

# Enrollment Tips & Tricks

Loyola University Chicago



# Getting the Most out of Your Class Search

Enrollment Tips and Tricks



# Class Search

- To be able to find the classes you need, there are a variety of search features available to you.
- You can search for:
  - CORE classes
  - Engaged Learning
  - Honors
  - Writing Intensive
  - And more!



# Class Search

- When searching for core classes, use the CORE 2012 option. Don't let the 2012 confuse you, this was just the last year the core was updated.

**Search for Classes**

Institution

Term

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

▼ Class Search

Subject

Course Number

Course Career

▼ Undergraduate CORE/Interdisciplinary Search

CORE/Intrdsctl.

CORE/Intrdsctl.



# Class Search

- Once you select CORE 2012 or Interdisciplinary, the next drop down will list all the possible categories.

Undergraduate CORE/Interdisciplinary Search

CORE/Intrdsctl. CORE 2012

CORE/Intrdsctl. Value

Class Search - Additional Search Options

Eng Lrn Categories, Honors, Writing

Meeting Start Time

Meeting End Time

Days of Week

Instructor Last Name

Artistic

Engaged Learning

Ethics

Foundational Historical

Foundational Literary

Foundational Philosophical

Foundational Scientific

Foundational Societal

Foundational Theological

Quantitative

Tier 2 Historical

Tier 2 Literary

Tier 2 Philosophical

Tier 2 Scientific

Mon

Tue

Wed

Thurs

Fri

Sat

Sun



# Class Search

- You can also search by Engaged Learning, Honors, or Writing Intensive designations.

▼ Class Search - Additional Search Options

Eng Lrn Categories, Honors, Writing Intensive

Meeting Start Time

Meeting End Time

Days of Week  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Number

Course Keyword

Minimum Units

▼

- ✓
- Bus Hnrs/Writ Int/Service Learn
- Bus Hnrs/Writ Int/Ugr Research
- Business Honors
- Business Honors/Ugrd Research
- Business Honrs/Writing Intensv
- Fieldwork
- Fieldwork/Internship
- Fieldwork/Service Learning
- Hnrs Service Learning Internshp
- Honors
- Honors and Internship
- Honors and Service Learning
- Honors and Writing Intensive
- Honors/Business Honors
- Honors/Undergraduate Research
- Internship



# Class Search

- By default, your search results only shows open classes, but if you want to see both open and closed classes uncheck the “Show Open Classes Only” checkbox.
- You can also search by meeting times and days of the week.

Show Open Classes Only

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun



# Class Search

- It's a good idea to use the campus criteria to make sure you choose classes in the correct location.

Campus

Location

- Beijing Center
- Carthage College
- Cuneo Mansion
- Lake Shore Campus
- Loyola Medical Center
- Off Campus
- Online Campus
- Rome Center Campus
- St. Joseph Campus
- Study Abroad
- Viet Nam
- Water Tower Campus
- Woodstock Campus





# Class Search

- After you have made a search, use the “Modify Search” button to further refine your criteria.
- “New Search” will clear all of your selected criteria.



75 class section(s) found

▼ HIST 101 - Evol Wstrn Idea Inst to 17cent

**HIST 101 - Evol Wstrn Idea Inst to 17cent**

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Status
2680	001-LEC Regular	LSC	MoWeFr 10:25AM - 11:15AM	Crown Center - Room 114	Leslie Dossey	08/29/2022 - 12/17/2022	● Enroll Sec



# Enrolling in Classes with Discussion Sections

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# Discussion Sections

- You might have noticed that Chemistry 101 has a discussion section attached to it. You can check the class notes to see which sections are available to select.

## ▼ CHEM 101 - General Chemistry A Lecture/Discussion

### CHEM 101 - General Chemistry A Lecture/Discussion

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates
1026	001-LEC Regular	LSC	MoWeFr 1:40PM - 2:30PM	Flanner Hall - Auditorium	Conrad Naleway	08/29/2022 - 12/17/2022

### CHEM 101 - General Chemistry A Lecture/Discussion

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates
1027	002-DIS Regular	LSC	Mo 8:15AM - 9:05AM	Flanner Hall - Room 105	Conrad Naleway	08/29/2022 - 12/17/2022

### CHEM 101 - General Chemistry A Lecture/Discussion

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates
1028	003-DIS Regular	LSC	Mo 9:20AM - 10:10AM	Flanner Hall - Room 105	Conrad Naleway	08/29/2022 - 12/17/2022

## Notes

Class Notes Choose a discussion section, 002, 003 or 004.

Prerequisite for CHEM 101 is MATH 117 with a satisfactory score or completion of MATH 117 with a grade of C- or better. 1 yr HS chem recommended.



# Discussion Sections

- When you go to add the class to your shopping cart, you will be prompted to select a discussion section. Both the lecture and discussion will be added to your shopping cart when you finish enrolling.

Select Discussion section (Required):

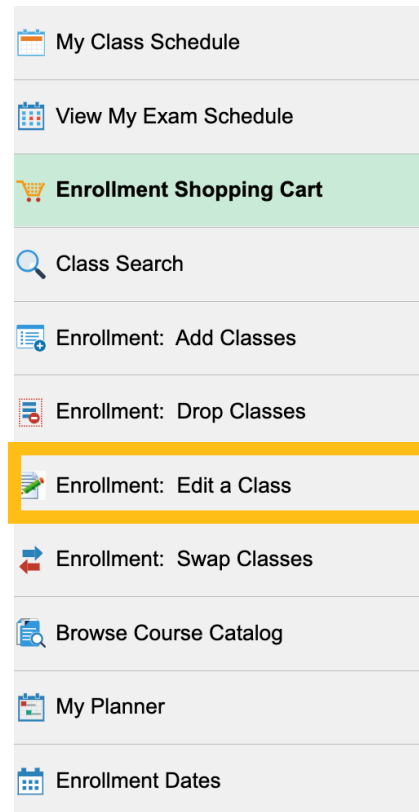
	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	6779	009	We 9:20AM - 10:10AM	Flanner Hall - Room 105	M. Kahveci	●
<input type="radio"/>	6780	010	We 11:30AM - 12:20PM	Flanner Hall - Room 105	M. Kahveci	■

Cancel Next



# Discussion Sections

- If you want to change the discussion section linked to the lecture section, use the "edit" feature.



# Swapping and Dropping Classes

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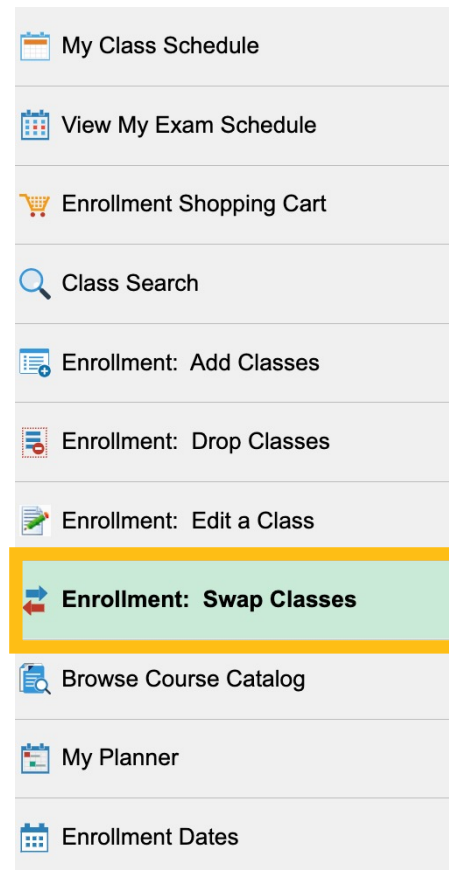
# Swapping and Dropping

- If you wish to change class sections after you have successfully enrolled in classes, it is advisable to swap if at all possible.
- The benefit of swapping is that if, for some reason, you are unable to get into your desired class you will retain your current seat.
- Dropping instantly removes you from the class section in which you are enrolled.



# Swapping and Dropping

- To swap, click "Enrollment: Swap Classes" on the left of your screen.





# Swapping and Dropping

- You can swap a currently enrolled class with another class section you find through:
  - Class search
  - OR Your shopping cart
  - OR The 4–5-digit class number

## Swap This Class

Select from your schedule

## With This Class

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr



# Swapping and Dropping

- Confirm your selection and click “Finish Swapping.”

▼ You are replacing this class

Enrolled     Dropped     Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">COMM 336-201 (5993)</a>	Search & Display Advertising (Lecture)	TBA	TBA	L. Papoulias	3.00	<input checked="" type="checkbox"/>

▼ With this class

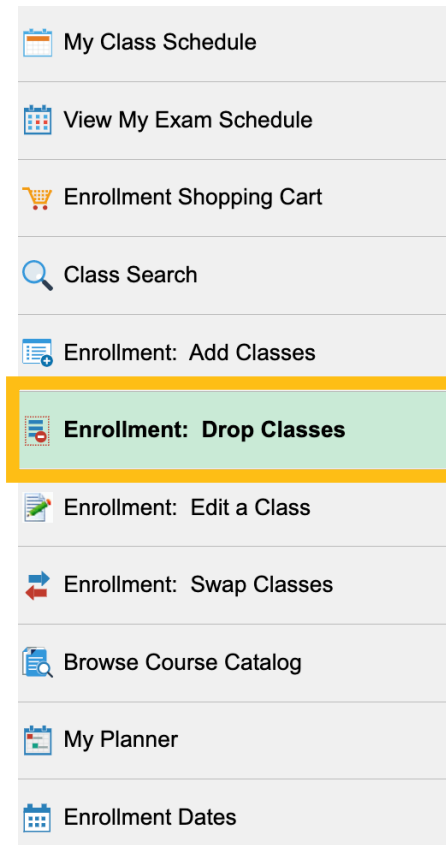
Open     Closed     Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">HIST 101-003 (3990)</a>	Evol Wst Idea/Inst to 17C (Lecture)	MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 1410	T. Gross-Diaz, B. Hunt, P. Raleigh	3.00	<input type="checkbox"/>



# Swapping and Dropping

- To drop a class, find "Enrollment: Drop Classes" on the left of your screen.



# Swapping and Dropping

- Click the checkbox next to the class you wish to drop and then click “Drop Selected Classes.”

## Spring 2022 Enrollment Request

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	COMM 261-201 (2209)	Social Media (Lecture)	MoWeFr 12:35PM - 1:25PM	School of COMM - Room 014	S. Leiser	3.00	✓
<input checked="" type="checkbox"/>	COMM 336-201 (5993)	Search & Display Advertising (Lecture)	TBA	TBA	L. Papoulias	3.00	✓
<input type="checkbox"/>	COMM 386-201 (2176)	AD/PR Capstone (Field)	TBA	Online	G. Doyle	3.00	✓

Drop Selected Classes

