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 “My Planner”

   ![Academics Menu]

   Planning
   - My Weekly Schedule
   - Enroll in Classes
   - Letter of Permission
   - View My Intent To Register
   - Search for Courses
   - [My Planner]
   - Graduate Change of Status

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.

   ![Course Enrollment Worksheet]

   Use the Worksheet to temporarily save classes. When you have an enrollment appointment and are ready to enroll, select your classes and click enroll.
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.