Overview
This student guide demonstrates how to enroll in classes via MySJSU Self Service.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.
The Student Center displays.

5. Click the Enroll hyperlink.

The Add Classes page displays.

6. Select the radio button for the term you want to enroll in.

7. Click the Continue button.
The Select classes to add page displays.

8. Click **Class Search**.
9. Click the **Search** button.

*Note: If you know the exact class number, you can use the Enter Class Nbr box and click the Enter button. This method is faster than following steps 8 and 9 on the following page.*

The Class Search page displays.

10. Enter two search criteria, such as the **Course Subject** and **Course Number**.

*Note: To view all sections of a course, uncheck Show Open Classes Only box.*

11. Click the **Search** button.
The Class Search Results page displays.

Status:
- **Open**: A green circle indicates the class is open to additional students.
- **Closed**: A blue square indicates the class is full.
- **Wait List**: A yellow triangle indicates there is a wait list to add this class.

**Enroll without Wait listing**

12. Select the section with an **Open Status**.
13. Click **Select Class**.
The Enrollment Preferences page displays.

14. Enter a Permission Nbr, if department or instructor consent is required.

15. Click Next.

The Select Classes to Add page displays.

Note: The selected class has been added to the shopping cart.

16. Click Proceed to Step 2 of 3.
2. Confirm classes

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 101-02 (21054)</td>
<td>Social Theory (Lecture)</td>
<td>MoWe 2:00PM - 4:15PM</td>
<td>Dudley Moonhead Hall 231</td>
<td>P. Chua</td>
<td>3.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

The Confirm Classes page displays.

17. Click Finish Enrolling.

The View Results page displays.

18. View the status of the enrollment request.

Enroll Using Wait listing

19. Select the section with a Closed Status.
20. Click Select Class.

Success: This class has been added to your schedule.
21. Check the **Wait List if Class is Full** box.

22. If the class requires department or instructor consent, enter a **Permission Nbr.**

23. Click the **Next** button.

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**The Enrollment Preferences page displays.**

21. Check the **Wait List if Class is Full** box.

22. If the class requires department or instructor consent, enter a **Permission Nbr.**

23. Click the **Next** button.

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**The Select Classes to Add page display.**

**Note:** The class selected has been added to the shopping cart.

24. Click the **Proceed to Step 2 of 3**.
The Confirm classes page displays.

25. Click the Finish Enrolling button.

The View Results page displays one of the following:

- A success message for a waitlisted class
- An error message for an open or closed status class