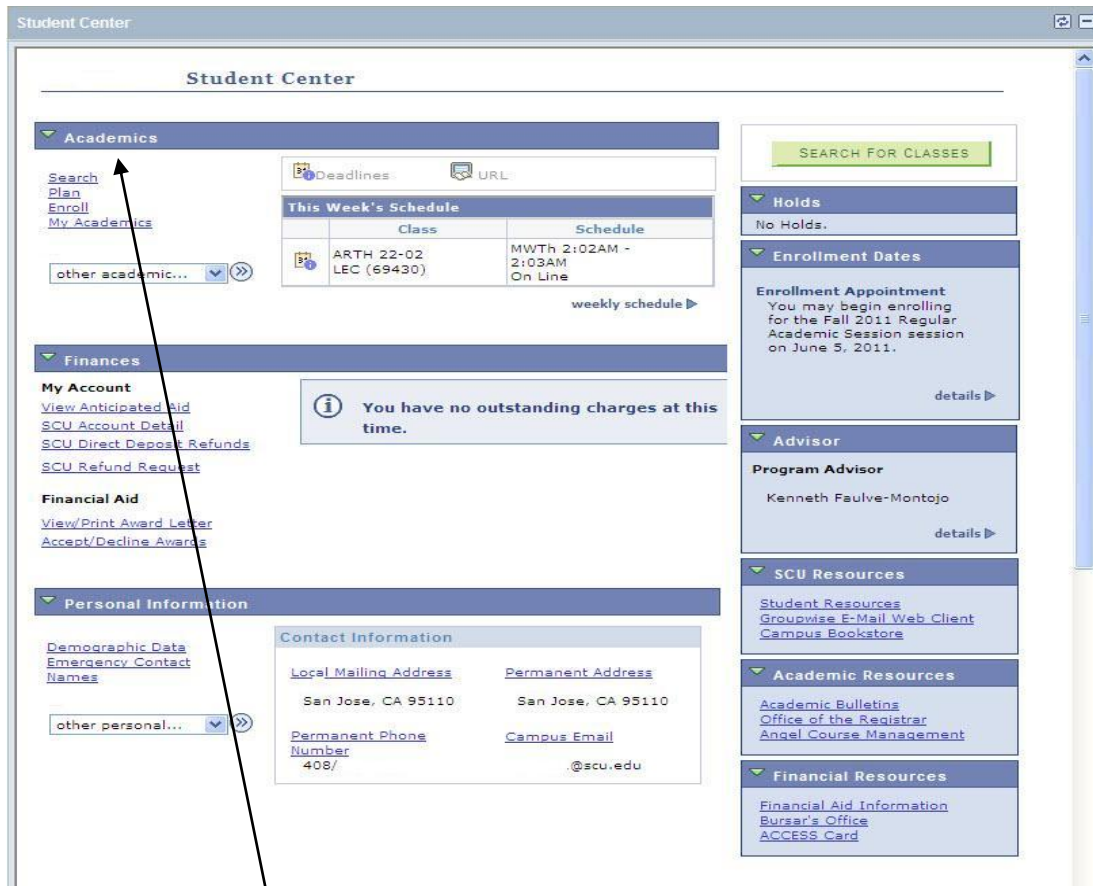




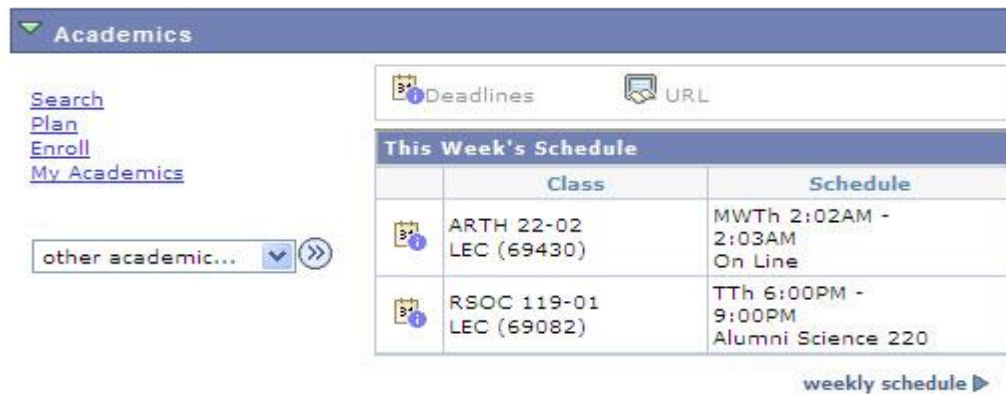
# Orientation – Summer 2011

## ENROLLMENT TRAINING GUIDE

Go to <https://www.scu.edu/ecampus/>  
Login using your user ID and password  
This is what you will see when you log in



The enrollment portion is under **Academics** which is located in the top center panel.  
This feature displays your SCU schedule, deadlines and URLs in accordance with currently enrolled classes.





## Orientation – Summer 2011

**Enroll:** This link allows you go to your enrollment page during your registration appointment. You can add, drop, swap or edit your classes.

The screenshot shows the 'Academics' menu with options: Search, Plan, **Enroll**, and My Academics. Below the menu is a search box with the text 'other academic...' and a search button. To the right, there are sections for 'Deadlines', 'URL', and 'This Week's Schedule'.

	Class	Schedule
	ARTH 22-02 LEC (69430)	MWTh 2:02AM - 2:03AM On Line
	RSOC 119-01 LEC (69082)	TTh 6:00PM - 9:00PM Alumni Science 220

weekly schedule ▶

**Instructions:** To add classes please make sure that you are in the correct “Term.” If not please select the appropriate term and click **Continue**.

The screenshot shows the 'Add Classes' section with a 'Select Term' table and a 'CONTINUE' button. The table has columns for Term, Career, and Institution. The 'Spring 2011' row is highlighted.

Term	Career	Institution
<input type="radio"/> Fall 2010	Undergraduate	Santa Clara University
<input type="radio"/> Winter 2011	Undergraduate	Santa Clara University
<input checked="" type="radio"/> Spring 2011	Undergraduate	Santa Clara University
<input type="radio"/> Summer 2011	Undergraduate	Santa Clara University
<input type="radio"/> Fall 2011	Undergraduate	Santa Clara University
<input type="radio"/> Fall 2012	Undergraduate	Santa Clara University

CONTINUE

If you do not know the 5 digit class number, you will want to do a class search.

The screenshot shows the 'Add to Cart' section with a 'Find Classes' search box. The search box has a 'search' button.

Find Classes  
 Class Search  
search



## Orientation – Summer 2011

Select the Course Subject and/or Course Number. Make sure to select the Course Career that you are in. There is also an optional choice of showing only open classes using the check box. Finally click **Search**.

### Enter Search Criteria

Santa Clara University | Summer 2011

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject	<input type="text"/>
Course Number	is exactly <input type="text"/>
Course Career	Undergraduate
<input checked="" type="checkbox"/> Show Open Classes Only	

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

On this next page please make sure to review all classes and find the one right for you.

The classes with the green circle Open are open, and blue square Closed are closed.

If you would like further details about a class including course description, footnote, class requisites, class attributes (new core) and class topics, click on the **Section**.

▼ CHEM 11 - General Chemistry I L&L

[View All Sections](#) First **1-3 of 3** Last

Section [01-LEC\(69148\)](#) Status [select class](#)

Session Sum Sess 3

Days & Times	Room	Instructor	Meeting Dates
MTWThF 12:15PM - 3:15PM	Alumni Science 120	Steven Fedder	06/13/2011 - 06/30/2011



## Orientation – Summer 2011

This will take you to a page set up just for this particular class.

### CHEM 11 - 01 General Chemistry I L&L

Santa Clara University | Summer 2011 | Lecture

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

Class Details			
<b>Status</b>	Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	69148	<b>Dates</b>	6/13/2011 - 6/30/2011
<b>Session</b>	Summer Session 3	<b>Grading</b>	Standard Letter Grades
<b>Units</b>	5 units	<b>Location</b>	Santa Clara University
<b>Class Components</b>	Laboratory    Required Lecture        Required	<b>Campus</b>	Santa Clara

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MTWThF 12:15PM - 3:15PM	Alumni Science 120	Steven Fedder	06/13/2011 - 06/30/2011

Enrollment Information	
<b>Class Attributes</b>	EXP Natural Science INT PATH Values in Science & Technology

Class Availability	
<b>Class Capacity</b>	60
<b>Enrollment Total</b>	18
<b>Available Seats</b>	42

Description
Topics include chemical properties and reactions, thermochemistry, stoichiometry, quantitative problem-solving, and an introduction to ionic and covalent chemical bonding. Laboratory 3 hrs/wk.

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

Once you have chosen your class click **Select Class**.

▼ CHEM 11 - General Chemistry I L&L

View All Sections    First 1-3 of 3 Last

Section [01-LEC\(69148\)](#)    Status

Session Sum Seasn 3

Days & Times	Room	Instructor	Meeting Dates
MTWThF 12:15PM - 3:15PM	Alumni Science 120	Steven Fedder	06/13/2011 - 06/30/2011

[select class](#)



## Orientation – Summer 2011

If the class has a lab, you will next see this screen where you select your lab. Note: Only select a lab that is listed as Open (Green dot in status column) or you will not be able to register.

**CHEM 11 - General Chemistry I L&L**

Lecture selected: Section 01  
MTWThF 12:15PM - 3:15PM Alumni Science 120

Open
  Closed
  Wait List

**Select Laboratory section (Required):**

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/> 69149	<a href="#">02</a>	MWF 8:45AM - 11:45AM	Daly Science Center Lab 112	E. Thomas	<input checked="" type="radio"/>
<input type="radio"/> 69150	<a href="#">03</a>	MWF 3:30PM - 6:30PM	Daly Science Center Lab 112	R. Fronko	<input checked="" type="radio"/>

View All Sections | First | 1-2 of 2 | Last

CANCEL NEXT

If the class does not have an attached lab, you will go straight to this page. This page will display your class selection(s) and a student can input his/her permission number (if necessary). Once the student has ensured the class, click **Next** to continue.

### 1. Select classes to add - Enrollment Preferences

Summer 2011 | Undergraduate | Santa Clara University

**RSOC 119 - Media and Religion**

**Class Preferences**

RSOC 119-02    Lecture     Open    Wait List     Wait list if class is full

Session: Summer Session 2    Permission Nbr:

Career: Undergraduate    Grading: Standard Letter Grades

Units: 5.00

Requirement Designation: Religious Studies Third Course

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	TTh 6:00PM - 9:00PM	Alumni Science 220	Joseph Morris	07/25/2011 - 08/30/2011

This will take you back to your shopping cart.  
**Warning! You are not yet enrolled in your class.**  
You must complete the rest of the enrollment steps.



## Orientation – Summer 2011

Please review the class(es) in your shopping cart and click **Proceed To Step 2 of 3** to continue. You may select all of your classes before continuing or you may select them one at a time.

Fall 2011 | Undergraduate | Santa Clara University [change term](#)

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**  
Enter Class Nbr:  [enter](#)  
Find Classes:  Class Search [search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">CHEM 11-02 (72180)</a>	TTh 9:55AM - 11:40AM	Kenna Hall 216	S. Reaney	5.00	●
	<a href="#">CHEM 11-13 (72191)</a>	M 5:30PM - 8:20PM	Daly Science Center Lab 124	R. Fronko		●

[PROCEED TO STEP 2 OF 3](#)

Finally please review the class(es) you have selected and click **Finish Enrolling** to complete the class addition.

### 2. Confirm classes

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

Fall 2011 | Undergraduate | Santa Clara University

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 11-02 (72180)	General Chemistry I L&L (Lecture)	TTh 9:55AM - 11:40AM	Kenna Hall 216	S. Reaney	5.00	●
CHEM 11-13 (72191)	General Chemistry I L&L (Laboratory)	M 5:30PM - 8:20PM	Daly Science Center Lab 124	R. Fronko		●

[CANCEL](#)    [PREVIOUS](#)    [FINISH ENROLLING](#)

Please make sure that you see a screen similar to the one below to ensure successful enrollment into the class.

Success: enrolled    Error: unable to add class

Class	Message	Status
CHEM 11	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

[MY CLASS SCHEDULE](#)    [ADD ANOTHER CLASS](#)

- You want to see a **Green Check Mark** ✓ in the Status column. This means that you have successfully enrolled in the class.
- If you see a **Red X** ✗ in the status column, then you are not enrolled. If you get a **Red X** carefully read the Message column to find out why you received an error. You can then click on Fix Errors to go back and fix the problem.



## Orientation – Summer 2011

Once you have enrolled in all of your courses, click on **My Class Schedule** to see your entire list of classes. It will look like this:

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

### My Class Schedule

Select Display Option  List View  Weekly Calendar View ORDER BOOKS

Summer 2011 | Undergraduate | Santa Clara University change term

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes filter

**ARTH 22 - Early Modern Europe**

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	4.00	Standard Letter Grades		Western Culture (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
69430	<a href="#">02</a>	Lecture	MWTh 2:02AM - 2:03AM	On Line	Barbara Hoffman	06/16/2011 - 07/22/2011

**ARTS 50 - Basic Black &White Photography**

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	4.00	Standard Letter Grades		Fine Arts (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
69098	<a href="#">01</a>	Studio	MTTh 3:20PM - 5:30PM	Art Photography Studio F	Renee Billingslea	07/25/2011 - 08/30/2011

Please make certain to **Print your Final Schedule** before you leave the enrollment area. You may either Print from the File menu of the browser or use the printer icon.

You can find more information about the student center at: <https://www.scu.edu/ecampus/students/index.cfm>  
Select the Student Center Help Document.