Note: Students must agree to e-Consent before the Student Center menu will be available for you.

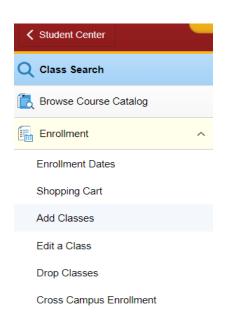
Login to MyView at <u>http://myview.umsl.edu</u>
 From the MyView Student Center page, select the Manage Classes tile

UMSL MyView			GAS - CSQAS - CSQAS Il Geniei		ŵ
	Manage Classes	Academic Records	Academic Progress	Personal Information	
	Financial Account	Financial Aid	Secure Document Upload	Notifications	





2. Click the Enrollment drop-down and select Add Classes



3. If prompted, select the semester in question. Then select the Continue button.

Select a term then select Continue.

	Term	Career	Institution
0	2021 Fall Semester	Undergraduate	Univ of Missouri - St. Louis
0	2022 Spring Semester	Undergraduate	Univ of Missouri - St. Louis

Continue



4. On the Select classes to add page, click the Search button.

To select classes for another ter your class selections, proceed t	rm, select the term and select Chang to step 2 of 3.	e. When you are sat	isfied with	
021 Fall Semester Undergradu	ate Univ of Missouri - St. Louis			
		Open	Closed	▲ Wait List
Add to Cart				
Enter Class Nbr Enter	2021 Fall Semester Sho	oping Cart		
Find Classes		Your enrollme	nt shopping cart is e	mpty.
Class Search Search				

5. You must search by using at least 2 search criteria. For example, select a Course Subject of Biology and a Course Career of Undergraduate.

Univ of Missouri - St. Louis 2021 Fall Se	emester	
Select at least 2 search criteria. Select Sear	rch to view your search results.	
✓ Class Search		
Subject	Biology	~
Course Number	A	
oou se rumber	Accounting Adult Education	
Course Career		
	American Sign Language	
	Anthropology	
	Art	
	Art Education	
✓ Additional Search Criteria	Art History	
Additional ocaron ontena	Astronomy	
Martine Oracle Trees	Atmospheric Science	
Meeting Start Time	Biology	
Meeting End Time	Business Administration	
Meeting End Time	Center International Studies	
Days of Week	Chemistry	
Days of Week	Child Advocacy Studies	
	Chinese	Thurs Fri S
	Communication	
Instructor Last Name	Computer Science	
	Counselor Education	•
Class Nbr		



Adding Courses in MyView

6. Click the Search button

arch for Classes				
Univ of Missouri - St. Louis 2021 Fall Se	emester			
Select at least 2 search criteria. Select Sear	rch to view your search results.			
[▽] Class Search				
Subject	Biology	~		
Course Number	is exactly	~		
Course Career	Undergraduate	~		
	Show Open Classes Only Open Entry/Exit Classes Only	у		
Additional Search Criteria				
Return to Add Classes	ſ		Clear	Search

7. 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** button.

<	Student Cer	nter				SQAS - CSQAS - CSQAS Inage Classes		
	Science Biology, Instructio Seats R	s Knowledge, EXF Add'I fee:Arts and on Mode: In Perso emaining: 20 i: On-Campus	phomore Level, College of Arts PLORE: Math & Life/Natural Scie Sciences Supp Fee-\$11.10/crhr n	nces, MOTR BIOL '				
	▼BIOL	1102 - Human Bio	logy (MOTR LIFS 150)					_
	BIOL 11	02 - Human Bio	logy (MOTR LIFS 150)					Ŷ
	Class		Days & Times	Room	Instructor	Meeting Dates	Status	•
	12552		ТВА	Online		08/23/2021 - 12/18/2021	•	Select
	anytime, Life/Nati Add'I fee Instructio Seats Ro	Communication 5 ural Sciences, This Arts and Science on Mode: 100% O emaining: 4 ONLINE	bphomore Level, College of Arts Skill, Mathematics & Life/Natural is either an online or evening so is Supp Fee-\$11.10/crhr nline (OL)	Sciences Knowledg	e, EXPLORE: Math &			
	▼BIOL	1110 - Nutrition in	Health					
	BIOL 11	10 - Nutrition in	Health					
	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
	10348	001-INT Regular	ТВА	Online		08/23/2021 - 12/18/2021		Select



8. If a course has a related required section (RSD, LAB, etc.) a "Select classes to add - Related Class Sections" page will display with a list of the available sections you can add. **Choose the related sections** you want and click the **Next** button.

. 36			lated Class Sections					
021 Fal	II Semester Under	graduate Univ	v of Missouri - St. Louis					
IOL 11:	31 - Human Physiol	ogy and Anato	my I					
Lectu	Mo 9	ion 001 9:30AM - 10:45 9:30AM - 10:45	AM Benton Hall -00103 AM Online					
lect I a	aboratory section	(Required)		Open	Closed	🔺 Wait Li	st	
lect La ■	aboratory section			Open			1-3 of 3 🗸 🕨	View Al
T,	aboratory section	n (Required): Section	Schedule	Open	Closed			View All
						4	1-3 of 3 🗸 🕨	
T,	Class Nbr	Section	Schedule	Scier	Room	14	1-3 of 3 🗸 🕨	Status

9. 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.

1	. Select class	ses to add - Enrollmen	t Preferences				
20 BI	022 Spring Seme OL 1131 - Human F	ster Undergraduate Univ Physiology and Anatomy I	of Missouri - St. Louis				
С	lass Preferenc	es					
	BIOL 1131-001 BIOL 1131-011	Laboratory	Open Wait List	Wa	iit List 🗌 Wait list if class is full]	
	Session		sion				
	Career			Permissio	n Nbr		
	Enrollment Info	ormation		1 chilippin			
	instructor Freshman College o Add'l fee: Add'l fee: EXPLORE	ites: BIOL 1012 or equivale or Sophomore Level I Arts & Sciences Arts and Sciences Supp Fe Science Lab Fee-\$27.10/a E: Math & Life/Natural Sci tics & Life/Natural Science:	e-\$11.10/crhr hr noes	Gi	ading Graded Units 4.00		
					Cancel	Next	
						IVEAL	
	Section	Component	Days & Times	Room	Instructor	Start/End Date	
	001	Lecture	MoWe 9:30AM - 10:45AM	Benton Hall -00103	Instructor TBA	01/18/2022 - 05/14/2022	
	011	Laboratory	Mo 1:00PM - 2:50PM	Science Learning Building 414	Instructor TBA	01/18/2022 - 05/14/2022	



10. You will then be returned to your Shopping Cart. You are not finished enrolling.

Select the Proceed to Step 2 of 3 button

			Student Manage	Classes			
. Select classes to add							
To select classes for another terr with your class selections, procee			/hen you are satisfied				
V BIOL 1131 has been added	to your Shoppin	g Cart.					
22 Spring Semester Undergrad t. Louis	uate Univ of Mi	ssouri	Cha	ange Term			
		•	Open Close	d 🔺 Wait	List		
Add to Cart Enter Class Nbr	2022 Sprin	ng Semester Shopp	ing Cart				
Enter	Delete	Class	Days/Times	Room	Instructor	Units	Status
Find Classes	î	BIOL 1131-001 (11430)	MoWe 9:30AM - 10:45AM	Benton Hall -00103	I. TBA	4.00	•
Class Search		BIOL 1131-011 (11432)	Mo 1:00PM - 2:50PM	Science Learning Building 414	I. TBA		A
Search Schedule Planner							
			Proceed to	Step 2 of 3	ן		

11. In the Confirm classes page, verify your shopping cart looks correct, then select the Finish Enrolling button.

	sh Enrolling to process your request fo es, select Cancel.	r the classes listed. To exit without	adding			
2022 Spring Se	emester Undergraduate Univ of Miss	ouri - St. Louis				
		Open 🔲	Closed	Wait List		
122 Spring Semester E	Enrollment Shopping Cart					
22 Spring Semester E Class	Enrollment Shopping Cart Description	Days/Times	Room	Instructor	Units	Status
		Days/Times MoWe 9:30AM - 10:45AM	Room Benton Hall -00103	I. TBA	Units 4.00	



12. the View results page will display.

This will identify if you have been successfully enrolled, or if further action is needed. The Message section will identify any action to be taken.

3. View results		
View the following status re	port for enrollment confirmations and errors	
2022 Spring Semester Underg	aduate Univ of Missouri - St. Louis	
Success: enrolled	× Error: unable to add class	
2022 Spring Semester Enro Class	Ilment Shopping Cart Message	Status
		Status
Class	Message Message: Class 11430 is full. You have been placed on the	
Class	Message Message: Class 11430 is full. You have been placed on the wait list in position number 1.	