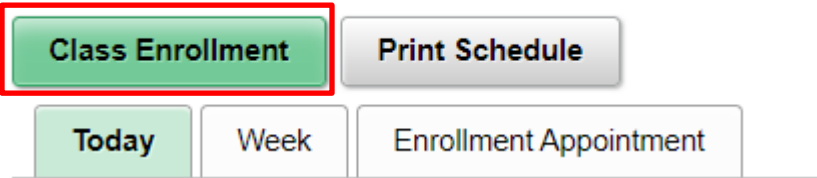


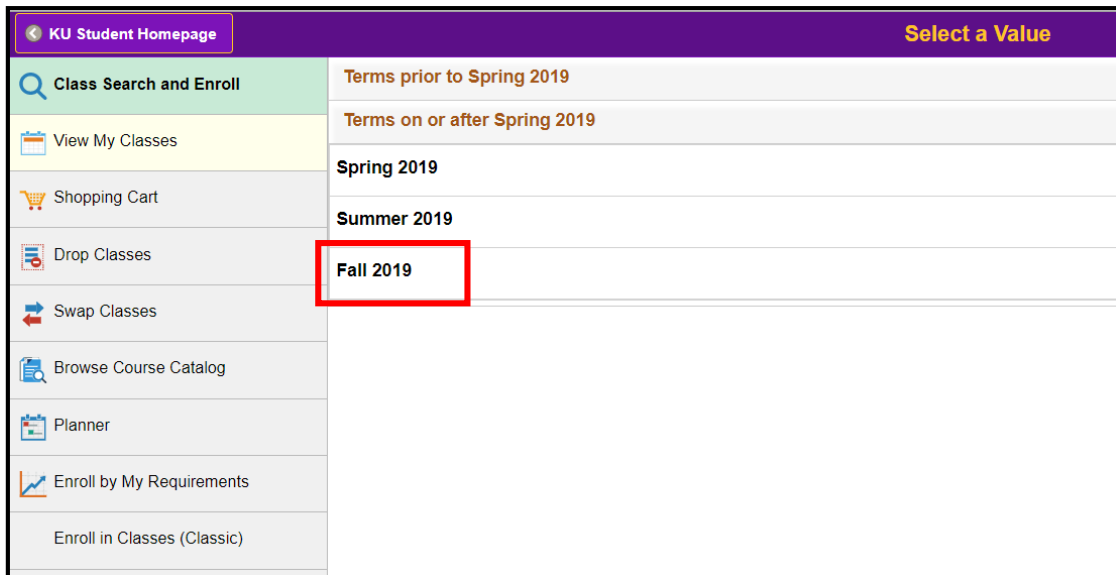
Adding a Class

1. Using your assigned username and password that you received from Admissions, log in to MyKU (myku.kutztown.edu).
2. On your Student Homepage select “Class Enrollment” in the Schedule and Enrollment Info Tile.

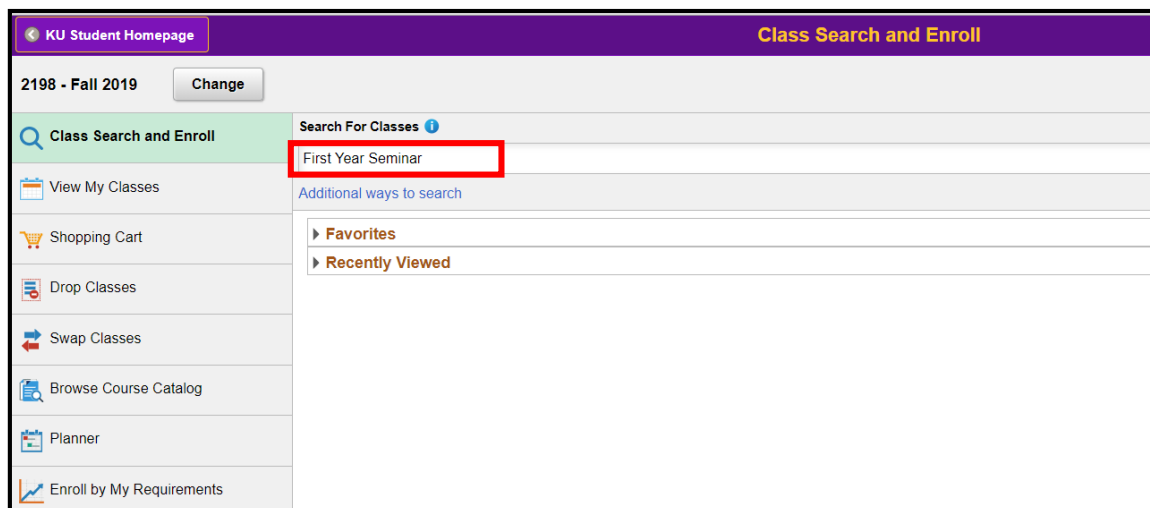
Schedule and Enrollment Info



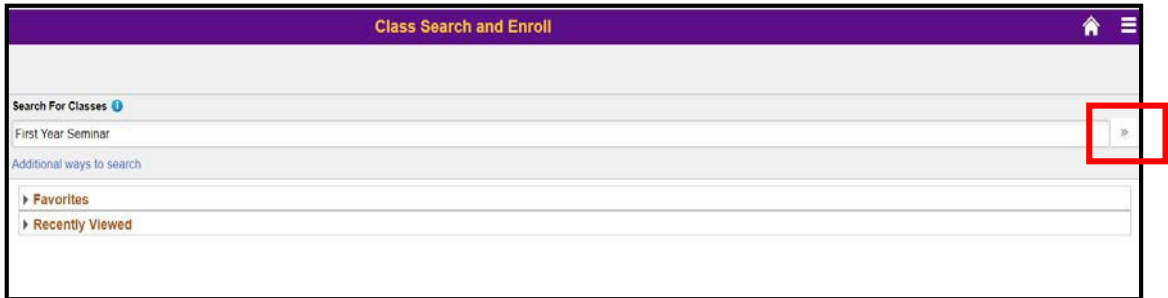
3. On the next page select “Term you are being admitted to” Example: **Fall 2022, Spring 2022**



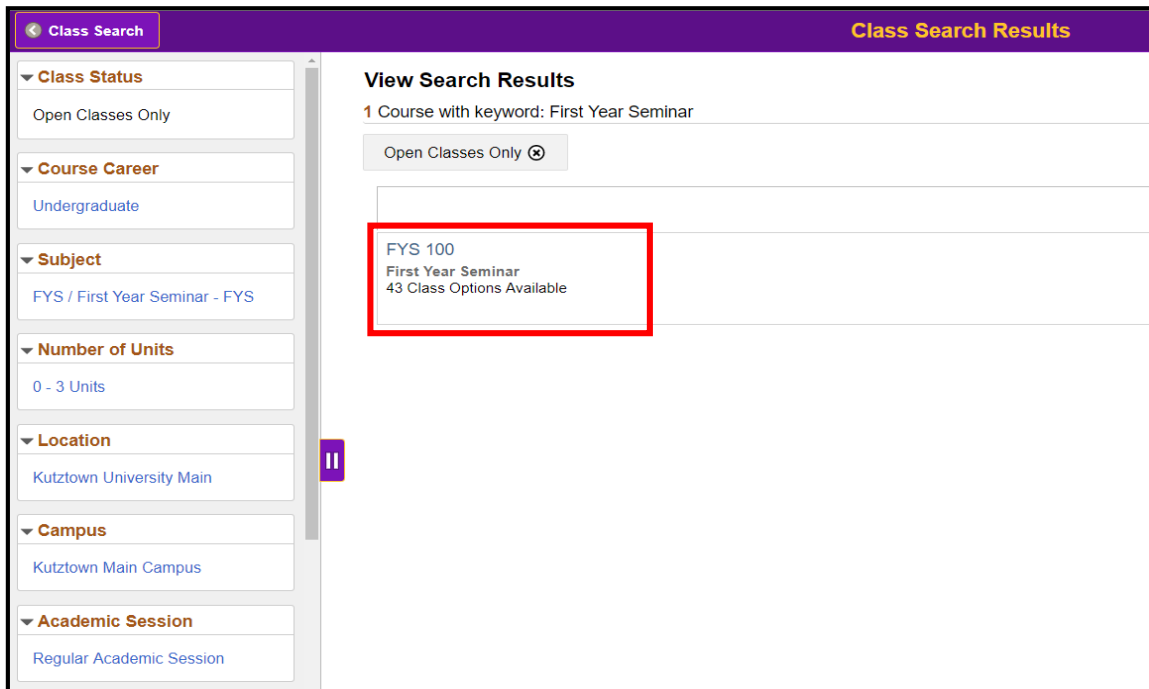
4. In the Search For Classes field type in “First Year Seminar” or “FYS”



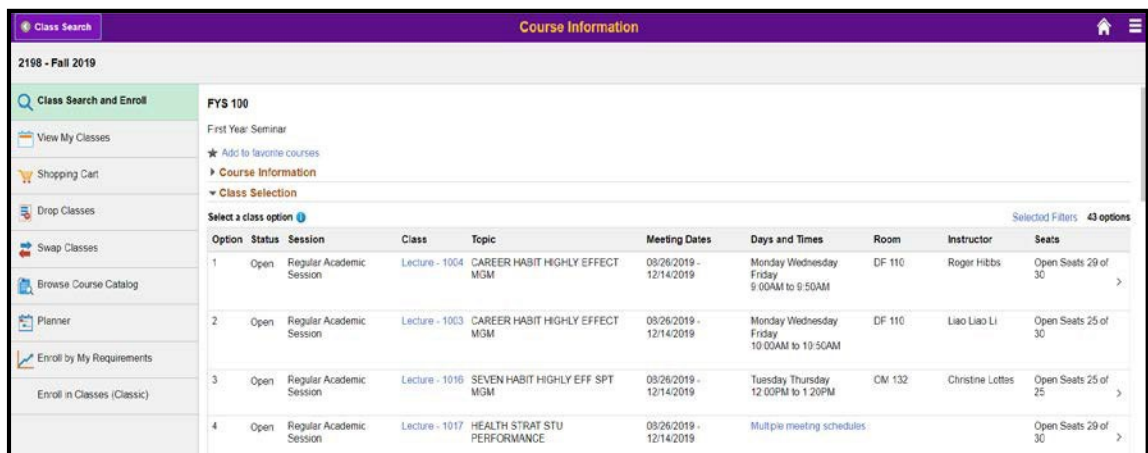
- Then click on the arrow at the end of the line to start the search.



- On the next screen click on FYS 100 to view all the available classes.



- You will then see a screen like below, here you can view the topic of each course as well as the time and days the course meets.



8. When you have selected the course you wish to register for click it.

The screenshot shows the 'Course Information' page for FYS 100. The page includes a sidebar with navigation options like 'View My Classes', 'Shopping Cart', and 'Drop Classes'. The main content area displays a table of class options. A red box highlights the second row of the table, which is the selected class option.

Option	Status	Session	Class	Topic	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1004	CAREER HABIT HIGHLY EFFECT MGM	08/26/2019 - 12/14/2019	Monday Wednesday Friday 9:00AM to 9:50AM	DF 110	Roger Hibbs	Open Seats 29 of 30
2	Open	Regular Academic Session	Lecture - 1003	CAREER HABIT HIGHLY EFFECT MGM	08/26/2019 - 12/14/2019	Monday Wednesday Friday 10:00AM to 10:50AM	DF 110	Liao Liao Li	Open Seats 25 of 30
3	Open	Regular Academic Session	Lecture - 1016	SEVEN HABIT HIGHLY EFF SPT MGM	08/26/2019 - 12/14/2019	Tuesday Thursday 12:00PM to 1:20PM	OM 132	Christine Lottes	Open Seats 25 of 29
4	Open	Regular Academic Session	Lecture - 1017	HEALTH STRAT STU PERFORMANCE	08/26/2019 - 12/14/2019	Multiple meeting schedules			Open Seats 28 of 30

9. Then click on the "Next" button to continue enrolling.

The screenshot shows the 'Review Class Selection' step of the enrollment process. The page title is 'Class Search and Enroll'. The main content area displays 'Step 1 of 3: Review Class Selection' and shows the selected class option. A red box highlights the 'Next >' button in the top right corner.

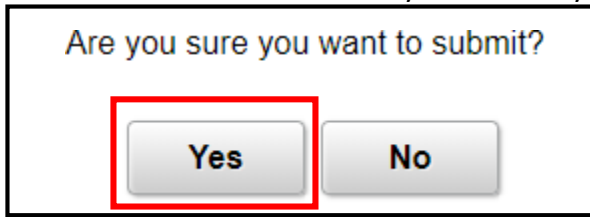
10. Then make sure "Enroll" is selected and click "Next".

The screenshot shows the 'Enroll or Add to Cart' step of the enrollment process. The page title is 'Class Search and Enroll'. The main content area displays 'Step 2 of 3: Enroll or Add to Cart' and asks the user to select an option. A red box highlights the 'Enroll' radio button.

11. Click "Submit"

The screenshot shows the 'Review and Submit' step of the enrollment process. The page title is 'Class Search and Enroll'. The main content area displays 'Step 3 of 3: Review and Submit' and shows the selected class option. A red box highlights the 'Submit' button in the top right corner.

12. Then click "Yes" when asked if you are sure you want to submit.



13. Congrats you have just enrolled in your First Year Seminar!

