Note: Students must agree to e-Consent before the Student Center menu will be available for you.

1. Login to MyView at [http://myview.umsl.edu](http://myview.umsl.edu)
   From the MyView Student Center page, select the Manage Classes tile
2. Click the Enrollment drop-down and select Add Classes

3. If prompted, select the semester in question. Then select the Continue button.

Select a term then select Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 Fall Semester</td>
<td>Undergraduate</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
<tr>
<td>2022 Spring Semester</td>
<td>Undergraduate</td>
<td>Univ of Missouri - St. Louis</td>
</tr>
</tbody>
</table>
4. On the Select classes to add page, click the Search button.

5. You must search by using at least 2 search criteria. For example, select a Course Subject of Biology and a Course Career of Undergraduate.
6. Click the **Search** button

7. On the search results page, find the class you want. You can click on the Section link to see details about the class.

To add the class to your schedule, click the **select** button.
8. If a course has a related required section (RSD, LAB, etc.) a “Select classes to add - Related Class Sections” page will display with a list of the available sections you can add. **Choose the related sections** you want and click the **Next** button.

![Select classes to add - Related Class Sections](image)

9. The “Select classes to add – Enrollment Preferences” page will display. If the course requires consent/permission, enter a permission number.

You can also select the wait list check box to be added to the wait list if the class is full.

Click the **Next** button.
10. You will then be returned to your Shopping Cart. You are not finished enrolling.

Select the Proceed to Step 2 of 3 button

11. In the Confirm classes page, verify your shopping cart looks correct, then select the Finish Enrolling button.
12. The View results page will display.

This will identify if you have been successfully enrolled, or if further action is needed. The Message section will identify any action to be taken.

### Student Viewage Classes

3. View results

View the following status report for enrollment confirmations and errors

2022 Spring Semester | Undergraduate | Univ of Missouri - St. Louis

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1131</td>
<td>Message: Class 11430 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

[Buttons: My Class Schedule, Add Another Class]