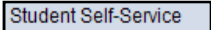

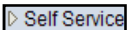
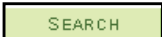


Distance Learning Class Search






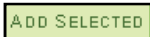





1.	<p>From the MaineStreet portal, click the Student Self-Service link.</p> 
2.	<p>Click the Student Center link.</p> 
3.	<p>Click the Self Service link.</p> 
4.	<p>Click the Distance Learning Class Search link.</p>
5.	<p>The Distance Learning Class Search feature enables you to search for Distance Learning classes and add them to your Wish List. After adding classes to your Wish List, you can enroll in them.</p> <p>You are required to enter the Academic Term and Location to search for a class.</p>
6.	<p>Select the appropriate Academic Term.</p>
7.	<p>Web/On-line is the default Location. If you wish to select a different Location, click on the drop-down arrow in the Location field to look up and select the desired location.</p> <p>Click the Location drop-down arrow.</p>
8.	<p>Scroll down if necessary and click on the desired Location to select it.</p> <p>Note: The only <i>On Site</i> courses included in this search are those offered at University College Centers.</p>
9.	<p>Be aware that entering additional search criteria might limit your search results more than intended.</p> <p>If you wish, you can narrow your class search by entering the following criteria:</p> <ul style="list-style-type: none"> * Course Career (i.e. undergraduate, graduate, law...) * Course Subject (i.e. ENG, MAT, PHY...) * Distance Instruction Method (You may leave this field blank to see all classes available at the selected location, or you may select from Interactive Television, On Site, Online, Online & Class Meetings, and Video Conferencing.) <p>Note: <i>There is a pull-down menu at the top of the list of results, which allows you to sort your results alphabetically by institution, modality, or subject.</i></p> <p>After entering all the search criteria you wish to use, click the Search button.</p> <p>Click the SEARCH button.</p> 

10.	<p>All classes that meet the criteria you entered will appear in the Search Results section at the bottom of the page. If necessary, scroll down the page to view all classes. You can also sort your search results based on <i>Institution, Instruction Method, Status</i> and <i>Subject</i>. To sort the results, click on the drop-down arrow in the Sort Results By field and click on your choice to select it.</p> <p>Note: If your search results in a large number of classes, click View All in the blue <i>Search Results</i> bar to view all classes at once.</p> <p>If no matches are found, click the Start a New Search button and revise your search criteria. It might help to broaden your search criteria.</p> <p>Click [ENTER] to continue.</p>
11.	<p>If the course you wish to enroll in appears in the results list, click on its link in the Course Title column to open the Class Detail page.</p>
12.	<p>For this example, we'll click OK and advance to the Class Detail page.</p>
13.	<p>Specifics about the class appear on the Class Detail page. After reviewing the details, you can either return to your search results by clicking the RETURN TO RESULTS button, or you can add the class to your Wish List by clicking the SELECT CLASS button. In this example, we'll continue to add the class to the Wish List.</p> <div data-bbox="363 1052 566 1093" style="border: 1px solid black; padding: 2px; text-align: center;">SELECT CLASS</div>
14.	<p>Click the ADD TO WISH LIST button.</p> <div data-bbox="363 1142 539 1182" style="border: 1px solid black; padding: 2px; text-align: center;">ADD TO WISH LIST</div>
15.	<p>At this point, you can proceed with enrolling in the class/es you've added to your Wish List, or you can search for another class.</p> <p>If you've added more than one class to your Wish List, they will all appear listed in the All Current Wish List Classes section. If you've added classes from multiple institutions, you can only enroll in classes one institution at a time.</p> <p>The enrollment appointment schedule at each institution determines when you can enroll in classes at each institution. Check your Self-Service Student Center for details about when you can enroll (see the end of this topic for more information).</p> <p>After you start the enrollment process for classes at an institution, a popup message will notify you if you are not eligible to enroll at that institution. A contact number will be provided that you can call for further information and assistance.</p> <p>For this example, we'll proceed with enrolling in the UMFK class. Click the Goto Enrollment button.</p> <div data-bbox="363 1758 545 1798" style="border: 1px solid black; padding: 2px; text-align: center;">GOTO ENROLLMENT</div>


16.	<p>On the Wish List/Select Term page, you'll see a row for each institution for which you have added a class to your Wish List. Select the radio button adjacent to the appropriate Term...Institution for the class/s you wish to enroll in.</p> <p>Note: You will be allowed to continue the enrollment process only if you have a current enrollment appointment at that institution.</p> <input type="radio"/>
17.	<p>Click the Continue button.</p> <input type="button" value="CONTINUE"/>
18.	<p>When you clicked CONTINUE, you exited the Distance Learning Class Search and entered the enrollment site for the institution you selected. Place a checkmark adjacent to the class/s you wish to enroll in.</p> <p>Note: if you click the Search button on this page, you will be taken to the <i>traditional</i> class search function. You will NOT return to the <i>Distance Learning class search</i>. If you wish to return to the Distance Learning Class Search, you must click the link in the Campus Solutions menu on the left-hand side of the page.</p> <input type="checkbox"/>
19.	<p>Click the VALIDATE SELECTED button to have the system check for possible conflicts prior to enrolling.</p> <input type="button" value="VALIDATE SELECTED"/>
20.	<p>If there are issues related to your enrolling in this class, a red X will appear in the Status section and the information about the issue will appear in the Message section.</p> <p>In this example, no issues exist.</p> <p>Click the Back to Wish List button.</p> <input type="button" value="BACK TO WISH LIST"/>
21.	<p>To enroll in the class, place a checkmark in the Select box adjacent to the class.</p> <input type="checkbox"/>
22.	<p>Click the Add Selected button.</p> <input type="button" value="ADD SELECTED"/>
23.	<p>Click the Finish Enrolling button.</p> <input type="button" value="FINISH ENROLLING"/>
24.	<p>The Message section on the Add Classes page now shows the class has been added to your schedule. You have successfully completed the enrollment process for the institution.</p> <p>Click the MY CLASS SCHEDULE button to view the class/s you've enrolled in for <u>this</u> institution.</p> <input type="button" value="MY CLASS SCHEDULE"/>

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25.	<p>If there are classes from other institutions on your multi-campus wish list that you want to enroll in, click the <i>wish list</i> tab.</p> <p></p>
26.	<p>On the Wish List page, click the CHANGE SELECTION button.</p> <p></p>
27.	<p>On the Wish List/Select Term page, select the radio button for the appropriate Term/Institution.</p> <p></p>
28.	<p>Click the Continue button.</p> <p></p>
29.	<p>Classes you added to your Wish List for that institution, but haven't enrolled in, appear listed.</p> <p>Select the class you want to enroll in.</p> <p></p>
30.	<p>Click the Add Selected button.</p> <p></p>
31.	<p>Click the Finish Enrolling button.</p> <p></p>
32.	<p>Click the My Class Schedule button.</p> <p></p>
33.	<p>The My Class Schedule page lists all class/s you've enrolled in at this institution. To see all classes you are enrolled in, go to the Student Center.</p> <p>From the <i>Self-Service</i> menu click the Student Center link.</p> <p></p>
34.	<p>In this example, the 2008 Fall Schedule grid in the <i>Academics</i> section shows all classes this student is currently enrolled in.</p> <p>If additional Distance Learning classes remain on your Wish List, to find out when you are eligible to enroll in those classes, click on the details link in the <i>Enrollment Dates</i> section.</p> <p></p>
35.	<p>On the Enrollment Dates page, your enrollment appointment for your <u>home</u> institution appears by default. Click the Change Selection button to open the Enrollment Dates/Change Selection page.</p> <p></p>



36.	Select the radio button for the <i>Term/Institution</i> you want to check for your enrollment appointment. <input type="radio"/>
37.	Click the Continue button. 
38.	Your enrollment appointment, including when <i>Open Enrollment</i> begins, appears on the Enrollment Dates page for the institution you selected. To view other enrollment appointment dates, click the CHANGE SELECTION button and select a different Term/Institution.
39.	End of Procedure.

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