

Academics

Adding courses on SOLUS



1. From under 'Academics' select the link that says **'Enroll'**.

The screenshot shows the Queen's University SOLUS website. The 'Academics' section is expanded, and the 'Enroll' link is highlighted in red. Below the navigation menu, there is a '2014 Fall Schedule' table with columns for 'Class' and 'Schedule'. The table lists several courses with their respective times and room numbers.

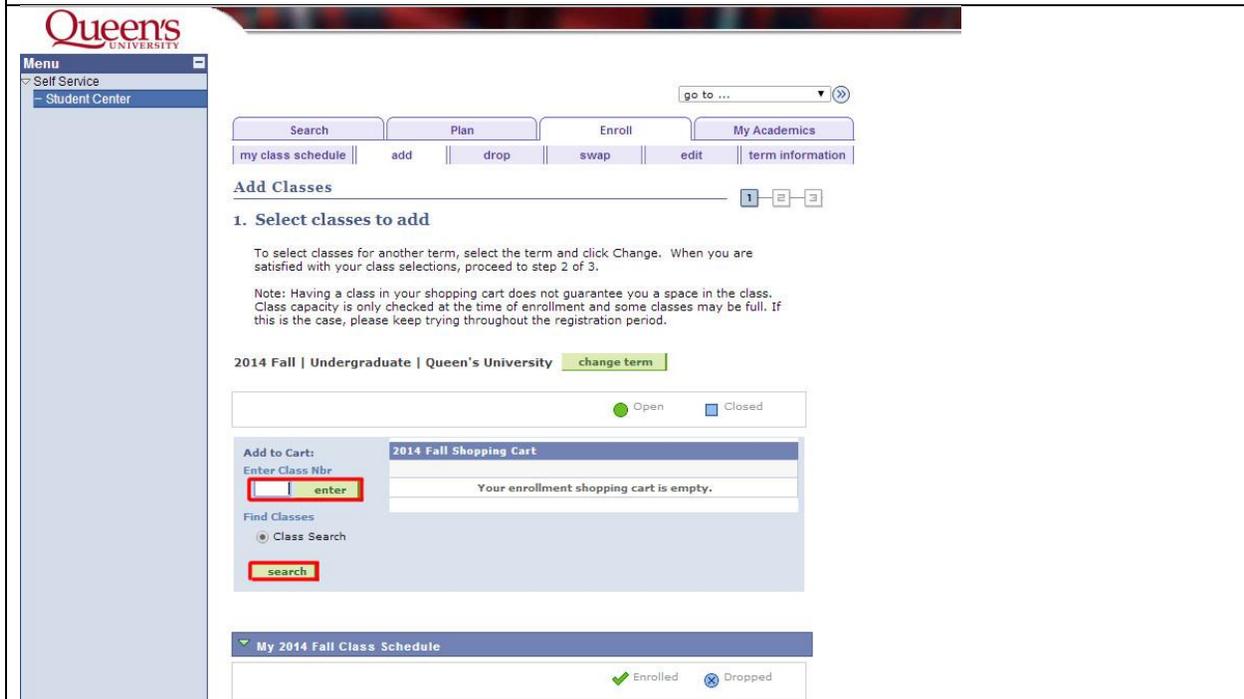
Class	Schedule
APSC 221-800 LEC (4299)	We 6:30PM - 9:30PM BIOSCI AUD
CISC 326-001 LEC (5259)	Tu 12:30PM - 1:30PM CHERNOFF RM117 Th 11:30AM - 12:30PM CHERNOFF RM117 Fr 1:30PM - 2:30PM CHERNOFF RM117
CISC 327-001 LEC (5213)	Mo 12:30PM - 1:30PM GOODWIN RM254 We 11:30AM - 12:30PM GOODWIN RM254 Th 1:30PM - 2:30PM GOODWIN RM254
CISC 340-001 LEC (5217)	Fr 11:30AM - 1:00PM ELLIS RM333 We 2:30PM - 4:00PM ELLIS RM333
CISC 340-002 LAB (5267)	Mo 8:30AM - 10:30AM GOODWIN RM246 Tu 9:30AM - 10:30AM KINGSTON RM101
CISC 365-001 LEC (5221)	Th 8:30AM - 9:30AM KINGSTON RM101 Fr 10:30AM - 11:30AM KINGSTON RM101
CISC 365-002 LAB (5223)	Th 9:30AM - 11:30AM JEFFERY RM155

2. Select the term that you wish to add classes for then select **'Continue'**.

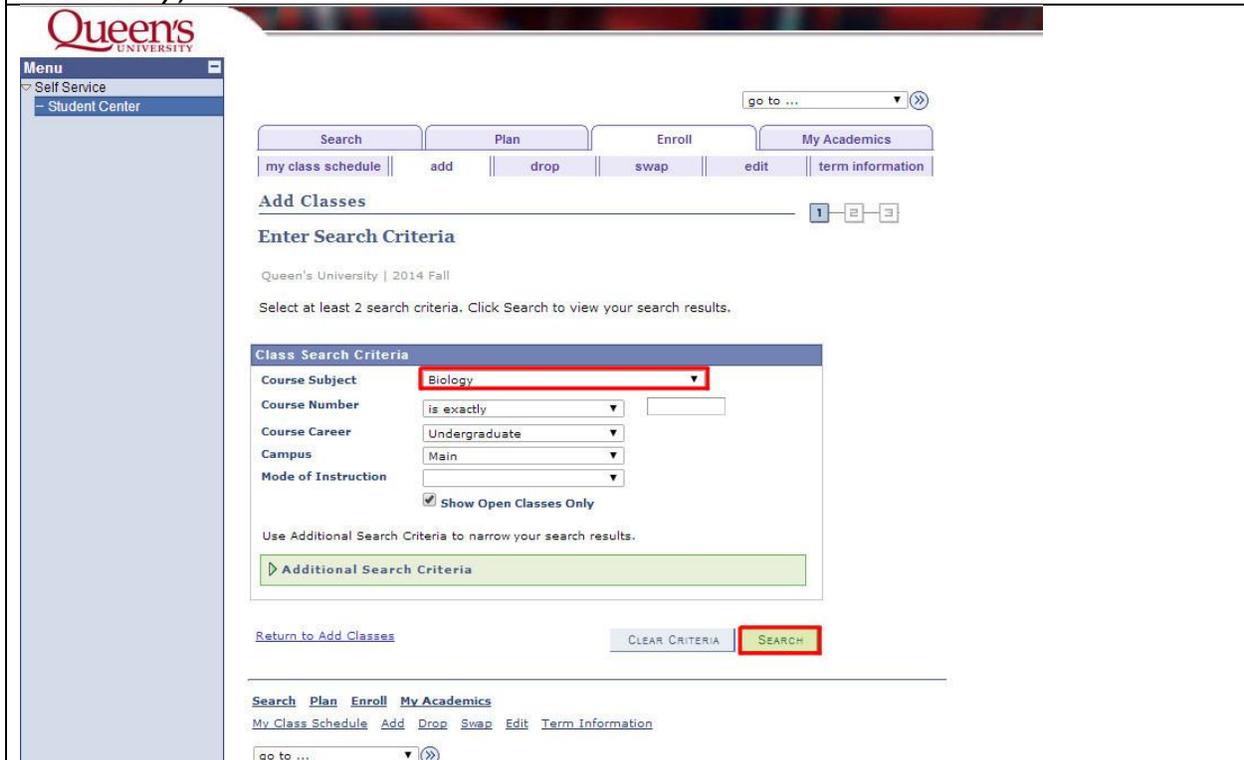
The screenshot shows the 'Add Classes' section of the Queen's University SOLUS website. The '2014 Fall' term is selected in the 'Select Term' table, and the 'CONTINUE' button is highlighted in red. The table lists terms, career levels, and institutions.

Term	Career	Institution
2014 Summer	Undergraduate	Queen's University
2014 Fall	Undergraduate	Queen's University
2015 Winter	Undergraduate	Queen's University

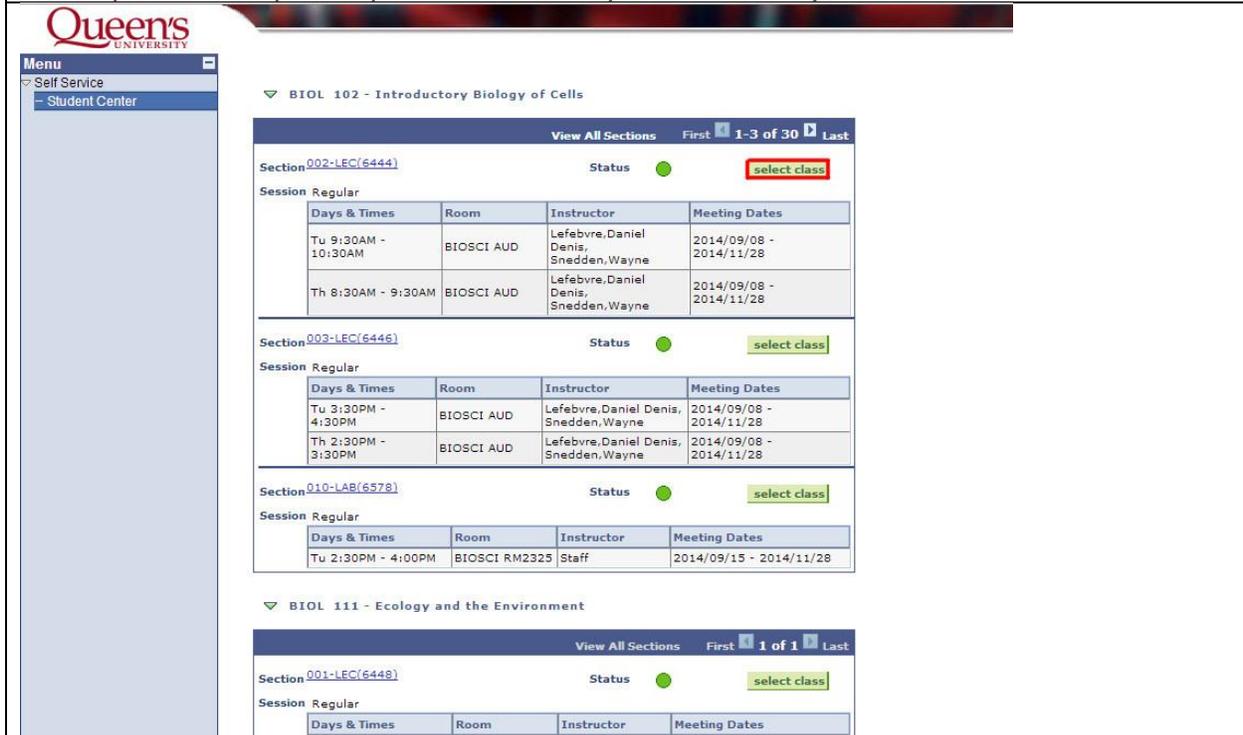
3. Enter in the class number if you know it and click 'Enter' to automatically add a course to your shopping cart. Otherwise, click '**Search**'.



4. Select the desired course subject and specify any other search criteria if necessary, then click '**Search**'.



5. Click the section name to learn more about a class such as its description and prerequisites. When you are ready, click **'Select Class'**.



The screenshot shows the SOLUS interface with a menu on the left and a main content area. The main content area displays two course sections:

- BIOL 102 - Introductory Biology of Cells**
 - Section 002-LEC(6444) Status: ● [select class](#)
 - Session Regular

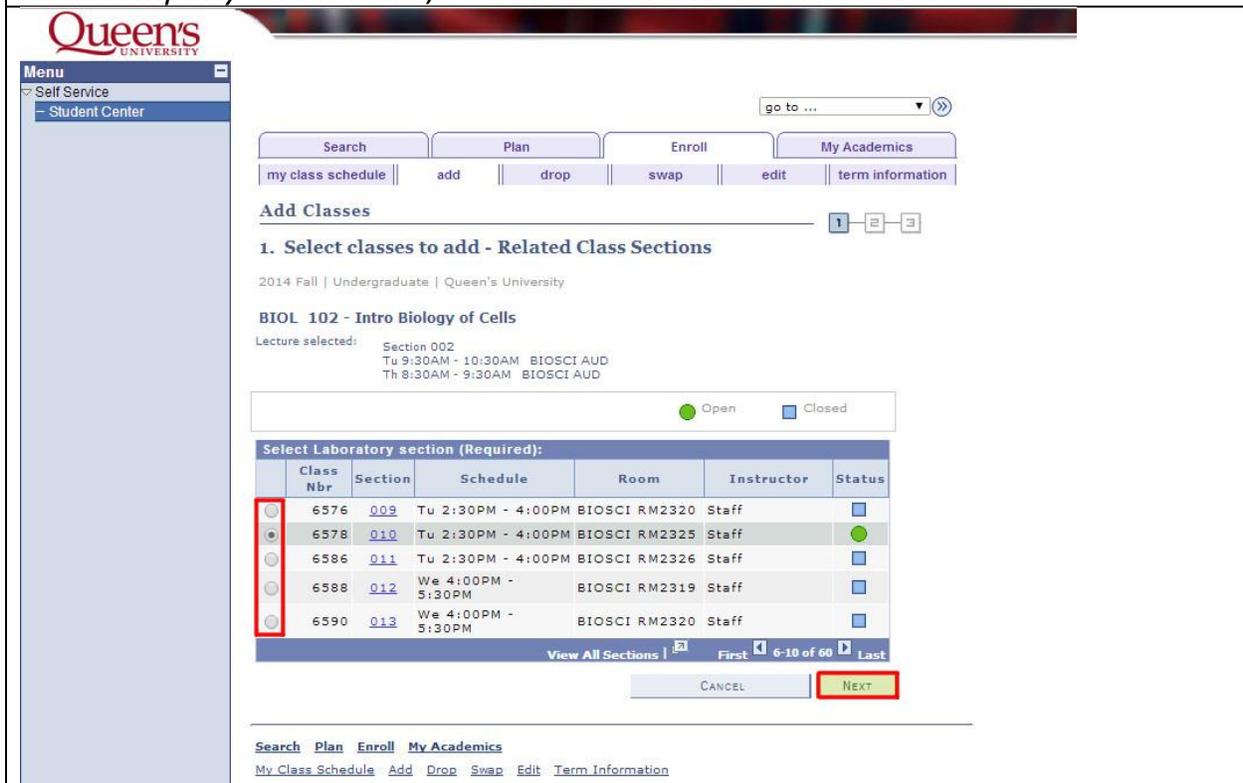
Days & Times	Room	Instructor	Meeting Dates
Tu 9:30AM - 10:30AM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
Th 8:30AM - 9:30AM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
 - Section 003-LEC(6446) Status: ● [select class](#)
 - Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 3:30PM - 4:30PM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
Th 2:30PM - 3:30PM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
 - Section 010-LAB(6578) Status: ● [select class](#)
 - Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 2:30PM - 4:00PM	BIOSCI RM2325	Staff	2014/09/15 - 2014/11/28
- BIOL 111 - Ecology and the Environment**
 - Section 001-LEC(6448) Status: ● [select class](#)
 - Session Regular

Days & Times	Room	Instructor	Meeting Dates

6. (optional) If the class requires it, select a laboratory or tutorial section to accompany the lecture, then select **'Next'** to continue.



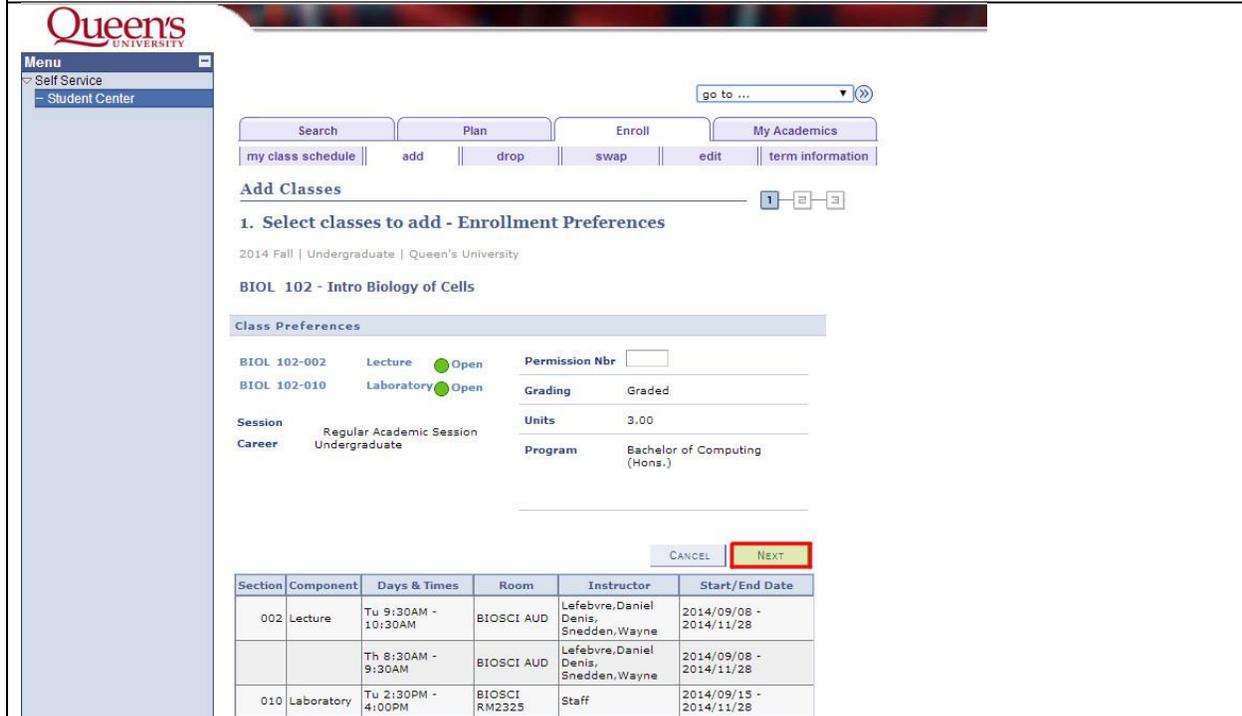
The screenshot shows the SOLUS interface with a menu on the left and a main content area. The main content area displays the 'Add Classes' step:

- Navigation: [Search](#) [Plan](#) [Enroll](#) [My Academics](#)
- Buttons: [my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [term information](#)
- Section: **Add Classes** (1 of 1)
- 1. Select classes to add - Related Class Sections
- 2014 Fall | Undergraduate | Queen's University
- BIOL 102 - Intro Biology of Cells**
- Lecture selected: Section 002
 Tu 9:30AM - 10:30AM BIOSCI AUD
 Th 8:30AM - 9:30AM BIOSCI AUD
- Open Closed
- Select Laboratory section (Required):**

Class Nbr	Section	Schedule	Room	Instructor	Status
6576	009	Tu 2:30PM - 4:00PM	BIOSCI RM2320	Staff	<input type="checkbox"/>
6578	010	Tu 2:30PM - 4:00PM	BIOSCI RM2325	Staff	<input checked="" type="checkbox"/>
6586	011	Tu 2:30PM - 4:00PM	BIOSCI RM2326	Staff	<input type="checkbox"/>
6588	012	We 4:00PM - 5:30PM	BIOSCI RM2319	Staff	<input type="checkbox"/>
6590	013	We 4:00PM - 5:30PM	BIOSCI RM2320	Staff	<input type="checkbox"/>

- Buttons: [CANCEL](#) [NEXT](#)
- Navigation: [Search](#) [Plan](#) [Enroll](#) [My Academics](#)
- Buttons: [My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

7. Confirm the time of the class and review any other important class information, then click **'Next'** to continue.



Queen's UNIVERSITY

Menu
Self Service
Student Center

go to ...

Search Plan Enroll My Academics

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

Add Classes

1. Select classes to add - Enrollment Preferences

2014 Fall | Undergraduate | Queen's University

BIOL 102 - Intro Biology of Cells

Class Preferences

BIOL 102-002 Lecture Open Permission Nbr

BIOL 102-010 Laboratory Open Grading Graded

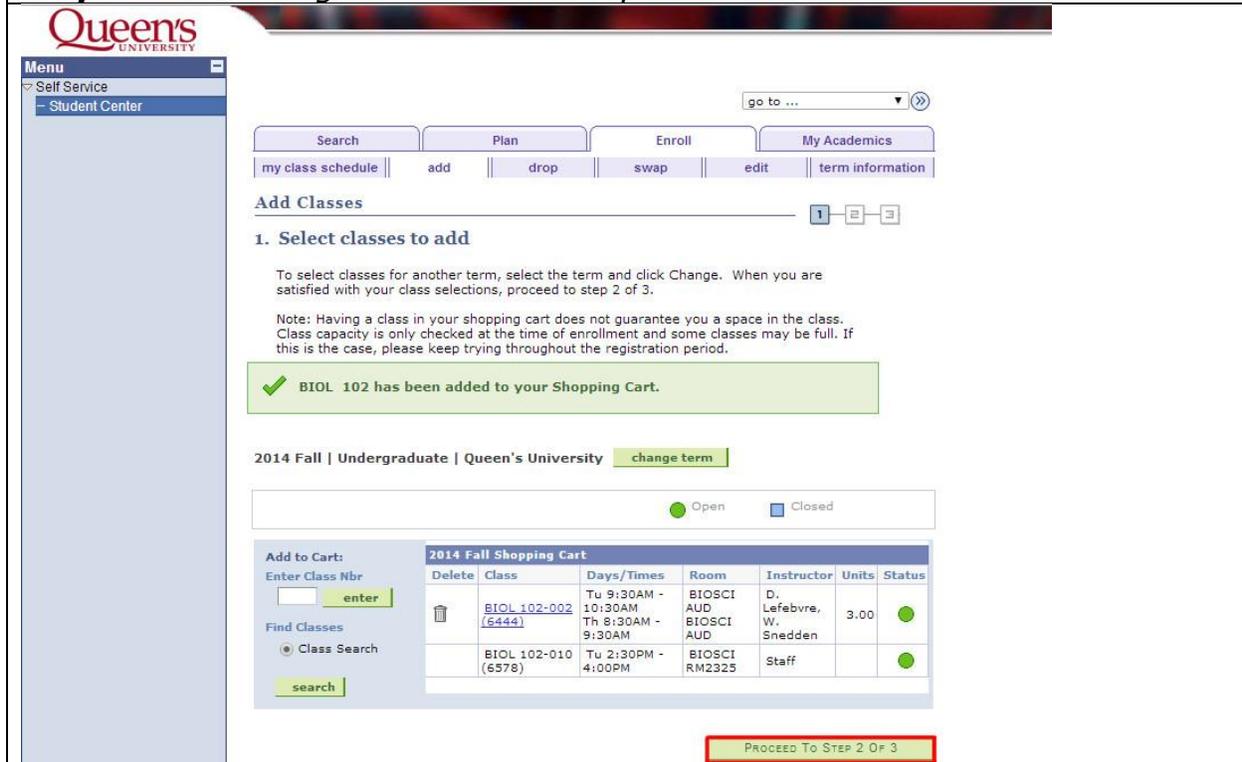
Session Regular Academic Session Units 3.00

Career Undergraduate Program Bachelor of Computing (Hons.)

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	Tu 9:30AM - 10:30AM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
		Th 8:30AM - 9:30AM	BIOSCI AUD	Lefebvre, Daniel Denis, Snedden, Wayne	2014/09/08 - 2014/11/28
010	Laboratory	Tu 2:30PM - 4:00PM	BIOSCI RM2325	Staff	2014/09/15 - 2014/11/28

8. The class will then be added to your shopping cart ready for you to enroll. If you have a valid enrollment appointment, select **'Proceed to Step 2 of 3'** to begin the enrollment process.



Queen's UNIVERSITY

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Self Service
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go to ...

Search Plan Enroll My Academics

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

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Note: Having a class in your shopping cart does not guarantee you a space in the class. Class capacity is only checked at the time of enrollment and some classes may be full. If this is the case, please keep trying throughout the registration period.

BIOL 102 has been added to your Shopping Cart.

2014 Fall | Undergraduate | Queen's University [change term](#)

Open Closed

Add to Cart:

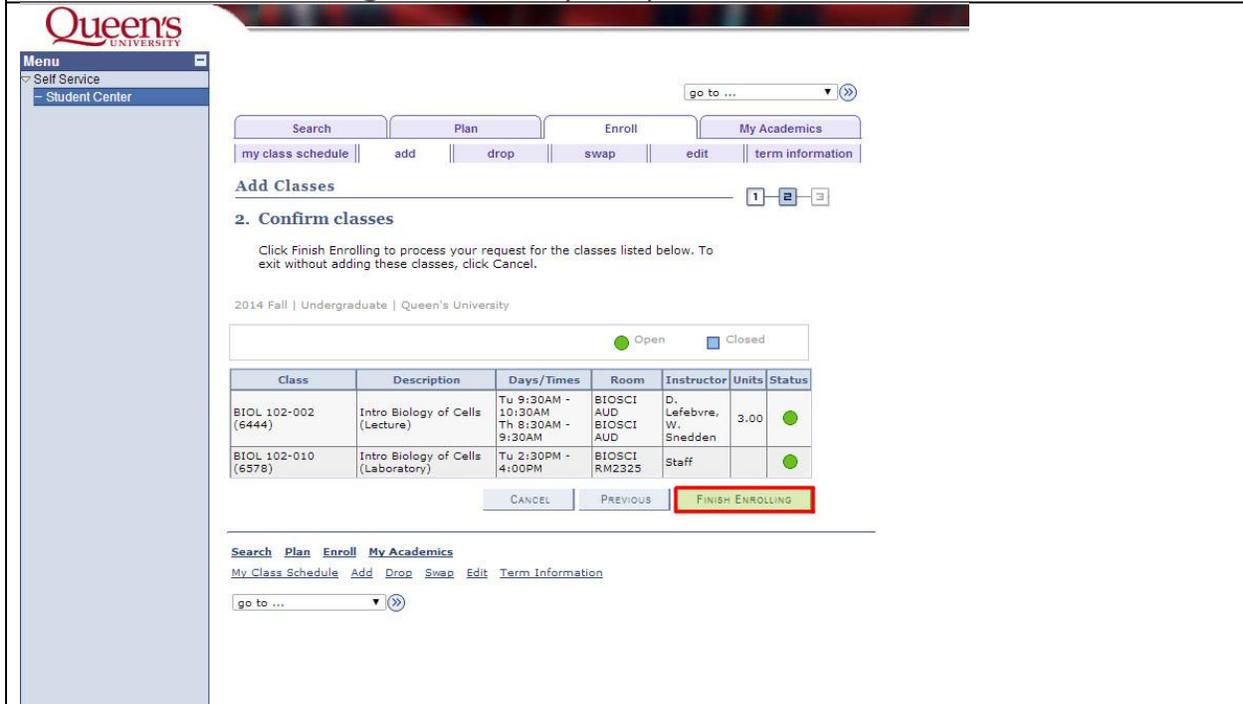
Enter Class Nbr [enter](#)

Find Classes Class Search [search](#)

2014 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 102-002 (6444)	Tu 9:30AM - 10:30AM Th 8:30AM - 9:30AM	BIOSCI AUD BIOSCI AUD	D. Lefebvre, W. Snedden	3.00	<input checked="" type="radio"/>
	BIOL 102-010 (6578)	Tu 2:30PM - 4:00PM	BIOSCI RM2325	Staff		<input checked="" type="radio"/>

PROCEED TO STEP 2 OF 3

9. This screen confirms all the details of the course, when you are ready click **'Finish Enrolling'** to secure your place in the course.



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Search Plan Enroll My Academics

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

Add Classes

1 2 3

2. Confirm classes

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

2014 Fall | Undergraduate | Queen's University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 102-002 (6444)	Intro Biology of Cells (Lecture)	Tu 9:30AM - 10:30AM Th 8:30AM - 9:30AM	BIOSCI AUD BIOSCI AUD	D. Lefebvre, W. Snedden	3.00	Open
BIOL 102-010 (6578)	Intro Biology of Cells (Laboratory)	Tu 2:30PM - 4:00PM	BIOSCI RM2325	Staff		Open

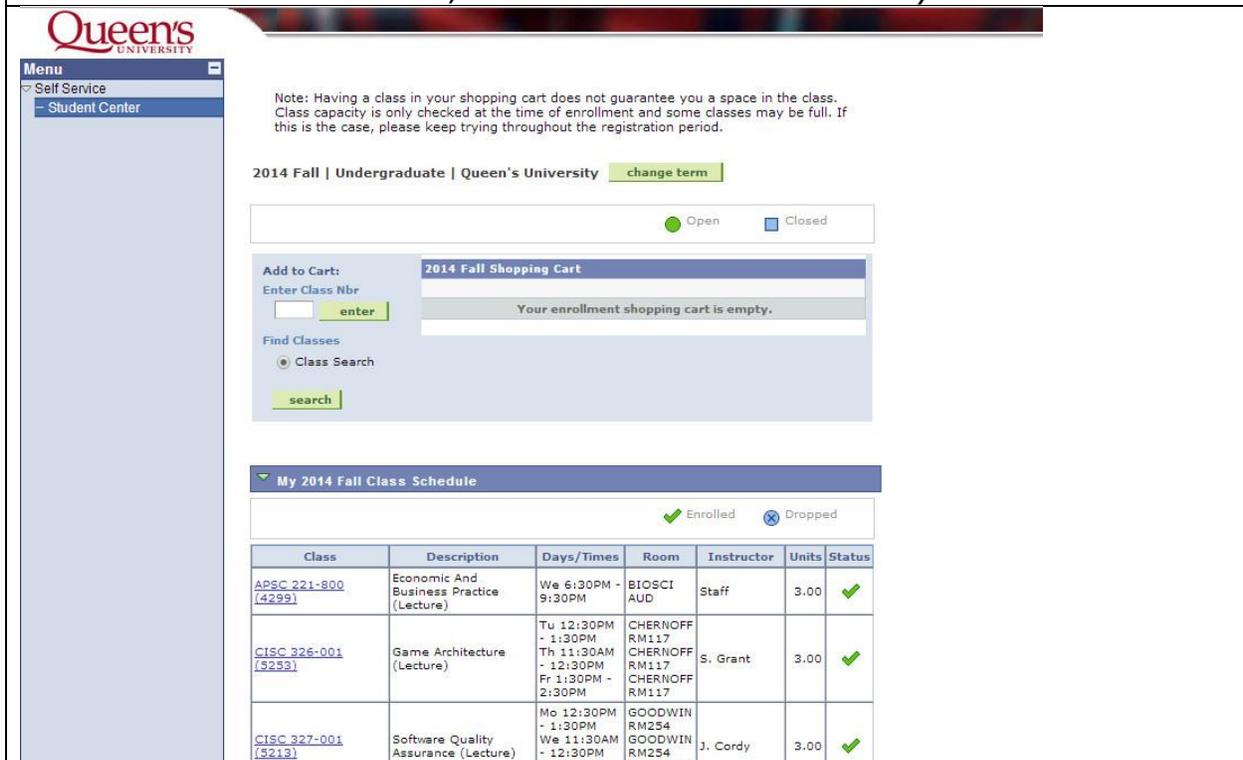
CANCEL PREVIOUS **FINISH ENROLLING**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

10. If there were no errors, the course will be added to your schedule.



Queen's UNIVERSITY

Menu
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Student Center

Note: Having a class in your shopping cart does not guarantee you a space in the class. Class capacity is only checked at the time of enrollment and some classes may be full. If this is the case, please keep trying throughout the registration period.

2014 Fall | Undergraduate | Queen's University [change term](#)

Open Closed

Add to Cart: **2014 Fall Shopping Cart**

Enter Class Nbr
[] [enter](#)

Your enrollment shopping cart is empty.

Find Classes
 Class Search
[search](#)

My 2014 Fall Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
APSC 221-800 (4299)	Economic And Business Practice (Lecture)	We 6:30PM - 9:30PM	BIOSCI AUD	Staff	3.00	Enrolled
CISC 326-001 (3293)	Game Architecture (Lecture)	Tu 12:30PM - 1:30PM Th 11:30AM - 12:30PM Fr 1:30PM - 2:30PM	CHERNOFF RM117 CHERNOFF RM117 CHERNOFF RM117	S. Grant	3.00	Enrolled
CISC 327-001 (3213)	Software Quality Assurance (Lecture)	Mo 12:30PM - 1:30PM We 11:30AM - 12:30PM	GOODWIN RM254 GOODWIN RM254	J. Cordy	3.00	Enrolled