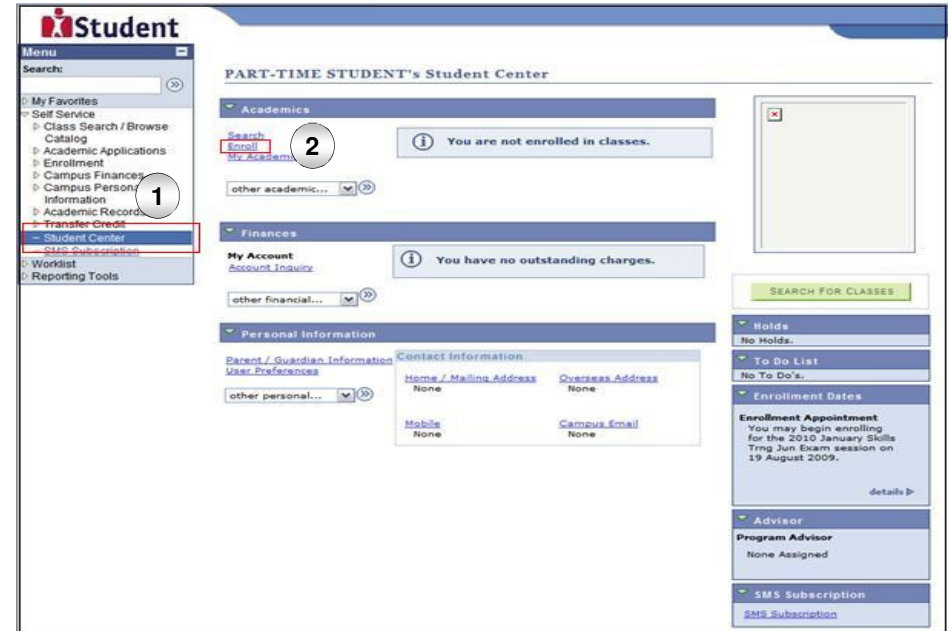
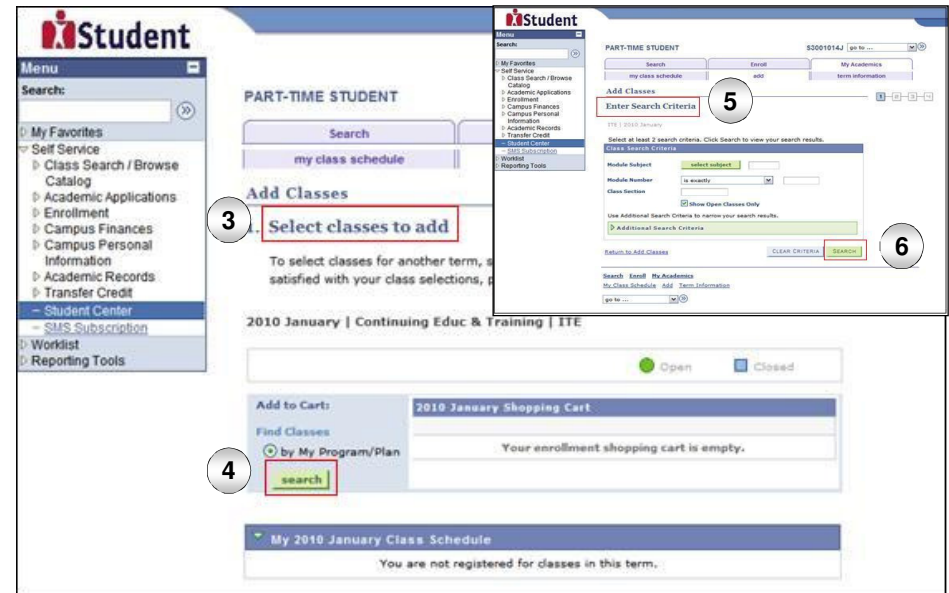


1. On the Self Service homepage, click the **Student Center** link.
2. Under the Academics section, click the **Enroll** link to proceed.



3. The **Select classes to add** page is displayed.
4. Click the **Search** button to search and add classes to the shopping cart.
5. The **Enter Search Criteria** page is displayed.
6. Click the **SEARCH** button to search for classes.



7. The **Search Results** page is displayed.
8. Click the **Select Class** button to add classes to the shopping cart.

**7** Search Results

When available, click View All Sections to see all sections of the module.

ITE | 2010 January

My Class Schedule | Shopping Cart

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Module Career: Continuing Educ & Training; Show Open Classes Only: Yes

Return to Add Classes

START A NEW SEARCH

EC 4900 - Networking Fundamentals

Section	TA:THY(1260)	Status	Open	Select class
Session	603			
Campus				
Days & Times	TBA	Room	TBA	Instructor
Meeting Dates		Staff		TBA

EC 5930 - Calculus

Section	TA:THY(1260)	Status	Open	Select class
Session	603			
Campus	CC-TP College Central (Tampines)			
Days & Times		Room		Instructor
Meeting Dates		Staff		TBA

**8** Select class

9. The **Select classes to add – Enrollment Preferences** page is displayed.
10. Click the **Next** button to successfully add the selected class to the shopping cart.

**9** Select classes to add - Enrollment Preferences

2010 January | Continuing Educ & Training | ITE

ES 59310 - Calculus

Class Preferences:

ES 59310-TA Theory Open Permission Nbr

Session Skills Trng Jun Exam Grading CET,EDU,TRN,OTH with Sub

Career Continuing Educ & Training Units 3.00

CANCEL **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
TA Theory		TBA	TBA	Staff	

**10** Next

11. You can add more classes to the shopping cart by clicking the **Search** button.
12. Click the **View Exam Schedule** button to view the exam schedule for the selected class.
13. The **Select classes to add – Exam Schedule** page is displayed. Click the **Return to Add Classes** link to return.
14. Click the **PROCEED TO STEP 2 OF 4** button to proceed to the next stage of enrollment.
15. The **Confirm Classes** page is displayed.
16. Click the **Submit** button to confirm the classes to be added and proceed.

**11** Search button

**12** VIEW EXAM SCHEDULE button

**13** Return to Add Classes link

**14** PROCEED TO STEP 2 OF 4 button

Class	Description	Exam Type	Exam Date	Schedule	Room
ES 59310-TA (1246)	Calculus (Theory)	Final	31/08/2009	9:00AM - 10:00AM	TBA

**15** Search button

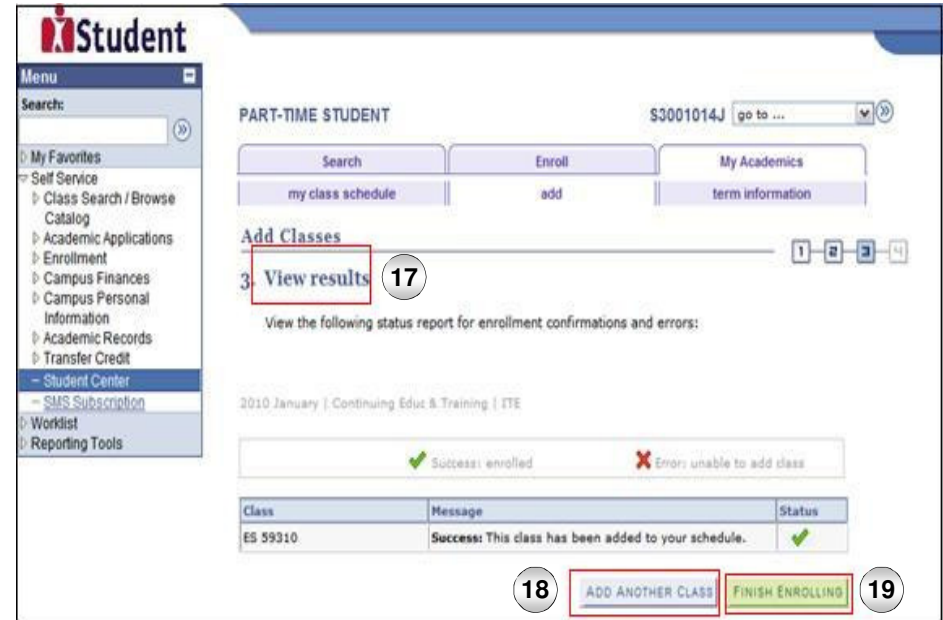
**16** SUBMIT button

Class	Description	Days/Times	Room	Instructor	Units	Status
ES 59310-TA (1246)	Calculus (Theory)	TBA	TBA	Staff	3.00	

17. The **View results** page is displayed and it shows the outcome of the enrollment.

18. Click the **Add Another Class** button if more classes need to be added.

19. Click the **Finish Enrolling** button to proceed.



20. The **Next Steps** page is displayed.

21. Click the **My Accounts** button to display account summary.

22. The **Account Summary** page is displayed.

23. Click the **MY CLASS SCHEDULE** button to display the My Class Schedule page to verify the classes enrolled.

