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Enroll - Add, Drop, Swap

Concept

Using Student Self Service, a student can enroll in classes using a simple Add process. Students can also Drop and Swap classes they are already enrolled in.

Once the student's Enrollment Appointment has begun, he/she can enroll in classes for that term. Some Institutions may also require the student to enter a PIN before enrollment. The PIN is a number provided to the student by the advisor. Alternatively, the advisor may validate the PIN after approving the student's proposed class schedule, or the student may not be required to have a PIN at all.

Procedure

In this topic, we will cover how to enroll in classes using Class Search and the Add function, and also how to drop classes and swap one class for another.

Please see related topics on Class Search and the Wish List.


To view the online Process Document and Quick Guide for this topic, click the links below.

PD


Please refer to: http://www.maine.edu/pdf/Enroll-AddDropSwap-032508_PD.pdf

QG

Please refer to: http://www.maine.edu/pdf/Enroll-AddDropSwap-032508_QG.pdf

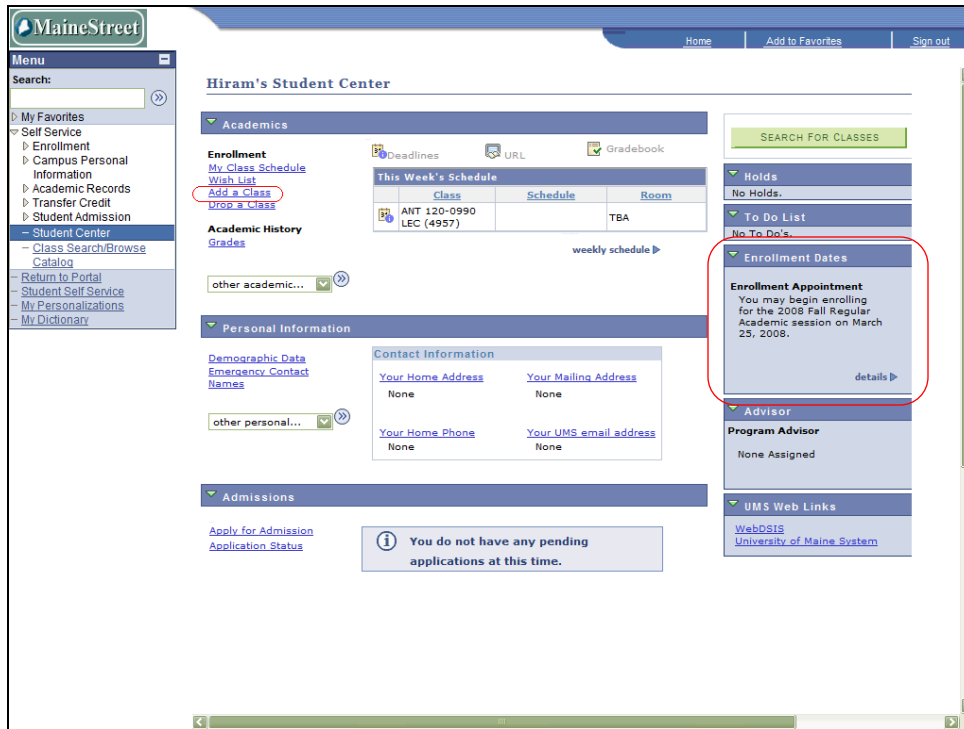
| Step | Action |
|------|--|
| 1. | To enroll in classes, sign in to MaineStreet using your MaineStreet ID and password. Once you have signed in, click the Student Self-Service item in the MaineStreet Menu. |
| 2. | Click Student Self-Service .  |




| Step | Action |
|------|--|
| 3. | <p>Click the Student Center link.</p>  |
| 4. | <p>Notice the Enrollment Dates area of the page. You can't enroll in classes unless your Enrollment Appointment has started.</p> <p>Click the details link for exact information on when the enrollment appointment starts and ends and for limits on how many credits you can register to take.</p> |


Process Document

Topics for Students: Enroll-Add, Drop, Swap-032508



The screenshot shows the 'Hiram's Student Center' interface. On the left is a 'Menu' with various navigation options. The main content area is divided into several sections: 'Academics' (containing 'Enrollment' with 'Add a Class' circled in red, 'Academic History', and 'Personal Information'), 'Admissions', and a right-hand sidebar with 'Enrollment Dates' circled in red. A notification box at the bottom center states: 'You do not have any pending applications at this time.'

| Step | Action |
|------|---|
| 5. | Click the Add a Class link.  |

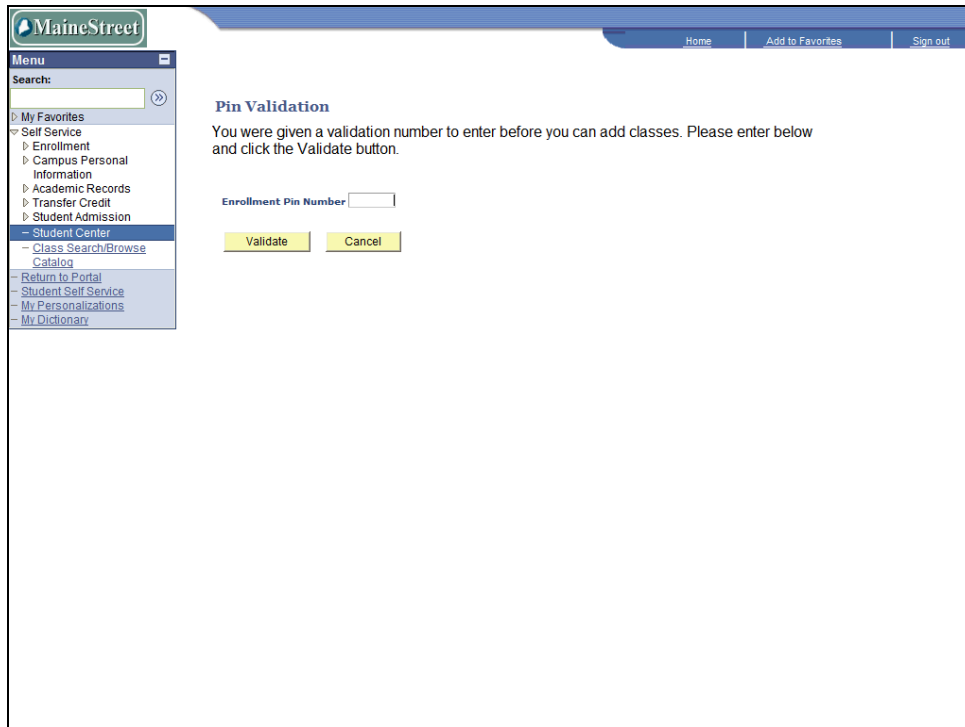


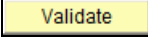
The screenshot shows the 'MaineStreet' student portal. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below this is a search bar and a 'Menu' on the left side with various options like 'My Favorites', 'Self Service', 'Enrollment', etc. The main content area shows the user's name 'Hiram X Footram' and a 'go to ...' dropdown menu. Below that are buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. A 'Help' link is also present. The 'Add Classes' section includes a 'Select Term' section with a table of terms and a 'CONTINUE' button.

| Select a term then click Continue. | | |
|------------------------------------|---------------|---------------------|
| Term | Career | Institution |
| <input type="radio"/> 2008 Spring | Undergraduate | University of Maine |
| <input type="radio"/> 2008 Fall | Undergraduate | University of Maine |

Below the table is a 'CONTINUE' button. At the bottom of the page, there are links for 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with another 'go to ...' dropdown menu.


| Step | Action |
|------|---|
| 6. | If you have been active at any UMS campus for more than one term, you will see a list of terms. Click the radio button next to the one you want. <input type="radio"/> |
| 7. | Click Continue . <input type="button" value="CONTINUE"/> |

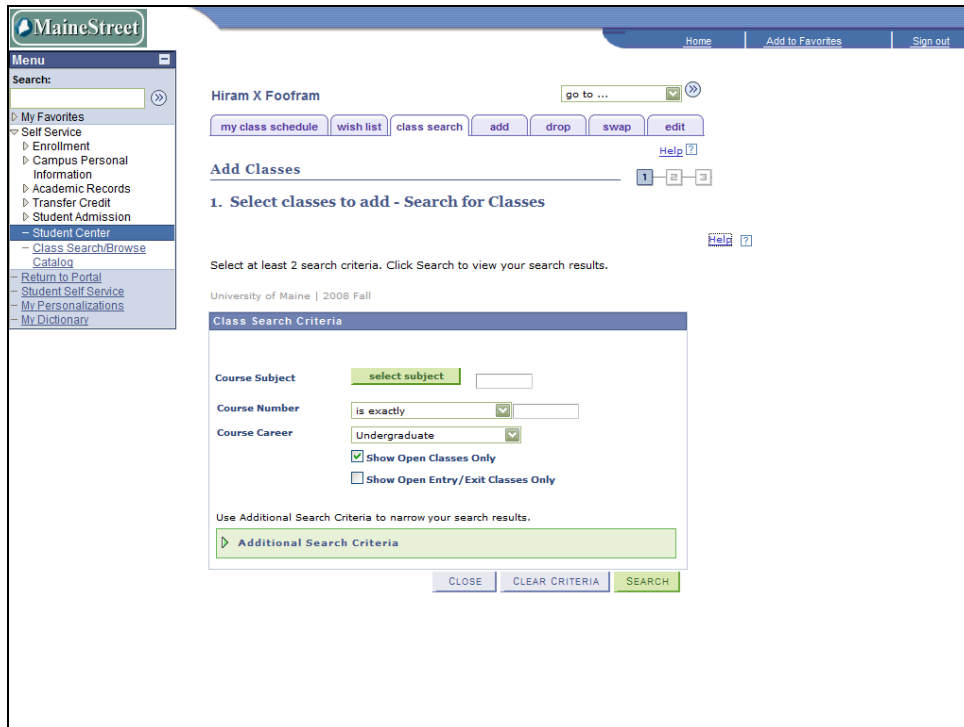


| Step | Action |
|------|--|
| 8. | <p>Most students require a PIN in order to enroll. The PIN is a number which you can get from your advisor, and type in here. You only need to do this once each term.</p> <p>Alternatively, your advisor may "validate" your PIN, which means that when you start enrolling you won't see this screen - you won't need to type in your PIN because it is already validated.</p> |
| 9. | <p>After you type in the PIN, click the Validate button.</p>  |
| 10. | <p>Now you will select one or more classes to enroll in. The first step is to select the classes, either by typing in the Class Number or by doing a Class Search.</p> <p>The classes you select are put into your "Enrollment Shopping Cart."</p> |



The screenshot shows the 'MaineStreet' student portal interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'go to ...' dropdown. A menu on the left lists various services like 'My Favorites', 'Self Service', 'Enrollment', 'Campus Personal Information', 'Academic Records', 'Transfer Credit', 'Student Admission', 'Student Center', 'Class Search/Browse Catalog', 'Return to Portal', 'Student Self Service', 'My Personalizations', and 'My Dictionary'. The main content area is titled 'Hiram X Foofram' and includes buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. Below these is a 'Help' link and a '1' button. The section 'Add Classes' is followed by the instruction: '1. Select classes to add'. A sub-instruction reads: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' Below this, there is a '2008 Fall | Undergraduate | University of Maine' header with a 'change term' button. A section titled 'Add a class using one of the following:' contains two search options: 'Search for Class' with a dropdown and 'search' button, and 'Enter Class Nbr' with an 'enter' button. Two sections below show '2008 Fall Enrollment Shopping Cart' (empty) and 'My 2008 Fall Class Schedule' (not registered). At the bottom, there are links for 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with another 'go to ...' dropdown.

| Step | Action |
|------|---|
| 11. | To search for a class, click the search button.  |
| 12. | To search for classes, you must enter at least two search criteria - for example, subject and course number. There are many different criteria you can use to find the classes you want. See the topic on Class Search for all the details on how to use this tool. |



MaineStreet

Home Add to Favorites Sign out

Hiram X Foofram go to ...

my class schedule wish list class search add drop swap edit

Add Classes Help ?

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

Class Search Criteria

Course Subject

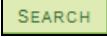
Course Number

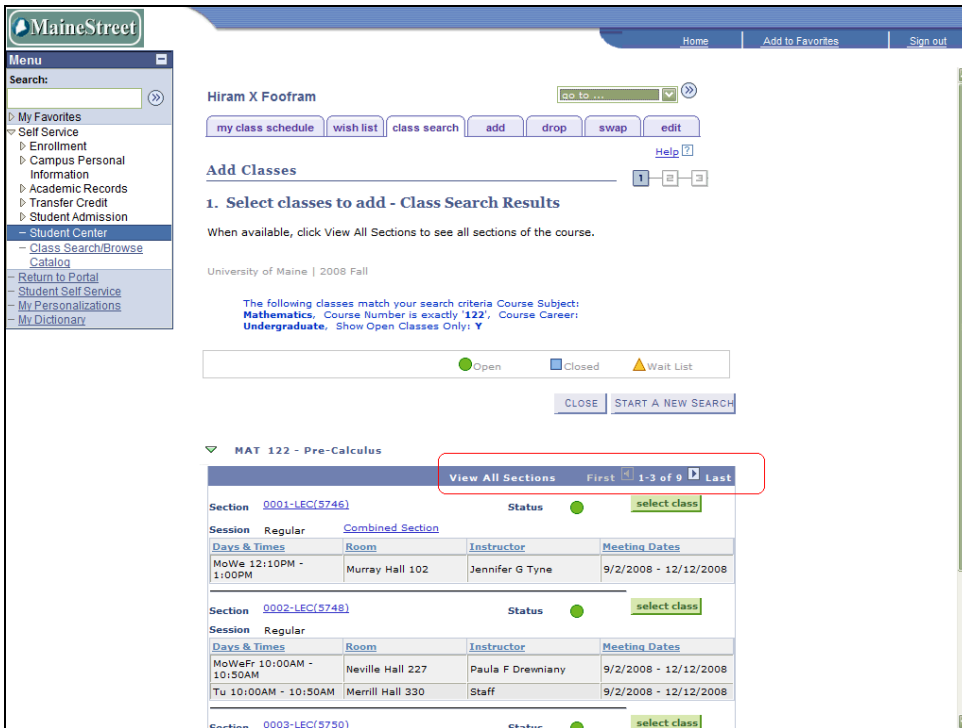
Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

| Step | Action |
|------|--|
| 13. | Enter the Subject code in the Course Subject field (for example, the "MAT" in MAT 122). |
| 14. | If you know the Course Number , enter it (for example, the "122" in MAT 122). |
| 15. | Once you have entered all your search criteria, click the Search button.  |

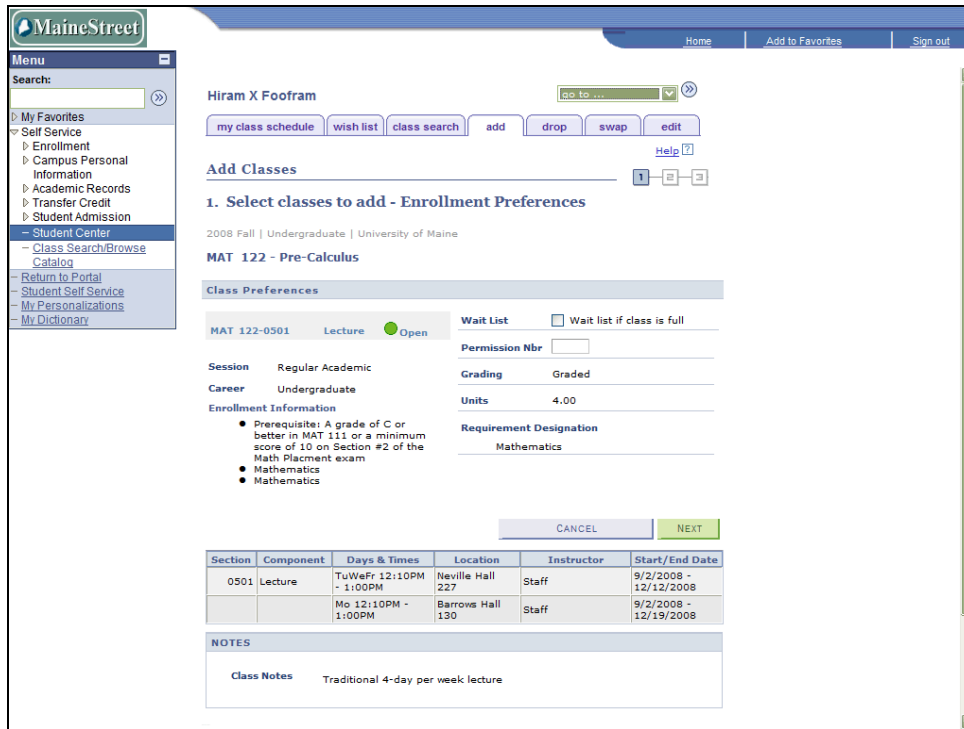


The screenshot shows the MaineStreet website interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. A search bar is present with the text 'Hiram X Foofram'. Below the search bar are buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. A 'Help' link is also visible. The main content area is titled 'Add Classes' and includes a section '1. Select classes to add - Class Search Results'. It states: 'When available, click View All Sections to see all sections of the course.' Below this, there are filters for 'Open', 'Closed', and 'Wait List', along with 'CLOSE' and 'START A NEW SEARCH' buttons. The search results are for 'MAT 122 - Pre-Calculus'. A red box highlights the 'View All Sections' button and the pagination '1-2 of 9'. The results are displayed in a table with columns for 'Section', 'Regular', 'Combined Section', 'Status', 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'. Three sections are shown, each with a 'select class' button.

| Step | Action |
|------|---|
| 16. | <p>The system displays the first 3 sections of each class that matches your search criteria. You may need to scroll down to see all the classes.</p> <p>If a class has more than 3 sections, you can see all the sections by clicking "View All Sections." In the example shown above, there are 9 sections of this class.</p> <p>View All Sections</p> |
| 17. | To see more information about a class section, you can click the Section link. |
| 18. | <p>When you have found the class section you want, click the select class button on that section.</p> <p>select class</p> |

Process Document

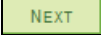
Topics for Students: Enroll-Add, Drop, Swap-032508

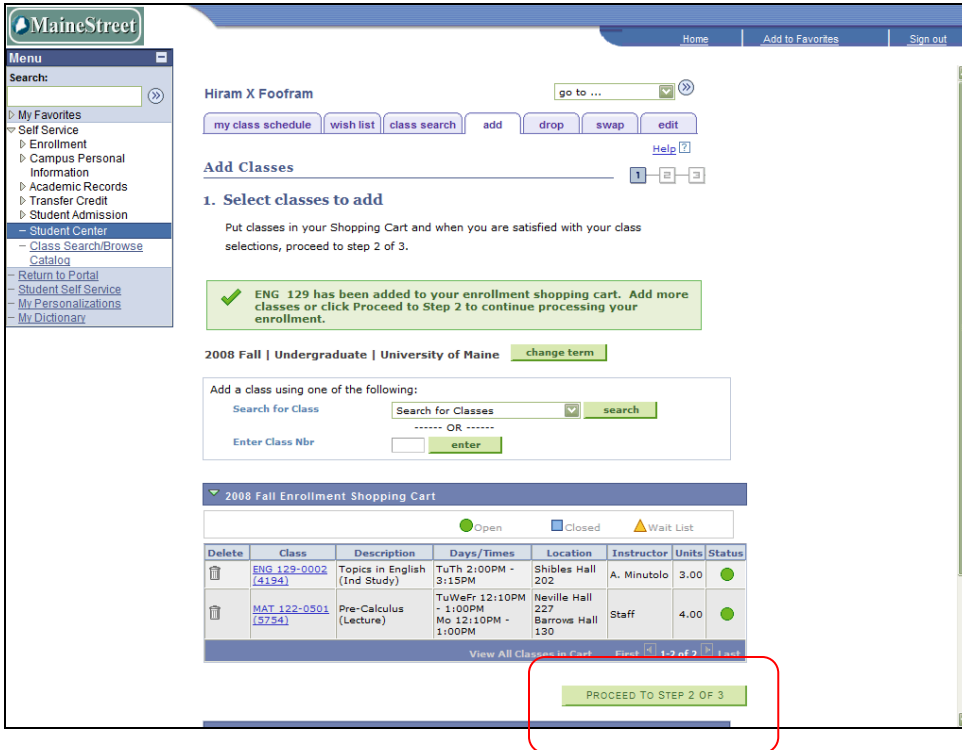


The screenshot shows the 'Add Classes' interface for a user named Hiram X Foofram. The page title is '1. Select classes to add - Enrollment Preferences'. The selected class is 'MAT 122 - Pre-Calculus' for the 2008 Fall semester at the University of Maine. The class is currently 'Open'. The interface includes a 'Class Preferences' section with fields for 'Permission Nbr', 'Grading' (set to 'Graded'), 'Units' (4.00), and 'Requirement Designation' (Mathematics). A 'Wait List' checkbox is present and unchecked. Below this is an 'Enrollment Information' section with prerequisites: 'A grade of C or better in MAT 111 or a minimum score of 10 on Section #2 of the Math Placement exam' and 'Mathematics'. At the bottom, there is a table of sections and a 'NOTES' section.

| Section | Component | Days & Times | Location | Instructor | Start/End Date |
|---------|-----------|-------------------------|------------------|------------|-----------------------|
| 0501 | Lecture | TuWeFr 12:10PM - 1:00PM | Neville Hall 227 | Staff | 9/2/2008 - 12/12/2008 |
| | | Mo 12:10PM - 1:00PM | Barrows Hall 130 | Staff | 9/2/2008 - 12/19/2008 |

NOTES
Class Notes: Traditional 4-day per week lecture

| Step | Action |
|------|--|
| 19. | To finish adding this class to your "Enrollment Shopping Cart" click NEXT . To change your mind about this class, click CANCEL (you can also remove classes from the Shopping Cart later on if you want).  |
| 20. | The class is now in the "Enrollment Shopping Cart." Note the trash can icon in the Delete column - click that to remove the class from the Shopping Cart. You can search for more classes to add to the Shopping Cart, or you can click the " Proceed to Step 2 of 3 " button to try to enroll in the classes already in the Cart. You don't have to enroll in all your classes at one time. |



2008 Fall | Undergraduate | University of Maine [change term](#)

Add a class using one of the following:

Search for Class Search for Classes

Enter Class Nbr

2008 Fall Enrollment Shopping Cart

Open Closed Wait List

| Delete | Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------|-------------------------------------|-------------------------------|--|--------------------------------------|-------------|-------|--------|
| | ENG 129-0002 (4194) | Topics in English (Ind Study) | TuTh 2:00PM - 3:15PM | Shibles Hall 202 | A. Minutolo | 3.00 | |
| | MAT 122-0501 (5754) | Pre-Calculus (Lecture) | TuWeFr 12:10PM - 1:00PM Mo 12:10PM - 1:00PM | Neville Hall 227 Barrows Hall 130 | Staff | 4.00 | |

[View All Classes in Cart](#) [First](#) [1](#) [2](#) [3](#) [Last](#)

[PROCEED TO STEP 2 OF 3](#)

| Step | Action |
|------|---|
| 21. | To process enrollment for the classes in the Shopping Cart, click the Proceed to Step 2 of 3 button. |

[PROCEED TO STEP 2 OF 3](#)

Process Document

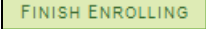
Topics for Students: Enroll-Add, Drop, Swap-032508

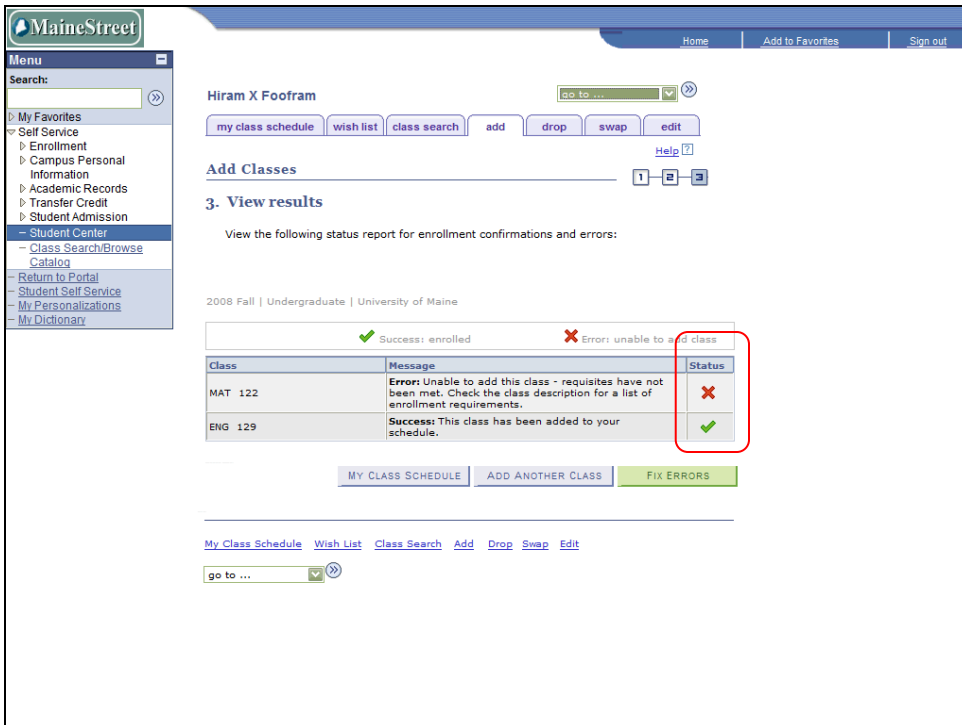


The screenshot shows the 'Add Classes' section of the MaineStreet portal. At the top, the user is identified as 'Hiram X Foofram'. Below this are navigation buttons: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. A 'Help' link is also present. The main heading is '2. Confirm classes', followed by instructions: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below the instructions, it shows the current semester: '2008 Fall | Undergraduate | University of Maine'. There are status indicators for 'Open', 'Closed', and 'Wait List'. A table lists the selected classes:

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|-------------------------------------|-------------------------------|--|--------------------------------------|-------------|-------|--------|
| ENG 129-0002 (4194) | Topics in English (Ind Study) | TuTh 2:00PM - 3:15PM | Shibles Hall 202 | A. Minutolo | 3.00 | Open |
| MAT 122-0501 (5754) | Pre-Calculus (Lecture) | TuWeFr 12:10PM - 1:00PM Mo 12:10PM - 1:00PM | Neville Hall 227 Barrows Hall 130 | Staff | 4.00 | Open |

At the bottom of the table are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. Below the table are navigation links: 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit'. At the very bottom, there is a 'go to ...' search box.

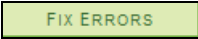
| Step | Action |
|------|--|
| 22. | Click the Finish Enrolling button.  |



The screenshot shows the 'Add Classes' section of the MaineStreet portal. At the top, the user's name 'Hiram X Footram' is displayed. Below it are navigation buttons: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. A '3. View results' section follows, with a heading 'Add Classes' and a 'Help' link. The main content area shows a status report for enrollment confirmations and errors for the 2008 Fall Undergraduate semester at the University of Maine. A table lists the classes and their status:

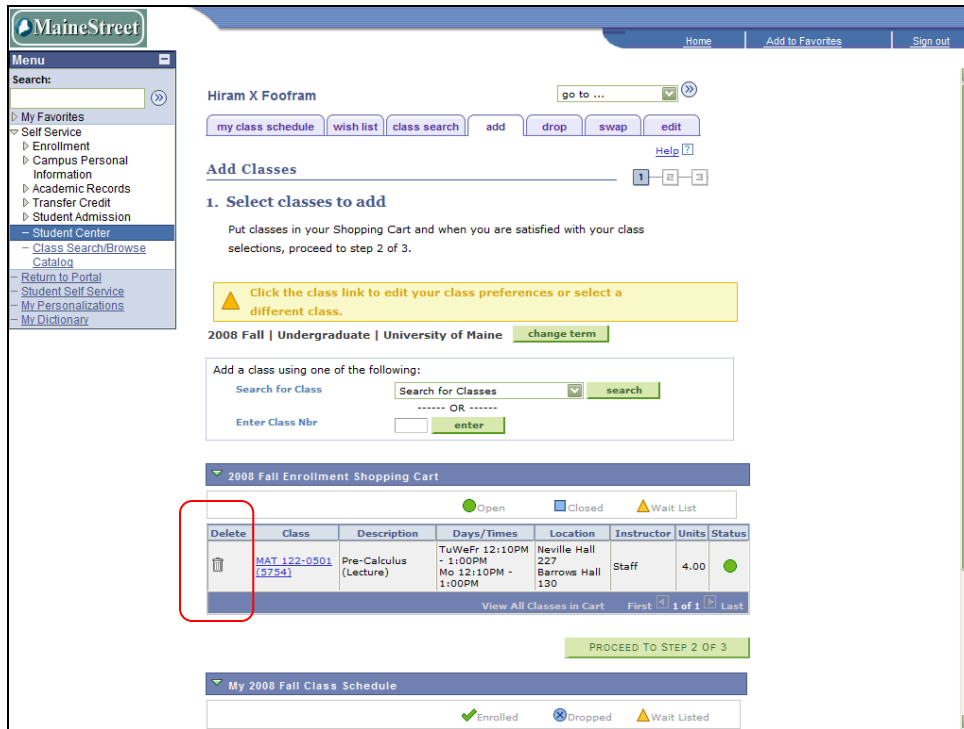
| Class | Message | Status |
|---------|--|--------|
| | Success: enrolled | ✓ |
| | Error: unable to add class | ✗ |
| MAT 122 | Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements. | ✗ |
| ENG 129 | Success: This class has been added to your schedule. | ✓ |

Below the table are buttons for 'MY CLASS SCHEDULE', 'ADD ANOTHER CLASS', and 'FIX ERRORS'. A red box highlights the error message and the status column for MAT 122.



| Step | Action |
|------|--|
| 23. | <p>The enrollment process checks for pre-requisites, time conflicts and other things that can prevent enrollment.</p> <p>If there is a problem with any of the classes in your Shopping Cart, you will see a red X in the Status column. The Message column explains the problem. You can click the Fix Errors button to fix the problem.</p> <p></p> |


Process Document

Topics for Students: Enroll-Add, Drop, Swap-032508



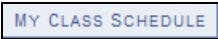
The screenshot shows the 'Add Classes' section of the MaineStreet portal. It includes a search bar, a '2008 Fall Enrollment Shopping Cart' table, and a 'My 2008 Fall Class Schedule' section. A red box highlights the trash can icon in the 'Delete' column of the shopping cart table.

| Delete | Class | Description | Days/Times | Location | Instructor | Units | Status |
|---|------------------------|---------------------------|--|--|------------|-------|---|
|  | MAT 122-0501 (5754) | Pre-Calculus (Lecture) | TuWeFr 12:10PM - 1:00PM Mo 12:10PM - 1:00PM | Neville Hall 227 Barrows Hall 130 | Staff | 4.00 |  |

| Step | Action |
|------|--|
| 24. | One way to fix some enrollment errors is to delete the problem class from the Shopping Cart and select a different one. Click the trash can icon to delete the class from the Cart.  |

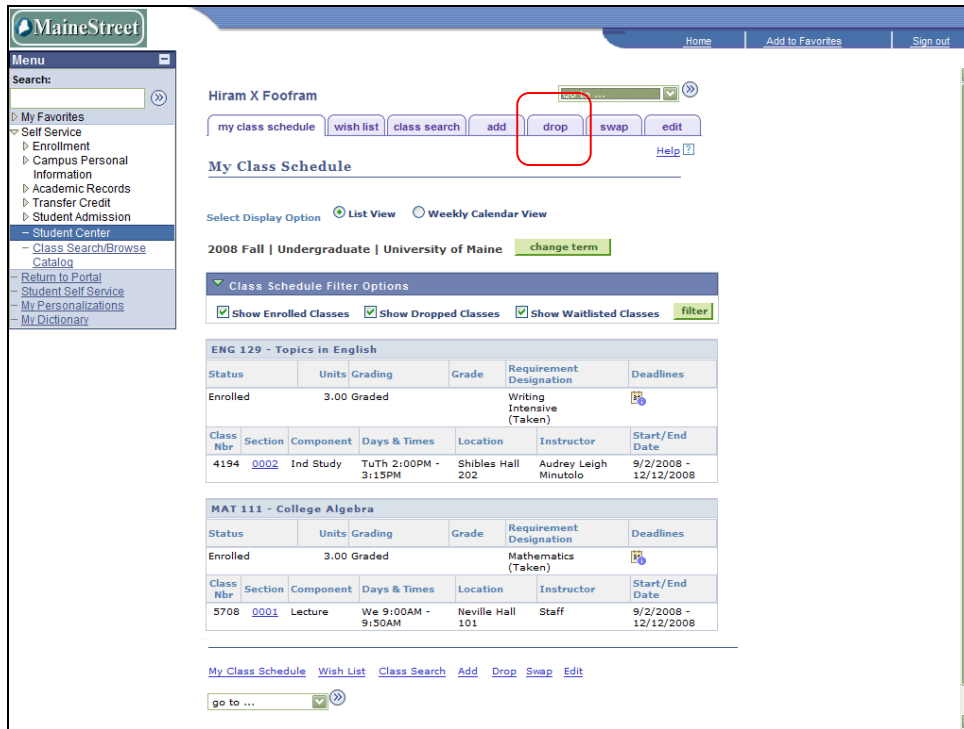


The screenshot shows the 'MaineStreet' student portal. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, the user 'Hiram X Footram' is logged in. A search bar is present. On the left, there's a 'Menu' with various options like 'My Favorites', 'Self Service', 'Enrollment', 'Campus Personal Information', 'Academic Records', 'Transfer Credit', 'Student Admission', 'Student Center', 'Class Search/Browse Catalog', 'Return to Portal', 'Student Self Service', 'My Personalizations', and 'My Dictionary'. The main content area has buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. Below these is a section titled '3. View results' with the instruction: 'View the following status report for enrollment confirmations and errors:'. The status report shows '2008 Fall | Undergraduate | University of Maine' and a table with columns 'Class', 'Message', and 'Status'. The table contains one row: 'MAT 111', 'Success: This class has been added to your schedule.', and a green checkmark. Below the table is a 'MY CLASS SCHEDULE' button. At the bottom, there are links for 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with another search bar.

| Step | Action |
|------|--|
| 25. | In the example above, a different math class has been selected and the enrollment was successful. To view the classes you've enrolled in so far, click the My Class Schedule button.  |

Process Document


Topics for Students: Enroll-Add, Drop, Swap-032508



The screenshot shows the 'My Class Schedule' page for Hiram X Foofram. A red box highlights the 'drop' button in the navigation bar. Below the navigation bar, there are filter options for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes'. Two class entries are visible:

| ENG 129 - Topics in English | | | | | | |
|-----------------------------|---------|-----------|----------------------|---------------------------|-----------------------|-----------------------|
| Status | Units | Grading | Grade | Requirement Designation | Deadlines | |
| Enrolled | 3.00 | Graded | | Writing Intensive (Taken) | 9/2/2008 - 12/12/2008 | |
| Class Nbr | Section | Component | Days & Times | Location | Instructor | Start/End Date |
| 4194 | 0002 | Ind Study | TuTh 2:00PM - 3:15PM | Shibles Hall 202 | Audrey Leigh Minutolo | 9/2/2008 - 12/12/2008 |

| MAT 111 - College Algebra | | | | | | |
|---------------------------|---------|-----------|--------------------|-------------------------|-----------------------|-----------------------|
| Status | Units | Grading | Grade | Requirement Designation | Deadlines | |
| Enrolled | 3.00 | Graded | | Mathematics (Taken) | 9/2/2008 - 12/12/2008 | |
| Class Nbr | Section | Component | Days & Times | Location | Instructor | Start/End Date |
| 5708 | 0001 | Lecture | We 9:00AM - 9:50AM | Neville Hall 101 | Staff | 9/2/2008 - 12/12/2008 |

| Step | Action |
|------|--|
| 26. | To drop a class you have enrolled in, click the Drop tab on this page, or click Drop a Class on the Student Center page.  |



Menu

Search:

- My Favorites
- Self Service
 - Enrollment
 - Campus Personal Information
 - Academic Records
 - Transfer Credit
 - Student Admission
- Student Center
 - Class Search/Browse Catalog
 - Return to Portal
 - Student Self Service
 - My Personalizations
 - My Dictionary

Hiram X Foofram

Home Add to Favorites Sign out

my class schedule wish list class search add drop swap edit

Help ?

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2008 Fall | Undergraduate | University of Maine [change term](#)

Enrolled
 Dropped
 Wait Listed

| Select | Class | Description | Days/Times | Location | Instructor | Units | Status |
|--------------------------|---------------------|-------------------------------|----------------------|------------------|-------------|-------|--------|
| <input type="checkbox"/> | ENG 129-0002 (4194) | Topics in English (Ind Study) | TuTh 2:00PM - 3:15PM | Shibles Hall 202 | A. Minutolo | 3.00 | ✓ |
| <input type="checkbox"/> | MAT 111-0001 (5708) | College Algebra (Lecture) | We 9:00AM - 9:50AM | Neville Hall 101 | Staff | 3.00 | ✓ |

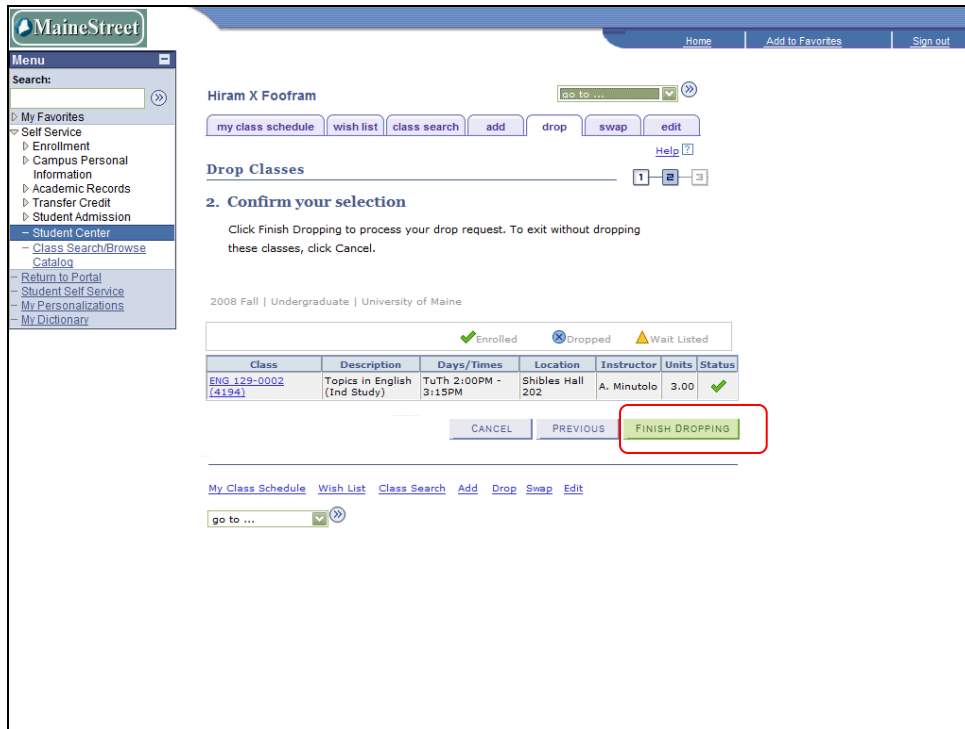
[DROP SELECTED CLASSES](#)


My 2008 Fall Class Schedule

My Class Schedule Wish List Class Search Add Drop Swap Edit

go to ...

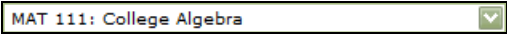

| Step | Action |
|------|---|
| 27. | Select the class to drop by clicking in the Select checkbox next to the class. <input type="checkbox"/> |
| 28. | Click Drop Selected Classes . DROP SELECTED CLASSES |



| Step | Action |
|------|--|
| 29. | Confirm the drop by clicking Finish Dropping . Click Cancel if you have changed your mind.  |
| 30. | The system shows that the class has been dropped. |
| 31. | A Swap is a quick drop and add combination. You select the class you want to drop and find the replacement class. The system tries to enroll you in the new class. If the enrollment fails (for example you don't meet the pre-requisites), you stay enrolled in the class you wanted to drop. If the enrollment succeeds, you are dropped from the old class and put in the new one. To Swap, click the swap tab. |



The screenshot shows the 'MaineStreet' web application interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'go to ...' dropdown. The main content area is titled 'Hiram X Foofram' and contains several buttons: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. A 'Help' link is also present. The 'Swap a Class' section is active, showing a step indicator '1' and the instruction '1. Select a class to swap'. Below this, there is a text prompt: 'Select the class you wish to swap then select the class you wish to replace it with.' The current term is '2008 Fall | Undergraduate | University of Maine', with a 'change term' button. A red box highlights the 'Swap This Class' dropdown menu, which is set to 'MAT 111: College Algebra'. Below this is the 'With This Class' section, which includes a 'Search for Class' dropdown, a 'search' button, and an 'Enter Class Nbr' field with an 'enter' button. At the bottom, there is a 'My 2008 Fall Class Schedule' link and another 'go to ...' dropdown.

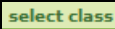

| Step | Action |
|------|--|
| 32. | Use the pull-down list labeled "Select from your schedule" to choose the class you want to drop. This list will show you all the classes you are enrolled in.  |
| 33. | To find the new class, use Class Search by clicking the Search button, or if you know the class number, simply type it in.  |

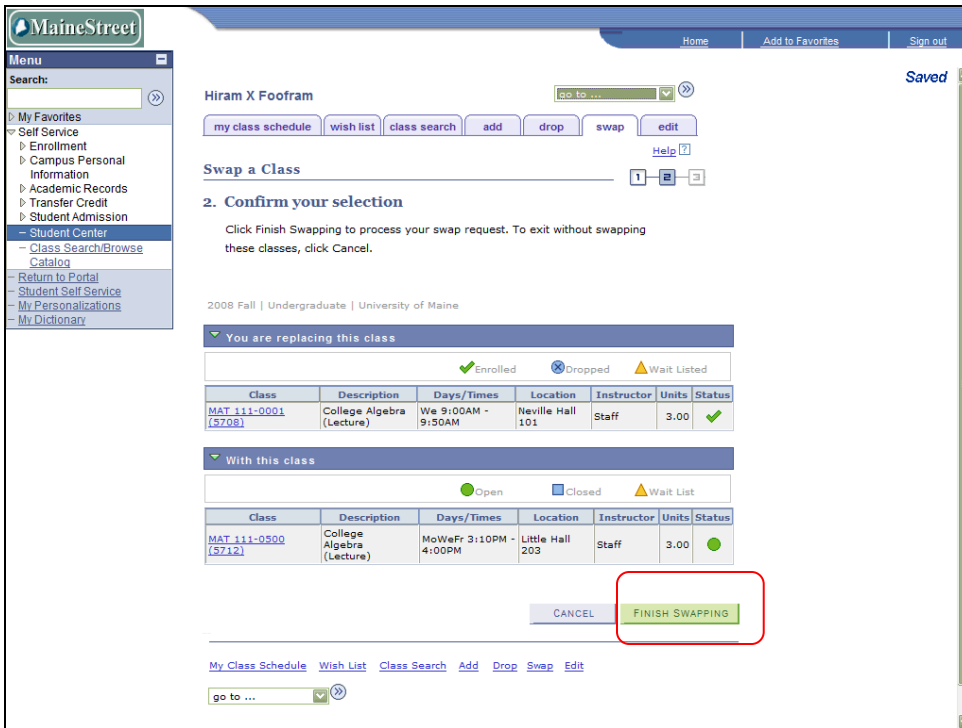
Process Document

Topics for Students: Enroll-Add, Drop, Swap-032508



The screenshot shows the 'MaineStreet' interface. At the top, the user is identified as 'Hiram X Foofram'. Below the navigation menu, there are buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'swap' button is active. The page title is 'Swap Classes'. Below this, it says '1. Select a class to swap - Class Search Results'. A message states: 'When available, click View All Sections to see all sections of the course.' The search criteria are: 'The following classes match your search criteria Course Subject: Mathematics, Course Number is exactly '111', Course Career: Undergraduate, Show Open Classes Only: Y'. There are three sections listed for 'MAT 111 - College Algebra', each with a 'select class' button highlighted in green.

| Step | Action |
|------|--|
| 34. | Select the new class.  |
| 35. | Click NEXT .  |



MaineStreet Home Add to Favorites Sign out

Menu
Search:

- My Favorites
- Self Service
 - Enrollment
 - Campus Personal Information
 - Academic Records
 - Transfer Credit
 - Student Admission
- Student Center
 - Class Search/Browse Catalog
 - Return to Portal
 - Student Self Service
 - My Personalizations
 - My Dictionary

Hiram X Footram go to ...

my class schedule wish list class search add drop swap edit Help ?

Swap a Class 1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2008 Fall | Undergraduate | University of Maine

You are replacing this class

Enrolled Dropped Wait Listed

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|---------------------|---------------------------|--------------------|------------------|------------|-------|--------|
| MAT 111-0001 (5708) | College Algebra (Lecture) | We 9:00AM - 9:50AM | Neville Hall 101 | Staff | 3.00 | ✓ |

With this class

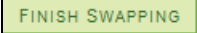
Open Closed Wait List

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|---------------------|---------------------------|------------------------|-----------------|------------|-------|--------|
| MAT 111-0500 (5712) | College Algebra (Lecture) | MoWeFr 3:10PM - 4:00PM | Little Hall 203 | Staff | 3.00 | ● |

CANCEL FINISH SWAPPING

My Class Schedule Wish List Class Search Add Drop Swap Edit

go to ...

| Step | Action |
|------|---|
| 36. | Click Finish Swapping .  |
| 37. | The system confirms that the swap has been successful. |
| 38. | End of Procedure. |