

# MyView

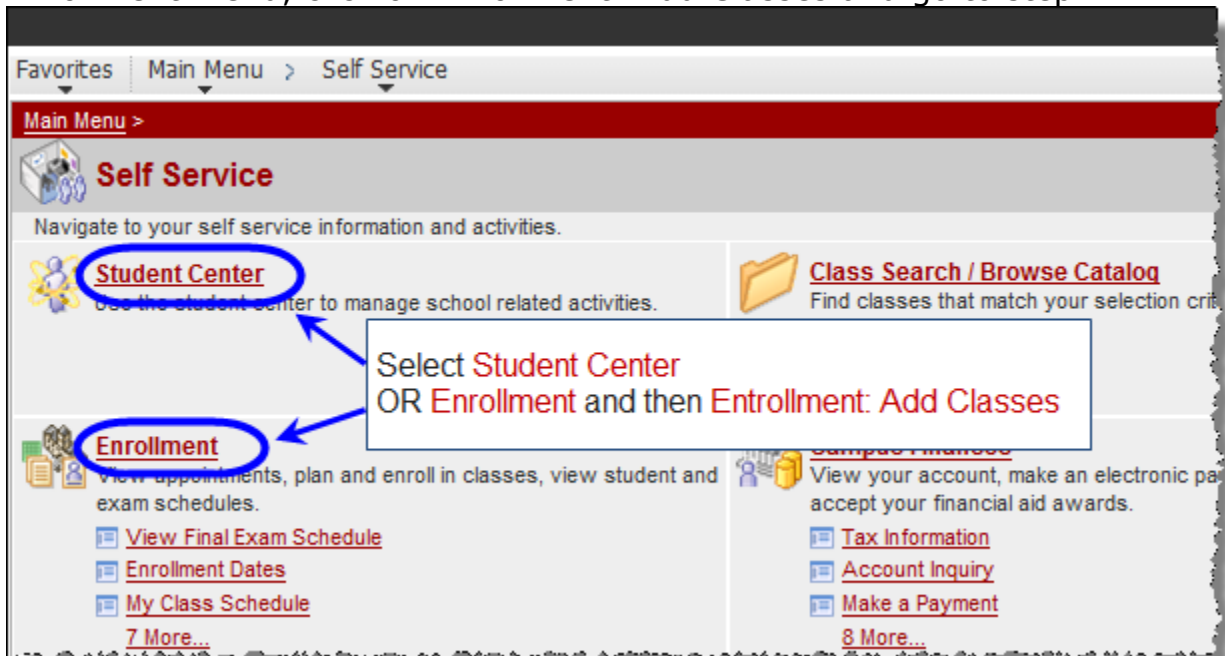
## Add a Class to Your Schedule in MyView

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.

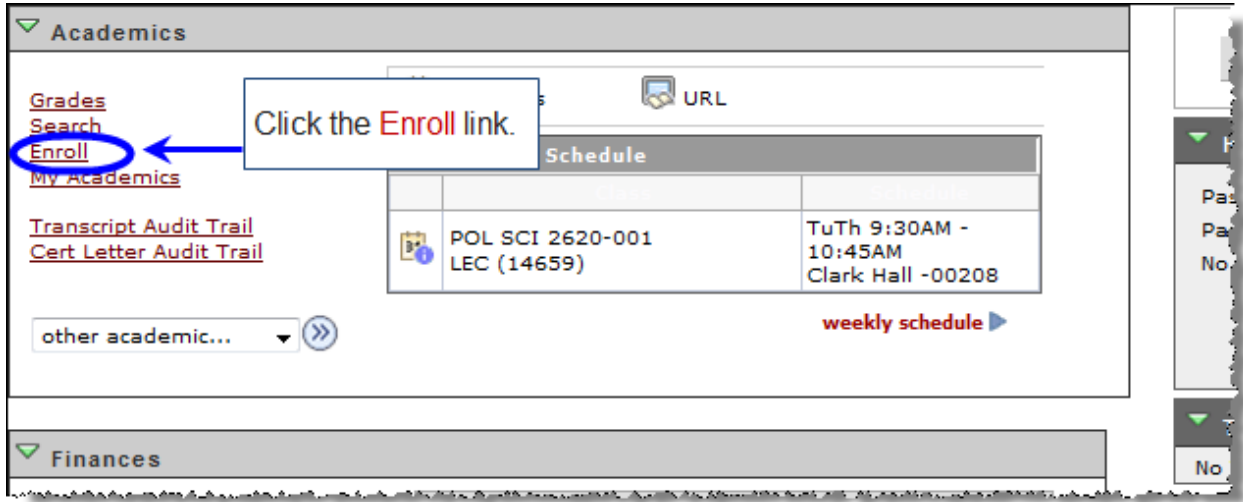


2. Click on the **Student Center** menu and go to step 3.  
**OR** an alternate path would be to click on Enrollment and then from the Enrollment menu, click on Enrollment: Add Classes and go to step 4.

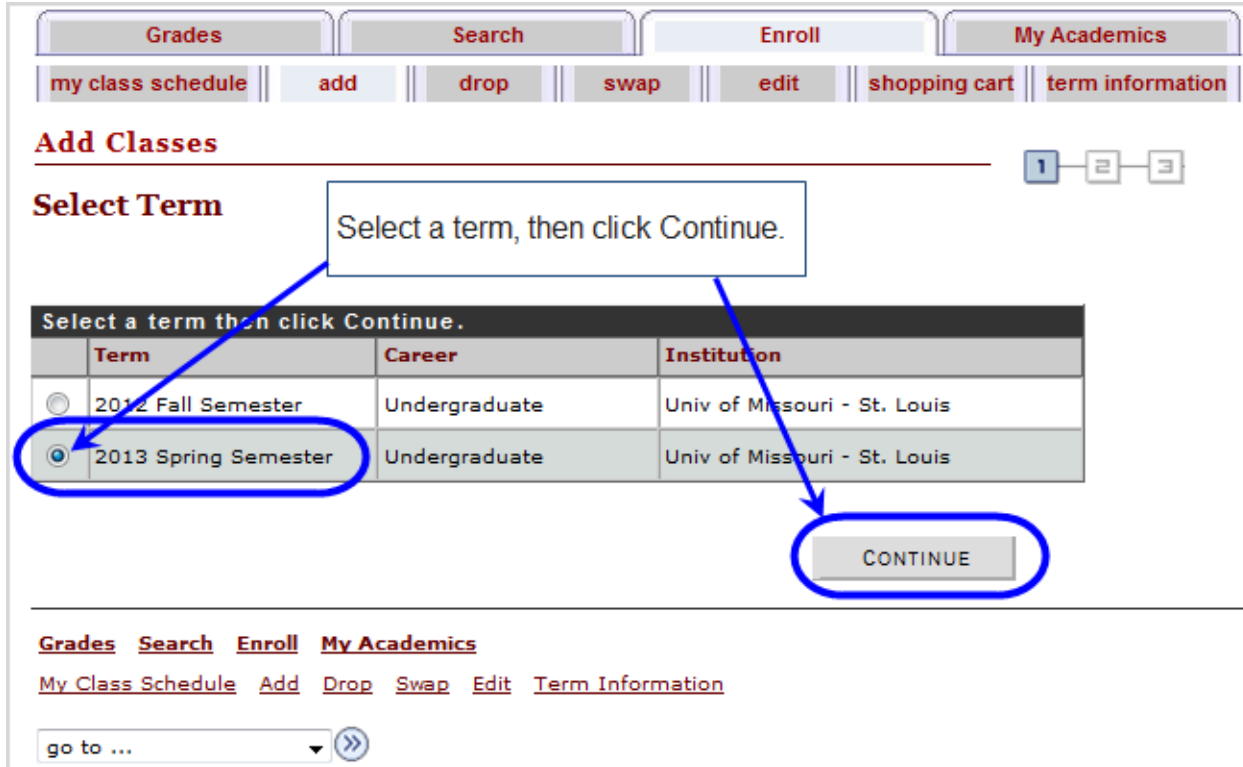


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3. On your Student Center page, in the Academics section, click the **Enroll** link.



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.

**Grades**   **Search**   **Enroll**   **My Academics**

my class schedule || add || drop || swap || edit || shopping cart || term information

## Add Classes

1 — 2 — 3

### 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   **change term**

● Open   ■ Closed   ▲ Wait List

**Add to Cart:**  
Enter Class Nbr  
   **enter**

**Find Classes**  
 Class Search   **Click search**  
**search**

**2013 Spring Semester Shopping Cart**  
Your enrollment shopping cart is empty.

**My 2013 Spring Semester Class Schedule**  
You are not registered for classes in this term.

# MyView

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.

**Add Classes** 1 2 3

### Enter Search Criteria

**Institution** Univ of Missouri - St. Louis  
Univ of Missouri - St. Louis | 2013 Spring Semester

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

**Class Search Criteria**

- Course Subject** (circled in red)
- Course Number**
- Course Career** (circled in red)

Use Additional Search Criteria to narrow your search results.

**Additional Search Criteria**

**Meeting Start Time**

**Meeting End Time**

**Day of Week**

**Instructor Last Name**

**Class Nbr**

**Course Title Keyword**

(example: 1:00PM)

(example: Statistics)

**Sun**

7. Click the **Search** button.

**Class Search Criteria**

**Course Subject** Biology

**Course Number** is exactly

**Course Career** Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

**Additional Search Criteria**

[Return to Add Classes](#) CLEAR CRITERIA **SEARCH**

# MyView

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.

▼ **BIOL 1131 - Human Physiology And Anatomy I**

Click the Section link to see details about the class.

First 1-5 of 5 Last

**Section** [00A-LEC\(12664\)](#) **Status** ● **select class**

**Session** Regular **Available Seats** 72

**Location** On-Campus

**Units** 4 units

**Attributes** Freshman or Sophomore Level, College of Arts & Sciences, Math & Life/Natural Sciences K

Days & Times	Room	Instructor	Meeting Dates
MoWe 9:30AM - 10:45AM	Research Building - OR120	██████	01/22/2013 - 05/18/2013

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**Section** [0A1-RSD\(12665\)](#) **Status** ● **select class**

**Session** Regular **Available Seats** 72

**Location** On-Campus

**Units** 4 units

**Attributes** Freshman or Sophomore Level, College of Arts & Sciences, Math & Life/Natural Sciences K

Days & Times	Room	Instructor	Meeting Dates
Tu 10:00AM - 10:50AM	Benton Hall -00101	██████	01/22/2013 - 05/18/2013

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**Section** [AA1-LAB\(10166\)](#) **Status** ● **select class**

**Session** Regular **Available Seats** 24

**Location** On-Campus

**Units** 4 units

# MyView

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.

Grades Search Enroll My Academics

my class schedule add drop swap edit shopping cart term information

## Add Classes

1 2 3

### 1. Select classes to add - Related Class Sections

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

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

Lecture selected: Section 00A  
MoWe 9:30AM - 10:45AM Research Building -OR120

Open  Closed  Wait List

**Select Laboratory section (Required):**

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/> 10166	AA1	Mo 11:00AM - 12:50PM	Stadler Hall - 0S203		<input checked="" type="radio"/>
<input type="radio"/> 10167			Stadler Hall - S203		<input checked="" type="radio"/>
<input type="radio"/> 13080			Stadler Hall - S203		<input checked="" type="radio"/>

View All Sections | First 1-3 of 3 Last

**Select Recitation/Seminar/Discussion section (Required):**

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/> 12665	OA1	Tu 10:00AM - 10:50AM	Benton Hall - 00101		<input checked="" type="radio"/>

View All Sections | First 1 of 1 Last

CANCEL **NEXT**

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.

Grades
Search
Enroll
My Academics

my class schedule
add
drop
swap
edit
shopping cart
term information

## Add Classes

1
2
3

### 1. Select classes to add - Enrollment Preferences

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

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

##### Class Preferences

<b>BIOL 1131-00A</b>	Lecture	●	Open	<b>Wait List</b>	<input type="checkbox"/> Wait list if class is full
<b>BIOL 1131-0A1</b>	RSD	●	Open	<b>Permission Nbr</b>	<input type="text"/>
<b>BIOL 1131-AA1</b>	Laboratory	●	Open	<b>Grading</b>	Graded
<b>Session</b> Regular Academic Session				<b>Units</b>	4.00
<b>Career</b> 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

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
00A	Lecture	MoWe 9:30AM - 10:45AM	Research Building -OR120		01/22/2013 - 05/18/2013
0A1	RSD	Tu 10:00AM - 10:50AM	Benton Hall - 00101		01/22/2013 - 05/18/2013
AA1	Laboratory	Mo 11:00AM - 12:50PM	Stadler Hall - OS203		01/22/2013 - 05/18/2013

##### NOTES

**Class Notes** (Nursing Only)

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11. 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.

The screenshot shows the 'Add Classes' page in MyView. At the top, there are navigation tabs: Grades, Search, Enroll, and My Academics. Below these are sub-tabs: my class schedule, add, drop, swap, edit, shopping cart, and term information. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. A message box with a green checkmark states: 'BIOL 1131 has been added to your Shopping Cart.' Below this, the semester is '2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis' with a 'change term' button. A legend indicates 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). On the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' field and a 'Find Classes' section with a 'Class Search' radio button and a 'search' button. The main area is a table titled '2013 Spring Semester Shopping Cart' with columns for 'Delete', class details, and 'Status'. A blue arrow points from the bottom of the table to a 'PROCEED TO STEP 2 OF 3' button.

Delete						Status
	<a href="#">BIOL 1131-00A (12664)</a>	MoWe 9:30AM - 10:45AM	Research Building - OR120		4.00	
	BIOL 1131-0A1 (12665)	Tu 10:00AM - 10:50AM	Benton Hall - 00101			
	BIOL 1131-AA1 (10166)	Mo 11:00AM - 12:50PM	Stadler Hall - OS203			



12. The Confirm classes page will display, verifying the class(es) for which you are attempting to enroll. Click the **Finish Enrolling** button.

[Grades](#) [Search](#) [Enroll](#) [My Academics](#)

[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [shopping cart](#) [term information](#)

## Add Classes

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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

Open  Closed  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 1131-00A (12664)	Human Physio & Anat I (Lecture)	MoWe 9:30AM - 10:45AM	Research Building - OR120		4.00	<input checked="" type="radio"/>
BIOL 1131-0A1 (12665)	Human Physio & Anat I (RSD)	Tu 10:00AM - 10:50AM	Benton Hall - 00101			<input checked="" type="radio"/>
BIOL 1131-AA1 (10166)	Human Physio & Anat I (Laboratory)	Mo 11:00AM - 12:50PM	Stadler Hall - OS203			<input checked="" type="radio"/>

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

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[Grades](#) [Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

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, or Cancel and Return to Registration, 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 get 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 payment due date. A finance charge will be assessed on the balance that has 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.

# MyView

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.

The screenshot shows the 'Add Classes' section of the MyView interface. At the top, there are navigation tabs for 'Grades', 'Search', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', 'shopping cart', and 'term information'. The main heading is 'Add Classes' with a pagination indicator showing '1', '2', and '3'. The section is titled '3. View results' and contains the text: 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies '2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis'. A summary bar shows a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. A table below displays the enrollment details:

Class	Message	Status
BIOL 1131	<b>Error:</b> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	<b>X</b>

Below the table are three buttons: 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. At the bottom of the page, there are navigation tabs for 'Grades', 'Search', 'Enroll', and 'My Academics', and a 'go to ...' search field.

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.

The screenshot shows the 'Add Classes' section of the MyView interface. At the top, there are navigation tabs for 'Grades', 'Search', 'Enroll', and 'My Academics'. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', 'shopping cart', and 'term information'. The main heading is 'Add Classes' with a pagination indicator showing '1', '2', and '3'. The section is titled '3. View results' and contains the text: 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies '2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis'. A summary bar shows a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. A table below displays the enrollment details:

Class	Message	Status
ANTHRO 1011	<b>Success:</b> This class has been added to your schedule.	<b>✓</b>

Below the table are three buttons: 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. The 'MY CLASS SCHEDULE' button is circled in blue.

# MyView

16. Use the selection drop-down box and choose **Student Center** to return to the Student Center page.

The screenshot displays the MyView interface with the following elements:

- Navigation tabs: Grades, Search, Enroll (selected), My Academics.
- Secondary links: my class schedule, add, drop, swap, edit, shopping cart, term information.
- Section Header: My Class Schedule
- Display Options: List View (selected), Weekly Calendar View.
- Term Information: 2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis | change term
- Class Schedule Filter Options: Show Enrolled Classes (checked), Show Dropped Classes (checked), Show Waitlisted Classes (checked), filter
- Course Details: ANTHRO 1011 - Intro Cultrl Anthropolgy
- Table 1: Summary of course status

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

- Table 2: Detailed course information

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10016	001	Lecture	MoWe 11:00AM - 12:15PM	Lucas Hall - 00200	[REDACTED]	01/22/2013 - 05/18/2013

- Printer Friendly Page link
- Bottom navigation: Grades, Search, Enroll, My Academics
- Secondary links: My Class Schedule, Add, Drop, Swap, Edit, Term Information
- Dropdown menu: go to ... (selected), Account Inquiry, My Academics, Student Center (circled), User Preferences, go to ...

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.

The screenshot displays the MyView interface with the following elements:

- Navigation tabs: Grades, Search, Enroll (selected), My Academics.
- Secondary links: my class schedule, add, drop, swap, edit, shopping cart (circled), term information.

17 a. To enroll in a course from your shopping cart page, select the course and then click the **enroll** button.

**Shopping Cart**

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**Add Classes to Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.

2013 Spring Semester | Undergraduate | Univ of Missouri - St. Louis [change term](#)

Open  Closed  Wait List

**Add to Cart:**  
Enter Class Nbr  
 [enter](#)

**Find Classes**  
 Class Search  
[search](#)

2013 Spring Semester Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ST ART <a href="#">1133-E01</a> <a href="#">(12478)</a>	Tu 6:00PM - 9:30PM	Fine Arts Building - 00128	M. Picker	3.00	<input checked="" type="radio"/>

for selected: [delete](#) [enroll](#)

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