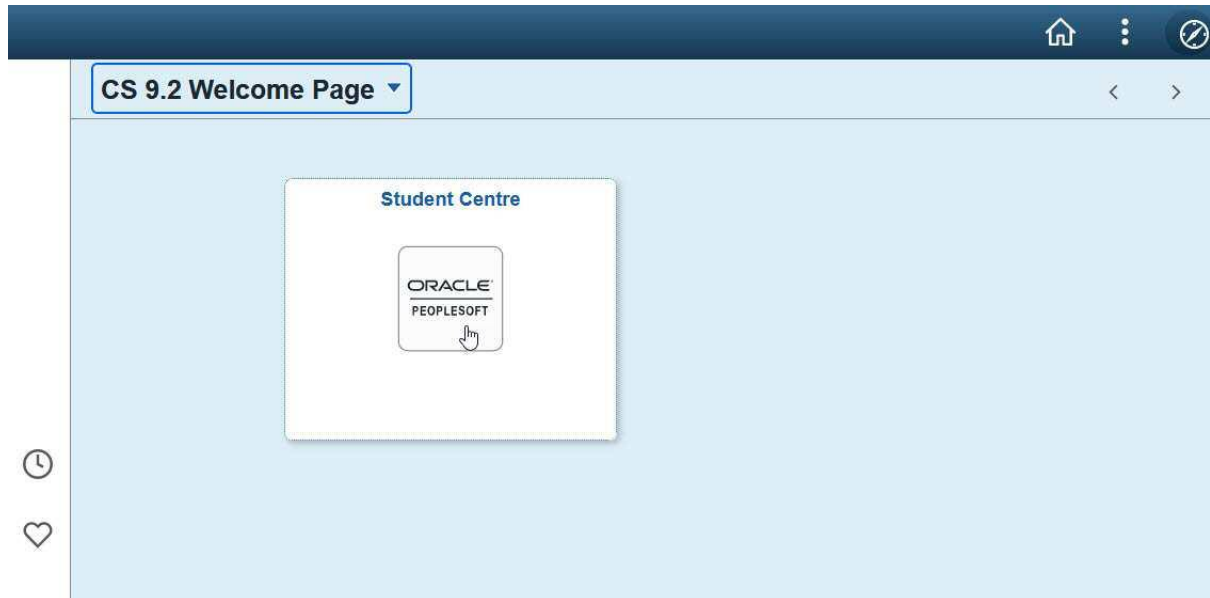
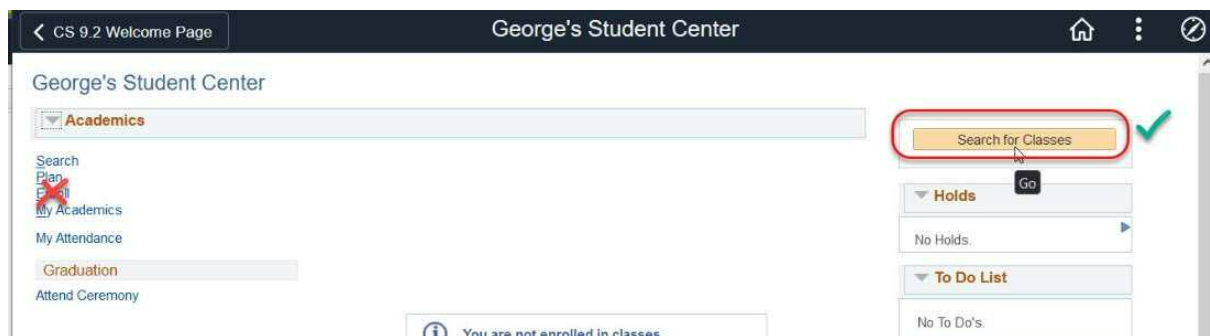


## Course Unit Selection – Self-Service Enrolment (Alternate Route)

1. Enter Student Center



2. On the right, click 'Search for Classes' – DO NOT click 'Enroll'



3. Ensure you select the correct term – i.e. 2022/23 Academic Year

The screenshot shows the 'Class Search' page. At the top, there's a navigation bar with 'Student Center' and 'Class Search'. Below this, a search bar contains 'George Costanza'. A dropdown menu for 'Term' is open, showing '2022/23 Academic Year' selected. A red circle highlights this dropdown menu. Below the dropdown, there's a message: 'Course Subject and Course Career are MANDATORY. Click Search to view your search results.' At the bottom, there's a 'Class Search' button.

4. Complete your class search criteria – ensuring you complete at least the Subject and Course Career fields.

The screenshot shows the 'Class Search' page with all search criteria completed. The 'Institution' dropdown is set to 'The University of Manchester'. The 'Term' dropdown is set to '2022/23 Academic Year'. Below these, there's a message: 'Course Subject and Course Career are MANDATORY. Click Search to view your search results.' Under the 'Class Search' section, the 'Subject' dropdown is set to 'Art History and Cultural Pract', the 'Course Number' dropdown is set to 'is exactly' with '20222' entered, and the 'Course Career' dropdown is set to 'Undergraduate'. There are green checkmarks next to each of these dropdowns. Below these, there are two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom, there's an 'Additional Search Criteria' section. At the bottom right, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red circle.

5. Click Select next to class you wish to begin enrolling on.

Student Center | Class Search

George Costanza | go to ...

Search | Plan | Enroll | My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Search Results

The University of Manchester | 2022/23 Academic Year

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 Course Subject: **Art History and Cultural Pract**, Course Number is exactly '**20222**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Open Closed Wait List

New Search Modify Search

1 class section(s) found

▼ AHCP 20222 - Art in Britain

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1784	SEM-SEM 2nd Sem	Fr 13:00 - 16:00	TBA		28/01/2023 - 09/06/2023	Open

New Search Modify Search

Go to top

6. To confirm this is the class you want, click 'Next'.

Enrollment Shopping Cart

George Costanza | go to ...

Search | Plan | Enroll | My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2022/23 Academic Year | Undergraduate | The University of Manchester

AHCP 20222 - Art in Britain

Class Preferences

AHCP 20222-SEM Seminar Open

Session 2nd Semester

Career Undergraduate

Wait List ☐ Wait list if class is full

Permission Nbr

Grading Undergraduate Percentage Grade Basis

Units 20.00

Program BA (Hons) History of Art

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
SEM	Seminar	Fr 13:00 - 16:00	TBA		28/01/2023 - 09/06/2023

Go to top

7. You will see confirmation it has been added to the shopping cart – YOU ARE STILL NOT ENROLLED at this point; the class has just been added to the cart – you could repeat the process to add more, by going back to step 1 – DO NOT click 'New Search'.

The screenshot shows the 'Class Search' page for George Costanza. The search results for 'Art History and Cultural Pract' in 2022/23 show 'AHCP 2022' has been added to the shopping cart. A red box highlights the confirmation message: '✓ AHCP 2022 has been added to your Shopping Cart.' A red note on the right says: 'Do not use New Search here - to find and add another class, you will need to return to Student Center home and click 'Search for Classes' there'. The 'New Search' button is crossed out with a red X.

8. Once you are ready to enrol on classes in your cart – click the 'Shopping Cart' link from the confirmation page (the culmination of each search, as at step 7).

The screenshot shows the 'Class Search' page for George Costanza. The search results for 'Art History and Cultural Pract' in 2022/23 show 'AHCP 33132' has been added to the shopping cart. A red box highlights the 'Shopping Cart' link in the 'My Shopping Cart' section. The confirmation message says: '✓ AHCP 33132 has been added to your Shopping Cart.'

9. Tick the classes you wish to enrol on in your Shopping Cart and click 'Enroll'. Again, YOU ARE NOT YET ENROLLED.

Criteria Entry Enrollment Shopping Cart

George Costanza go to ...

Search Plan Enroll My Academics

My Planner Shopping Cart Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2022/23 Academic Year | Undergraduate | The University of Manchester

Open Closed Wait List

Add to Cart

2022/23 Academic Year Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AHCP 20222-SEM (1784)	Fr 13:00 - 16:00	TBA		20.00	Open
<input checked="" type="checkbox"/>	AHCP 33132-LEC (1778)	We 10:00 - 13:00	TBA		20.00	Open

for selected Delete Validate Enroll

Find Class Search

Either return to your Shopping Cart by using Class Search again OR complete the enrollment of course(s) in Shopping Cart by pressing 'Proceed to Step 2 of 3'

Do not use Class Search here - to find and add another class, you will need to return to Student Center home and click 'Search for Classes' there

10. To confirm enrolment, click 'FINISH ENROLLING'.

Shopping Cart Enrollment: Add Classes

George Costanza go to ...

Search Plan Enroll My Academics

My Planner Shopping Cart Course History

Shopping Cart 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2022/23 Academic Year | Undergraduate | The University of Manchester

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AHCP 20222-SEM (1784)	Art in Britain (Seminar)	Fr 13:00 - 16:00	TBA		20.00	Open
AHCP 33132-LEC (1778)	Picasso (Lecture)	We 10:00 - 13:00	TBA		20.00	Open

Cancel Previous Finish Enrolling

You are at Step 2. You have not yet completed enrolling on your course(s) - click 'Finish Enrolling'

Go to top

11. You are finally enrolled once you see Success against that particular class.

Shopping Cart

Enrollment: Add Classes

George Costanza

go to ...

SearchPlanEnrollMy Academics

My PlannerShopping CartCourse History

Shopping Cart

123

### 3. View results

View the following status report for enrollment confirmations and errors

2022/23 Academic Year | Undergraduate | The University of Manchester

Success: enrolled

Error: unable to add class

Class	Message	Status
AHCP 20222	Success: This class has been added to your schedule.	✓
AHCP 33132	Success: This class has been added to your schedule.	✓

My Class Schedule

Add Another Class

Go to top

Do not use Add Another Class here - to find and add another class, you will need to return to Student Center home and click 'Search for Classes' there