select the Term that you wish to add classes for.  
2. Click the Continue button. | ![Screenshot showing Select Term] |
ADDING COURSES IN SOLUS

Processing Steps

**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.

Screenshots

**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.
**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.

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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 435-001 (4217)</td>
<td>Culture &amp; Repr. Spec. Top (Lecture)</td>
<td>Mo 2:30PM - 5:30PM</td>
<td>IB CPA RM112</td>
<td>E. Jyrjälä</td>
<td>3.00</td>
<td>Open</td>
</tr>
<tr>
<td>FILM 435-002 (4216)</td>
<td>Culture &amp; Repr. Spec. Top (Laboratory)</td>
<td>We 2:30PM - 4:30PM</td>
<td>IB CPA RM112</td>
<td>E. Jyrjälä</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>