Add a Class to Your Schedule in MyView

Note: You have to agree to Econsent before the Self Service menu will be available for you.

1. Login to MyView at http://myview.umsl.edu. Click on the Self Service menu option.

2. Click on the Student Center menu and go to step 3. OR an alternate path would be to click on Enrollment and then from the Enrollment menu, click on Enrollment: Add Classes and go to step 4.
3. On your Student Center page, in the Academics section, click the Enroll link.

4. On the “add” tab, select the term for which you want to enroll and then click the Continue button.
5. On the Select classes to add page, click the **Search** button.

### Add Classes

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis

![Image of MyView interface with class selection options and search button highlighted]
6. You must search by using at least 2 search criteria. For example, select a **Course Subject** of Biology and a **Course Career** of Undergraduate.

7. Click the **Search** button.
8. On the search results page, find the class you want. You can click on the Section link to see details about the class. To add the class to your schedule, click the **select class** button.
9. If a course has a related section (RSD, LAB, etc.) a “Select classes to add - Related Class Sections” page will display a list of the available sections you can add. **Choose the related sections** you want and click the **Next** button.
10. The “Select classes to add – Enrollment Preferences” page will display. If the course requires consent/permission, enter a permission number. You can also select the wait list check box to be added to the wait list if the class is full. Click the **Next** button.

![MyView Enrollment Preferences](image)

**BIOL 1131 - Human Physio & Anat I**

<table>
<thead>
<tr>
<th>Class Preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1131-00A Lecture</td>
<td>Open</td>
</tr>
<tr>
<td>BIOL 1131-0A1 RSD</td>
<td>Open</td>
</tr>
<tr>
<td>BIOL 1131-AA1 Laboratory</td>
<td>Open</td>
</tr>
</tbody>
</table>

- **Session**: Regular Academic Session
- **Career**: Undergraduate
- **Enrollment Information**:
  - Department Consent Required to enroll in this class
  - Prerequisite: Biol 1012. You must be a nursing major to enroll in this course (excluding the Summer term).
  - Freshman or Sophomore Level
  - College of Arts & Sciences
  - Mathematics & Life/Natural Sciences Knowledge

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00A</td>
<td>Lecture</td>
<td>MoWe 9:30AM - 10:45AM</td>
<td>Research Building 0R120</td>
<td></td>
<td>01/22/2013 - 03/18/2013</td>
</tr>
<tr>
<td>0A1</td>
<td>RSD</td>
<td>Tu 10:00AM - 10:50AM</td>
<td>Banton Hall 00101</td>
<td></td>
<td>01/22/2013 - 05/18/2013</td>
</tr>
<tr>
<td>AA1</td>
<td>Laboratory</td>
<td>Mo 11:00AM - 12:50PM</td>
<td>Stadler Hall 08203</td>
<td></td>
<td>01/22/2013 - 05/18/2013</td>
</tr>
</tbody>
</table>

**NOTES**

**Class Notes**: (Nursing Only)
The course has been added to your Shopping Cart. If you need to add additional courses to your shopping cart, search for the additional courses.

The course will stay in your shopping cart until you either click the Proceed to Step 2 of 3 button on the Select classes to add page, or you later select the “shopping cart” tab to enroll in a course you were holding in your shopping cart. See step 17 for more information about the shopping cart tab.

To enroll in the class(es) now, click the Proceed to Step 2 of 3 button.
12. The Confirm classes page will display, verifying the class(es) for which you are attempting to enroll. Click the **Finish Enrolling** button.
13. The Statement of Financial Responsibility page will display. Below is the top and very bottom portion of the statement. If you select Agree and Continue, or Print Financial Statement, you will be taken to step 14 below.

Statement of Financial Responsibility

Version: 09/12/2012 2

Statement of Financial Responsibility

By clicking the box above, I, the student, agree that I am fully responsible for the charges incurred as the result of registration activity and other fees that may be charged to my student account including but not limited to: tuition, course fees, bookstore charges, parking and any other miscellaneous charges. The amount of the debt due will be communicated to the student via monthly billing statements. I further state that I fully understand and agree to the terms and conditions below.

PAYMENT OF FEES

All fees are due and payable to the University and are the student’s responsibility to pay as the result of registration or other activity that incurred as charges to the student. A minimum payment option is available for students unable to complete their financial arrangements at the time of registration. Students with delinquent accounts will NOT be allowed to register in subsequent semesters. All payments received are final, no changes or adjustments allowed to the payment amount once the payment has been processed. Reassessment of fees will still occur based on the established reassessment schedule.

LATE PAYMENT FEES

Student accounts will be subject to a late fee of $10.00 when payment is not received and processed by the scheduled due date as communicated on the student’s Monthly Billing Statement.

FINANCE CHARGES

The University will assess a 1% per month finance charge on any account that remains unpaid after the due date. A finance charge may be assessed on the balance not been

LATE REGISTRATION FEE

Any student registering on or after the first day of the semester will be charged a $50.00 non-refundable late registration fee.

Agree and Continue  Print Financial Statement  Cancel and Return to Registration
14. The View Results page shows the status of your enrollment. If you were successfully enrolled in the desired class(es), you will see a green check mark in the status field and a Message of “Success: This class has been added to your schedule.” If you were not enrolled in the course you will see a red “X” in the status field with an error message that will note why you were not enrolled in the class.

15. If you are enrolled in the class, you will see this message for the class. Click the My Class Schedule button to view your schedule with the added class(es) or click Add Another class to continue enrolling in courses.
16. Use the selection drop-down box and choose Student Center to return to the Student Center page.

17. If you select a course but you do not finish the enrollment steps, then the course will stay in your shopping cart. From the Enroll tab, you can select the shopping cart tab at any time to view the courses in your cart and enroll in those courses if desired.
17 a. To enroll in a course from your shopping cart page, select the course and then click the **enroll** button.

17 b. The Confirm classes screen will appear (see step 12 above). Click the **Finish Enrolling** button to view your enrollment results.