Course Enrollment Worksheet

The Course Enrollment Worksheet saves time by allowing you to input all of your courses prior to your enrollment appointment start time so you are able to enroll in them simultaneously once your appointment starts.

1) On Student Center, under the heading “Planning”, select “Course Enrollment Worksheet.”

2) Select “Course Enrollment Worksheet”

3) To add your courses to your worksheet, enter the class number (Class Nbr) that can be found on Draft My Schedule into the box on the left of the page. To find this number on Draft My Schedule, scroll to the bottom of your draft to your list of courses.

Note: The Course Number is the number that accompanies the name of the class and the Class Number is a unique four digit number that is assigned to each individual class section. Ensure you are using the correct number on your Course Enrollment Worksheet.
4) Once your enrollment appointment has started, click “Select All” and “Enroll” to enroll in your chosen courses.

5) Proceed to Finish Enrolling to actually enroll in your classes. Be sure you review any messages after this step.