Enroll - Add, Drop, Swap

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 the **Student Center** link.

3. Notice the **Enrollment Dates** area of the page. You can't enroll in classes unless your Enrollment Appointment has started. 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.

4. Click the **Add a Class** link.

5. 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.

6. Click **Continue**.

7. 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. Alternatively, your advisor may "validate" your PIN, which means that when you start enrolling you won't need to type in your PIN because it is already validated.

8. After you type in the PIN, click the **Validate** button.

9. To search for a class, click the **search** button.

10. Once you have entered all your search criteria, click the **Search** button.

11. 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. If a class has more than 3 sections, you can see all the sections by clicking "**View All Sections**."

12. When you have found the class section you want, click the **select class** button on that section.

13. To finish adding this class to your "Enrollment Shopping Cart" click **NEXT**.

14. You can now 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.

15. To process enrollment for the classes in the Shopping Cart, click the **Proceed to Step 2 of 3** button.

16. Click the **Finish Enrolling** button.

17. 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.

18. 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.

19. 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.

20. Select the class to drop by clicking in the **Select** checkbox next to the class.
21. Click **Drop Selected Classes**.

22. Confirm the drop by clicking **Finish Dropping**. Click **Cancel** if you have changed your mind.

23. To Swap, click the **swap** tab.

24. 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.

25. To find the new class, use Class Search by clicking the **Search** button, or if you know the class number, simply type it in.

26. Select the new class.

27. Click **NEXT**.

28. Click **Finish Swapping**.

29. **End of Procedure.**