

MyView

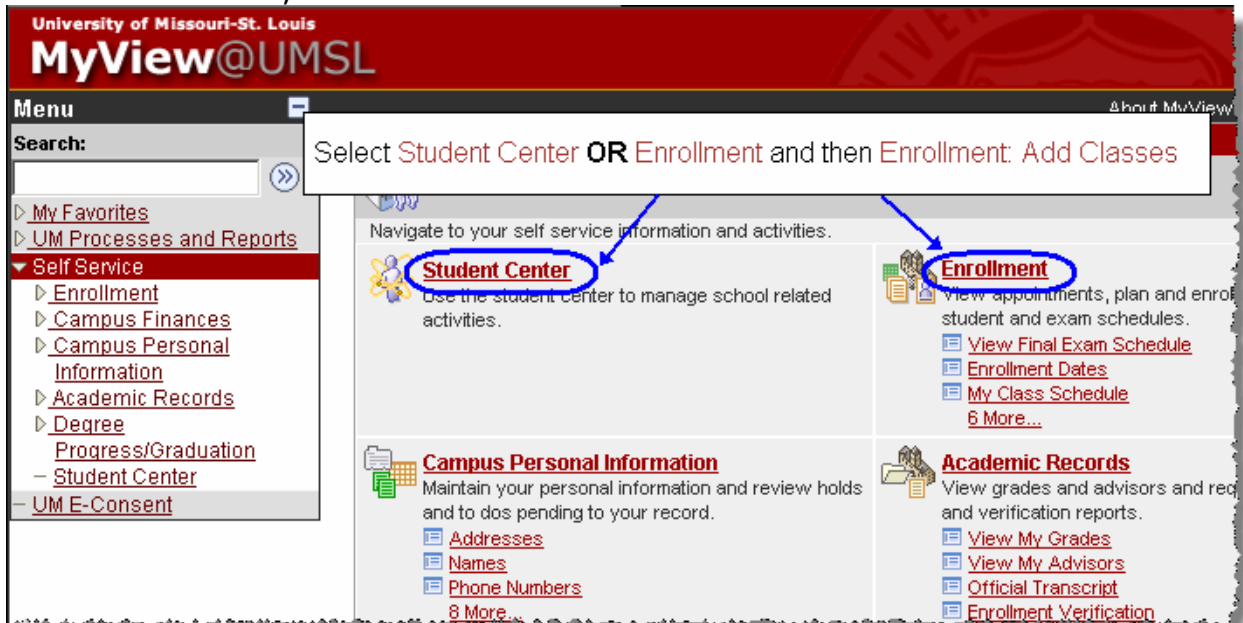
Add a Class to Your Schedule in MyView

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.

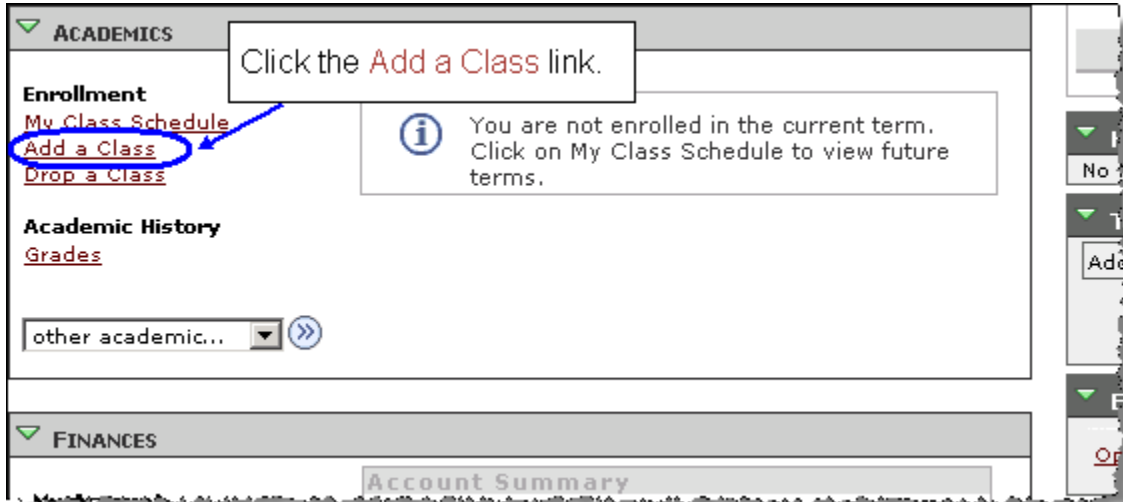


2. Click on the **Student Center** menu.
OR an alternate path would be to click on Enrollment and then from the Enrollment menu, click on Enrollment: Add Classes

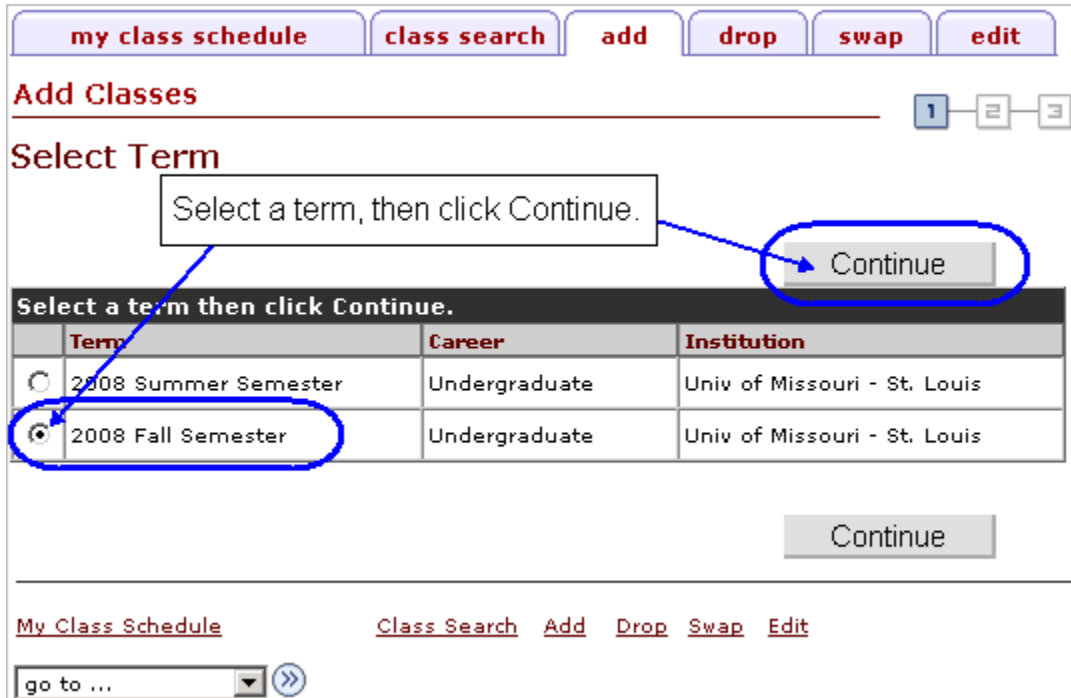


MyView

3. On your Student Center page, in the Academics section, click the **Add a Class** link.



4. On the "add" tab, **select the term** for which you want to enroll and then click the **Continue** button.



5. Click the **Search** button.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Add Classes

1 2 3

1. Select Classes To Add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis [Change Term](#) Click Search.

Add a class using one of the following:

Search for Class

----- OR -----

Enter Class Nbr

▼ 2008 Fall Semester Enrollment Shopping Cart

Your enrollment shopping cart is empty.

▼ My 2008 Fall 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.

my class schedule class search add drop swap edit

Add Classes

1. Select Classes To Add - Search For Classes

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

Univ of Missouri - St. Louis | 2008 Fall

Class Search Criteria

Course Subject

Course Number

Course Career

Use Additional Search Criteria

Additional Search Criteria

Accounting
Admin., Philosophy, & Sec. Ed.
Adult Education
Air Science
Anthropology
Arabic
Art
Art Education
Art History
Astronomy
Atmospheric Science
Behavioral Studies & Research
Biology
Business Administration
Center International Studies
Chemistry
Chinese
Communication
Computer Science
Counselor Education
Criminology & Criminal Justice
Early Childhood Education
Economics
Educ. Research & Eval. Method
Education
Educational Administration
Educational Foundations
Educational Psychology
Educational Statistics & Rsrch

Search

You can type a letter and jump to the first Course Subject that begins with that letter.

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

Close Clear Criteria **Search**

MyView

8. On the search results page, find the class you want. You can click on the Section link to see detail about the class. To add the class to your schedule, click the **Select Class** button.

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

Section [001-LAB\(10301\)](#) **Status** ●

Session Regular

Available Seats 22

<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Mo 11:00AM - 1:00PM	Stadler Hall -00203	Staff	8/18/2008 - 12/6/2008

Section [002-LAB\(10302\)](#) **Status** ●

Session Regular

Available Seats 22

<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Mo 2:00PM - 4:00PM	Stadler Hall -00203	Staff	8/18/2008 - 12/6/2008

Click the Section link to see details about the class.

Section [00A-LEC\(10294\)](#) **Status** ●

Session Regular

Available Seats 44

<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
MoWe 9:30AM - 10:45AM	Benton Hall -00104	Lori Paul	8/18/2008 - 12/6/2008

Section [0A1-RSD\(10295\)](#) **Status** ●

Session Regular

Available Seats 44

<u>Days & Times</u>	<u>Room</u>	<u>Instructor</u>	<u>Meeting Dates</u>
Tu 10:00AM - 10:50AM	Benton Hall -00115	Lori Paul	8/18/2008 - 12/6/2008

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.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Add Classes

1 2 3

1. Select Classes To Add - Related Class Sections

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

BIOL 1131 - Human Physio & Anat I

Lecture selected: Section 00A
MoWe 9:30AM - 10:45AM Benton Hall -00104

Open Closed Wait List

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/> 10301	<u>001</u>	Mo 11:00AM - 1:00PM	Stadler Hall - 00203	Staff	<input checked="" type="checkbox"/>
<input type="radio"/> 10302	<u>002</u>	Mo 2:00PM - 4:00PM	Stadler Hall - 00203	Staff	<input checked="" type="checkbox"/>

Chose related lab/RSD.

[View All Sections](#) First 1-2 of 2 Last

Select Recitation/Seminar/Discussion section (Optional):

Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/>	No Selection				
<input type="radio"/> 10295	<u>0A1</u>	Tu 10:00AM - 10:50AM	Benton Hall - 00115	L. Paul	<input checked="" type="checkbox"/>

[View All Sections](#) First 1-2 of 2 Last

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.

my class schedule
class search
add
drop
swap
edit

Add Classes

1
2
3

1. Select Classes To Add - Enrollment Preferences

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

BIOL 1131 - Human Physio & Anat I

Class Preferences

BIOL 1131-001	Laboratory ● Open	Wait List <input type="checkbox"/> Wait list if class is full
BIOL 1131-00A	Lecture ● Open	Permission Nbr <input type="text"/>
Session	Regular Academic Session	Grading Graded
Career	Undergraduate	Units 4.00

Enrollment Information

- You must be a nursing major to enroll in this course. (Excluding summer terms).
- Freshman & Sophomore Level
- College of Arts & Sciences

Cancel
Next

Section	Component	Days & Times	Location	Instructor	Start/End Date
001	Laboratory	Mo 11:00AM - 1:00PM	Stadler Hall - 00203	Staff	8/18/2008 - 12/6/2008
00A	Lecture	MoWe 9:30AM - 10:45AM	Benton Hall - 00104	Lori Paul	8/18/2008 - 12/6/2008

NOTES

Class Notes Nursing Students Only

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. To enroll in the classes, click the **Proceed to Step 2 of 3** button.

my class schedule
class search
add
drop
swap
edit

Add Classes 1 2 3

1. Select Classes To Add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

✔ **BIOL 1131 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.**

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis Change Term

Add a class using one of the following:

Search for Class

----- OR -----

Enter Class Nbr

▼ 2008 Fall Semester Enrollment Shopping Cart Proceed to Step 2 of 3

● Open
■ Closed
▲ Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
🗑	BIOL 1131-00A (10294)	Human Physio & Anat I (Lecture)	MoWe 9:30AM - 10:45AM	Benton Hall - 00104	L. Paul	4.00	●
	BIOL 1131-001 (10301)	Human Physio & Anat I (Laboratory)	Mo 11:00AM - 1:00PM	Stadler Hall - 00203	Staff		●

View All Classes in Cart
First
◀ 1-2 of 2 ▶
Last

Proceed to Step 2 of 3

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

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

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.

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
BIOL 1131-00A (10294)	Human Physio & Anat I (Lecture)	MoWe 9:30AM - 10:45AM	Benton Hall - 00104	L. Paul	4.00	<input checked="" type="radio"/>
BIOL 1131-001 (10301)	Human Physio & Anat I (Laboratory)	Mo 11:00AM - 1:00PM	Stadler Hall - 00203	Staff		<input checked="" type="radio"/>

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

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, you will be taken to step 14 below.

Statement of Financial Responsibility

Version: 02/14/2008 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 this action. 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

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. You have an opportunity to select the Fix Errors button if this occurs.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Add Classes

1 2 3

3. View Results

View the following status report for enrollment confirmations and errors:

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

✓ Success: enrolled	✗ Error: unable to add class
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Class	Message	Status
BIOL 1131	Error: Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	✗

[Make a Payment](#) [My Class Schedule](#) [Add Another Class](#) [Fix Errors](#)

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

go to ... >>

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 classes.

Class	Message	Status
ANTHRO 2190	Success: This class has been added to your schedule.	✓

[Make a Payment](#) [My Class Schedule](#)

MyView

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

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis [Change Term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [Filter](#)

ANTHRO 2190 - Spec Top In Archaeology

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
14544	001	Lecture	TBA	TBA	Staff	08/18/2008 - 12/06/2008

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

[go to ...](#)
Account Inquiry
My Class Schedule
Student Center
go to ...