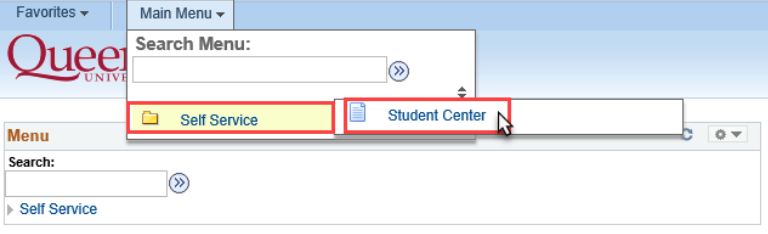
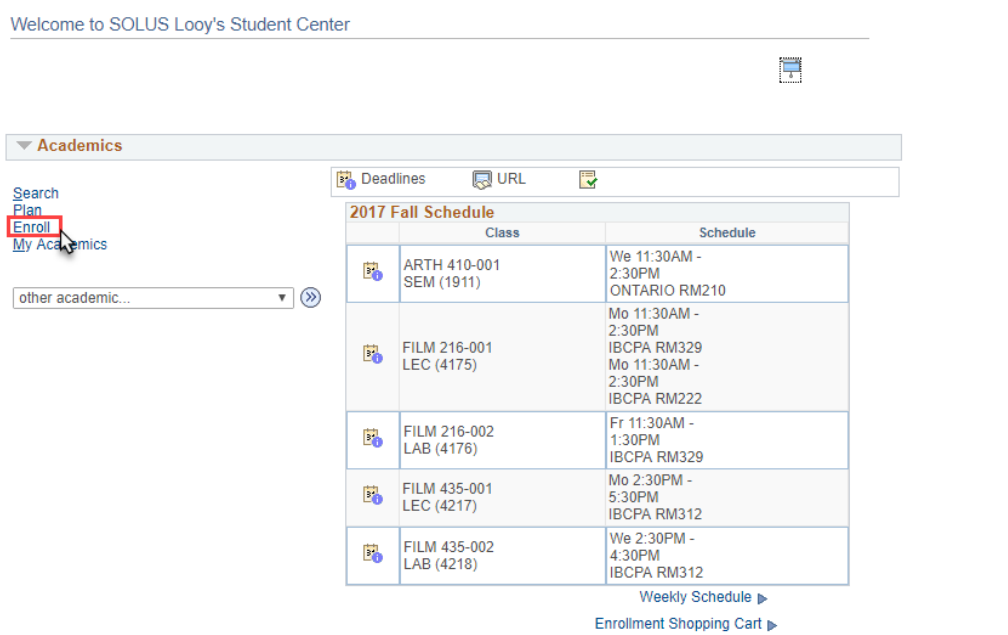
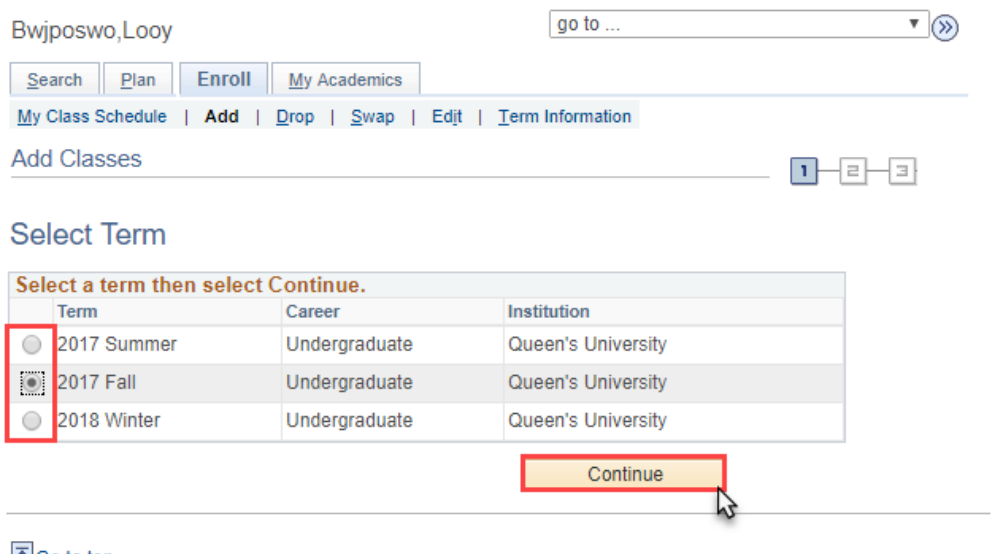
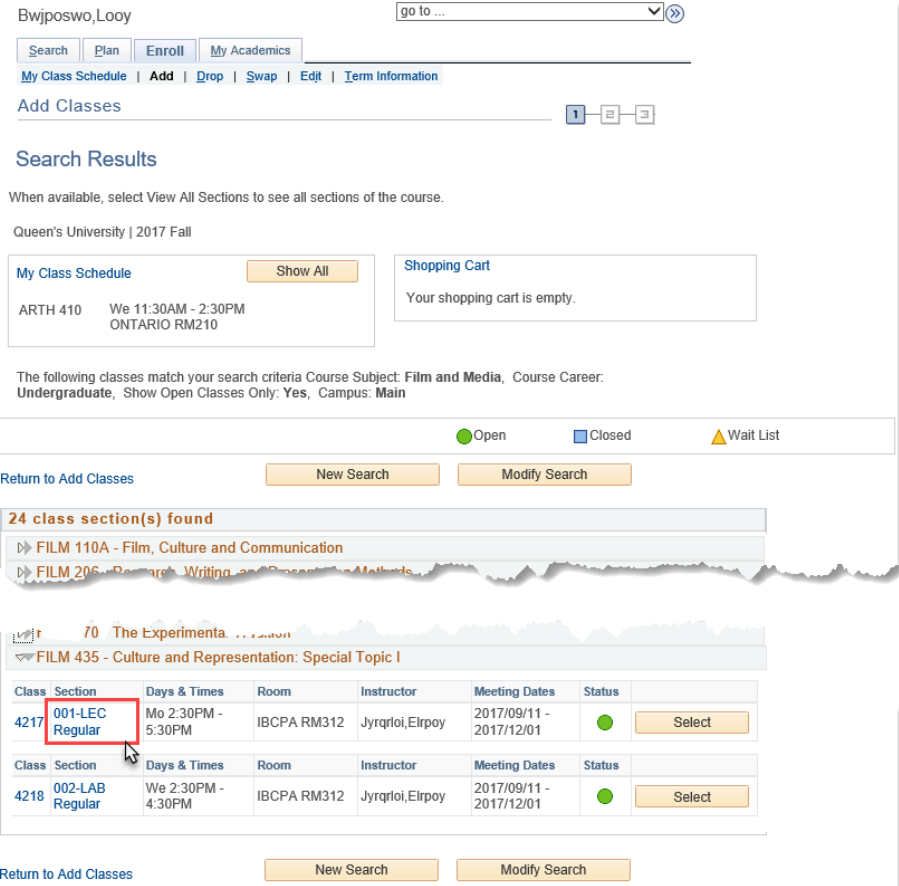
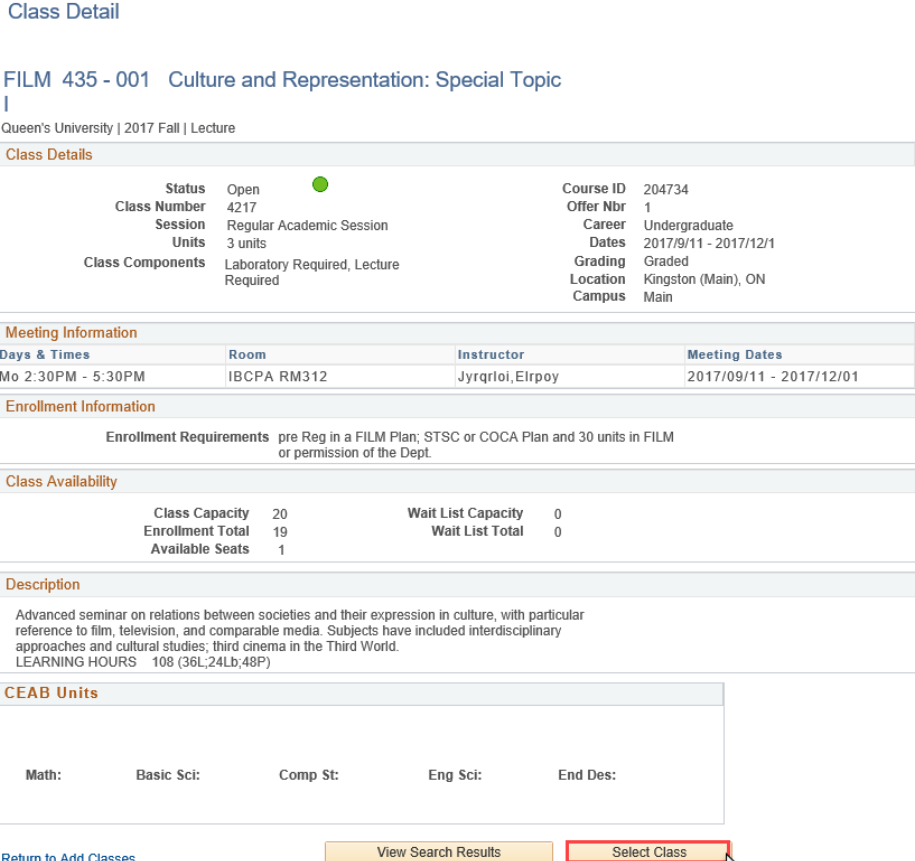


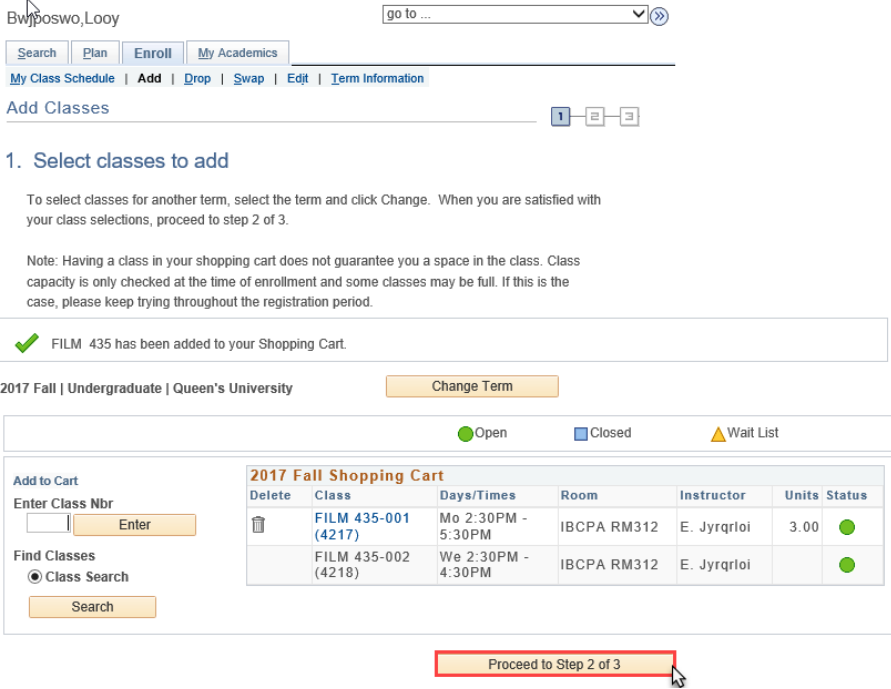
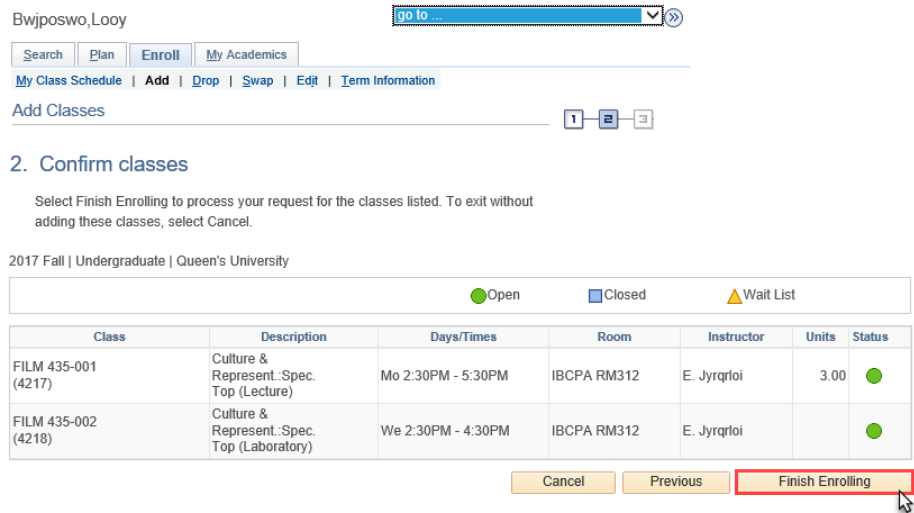
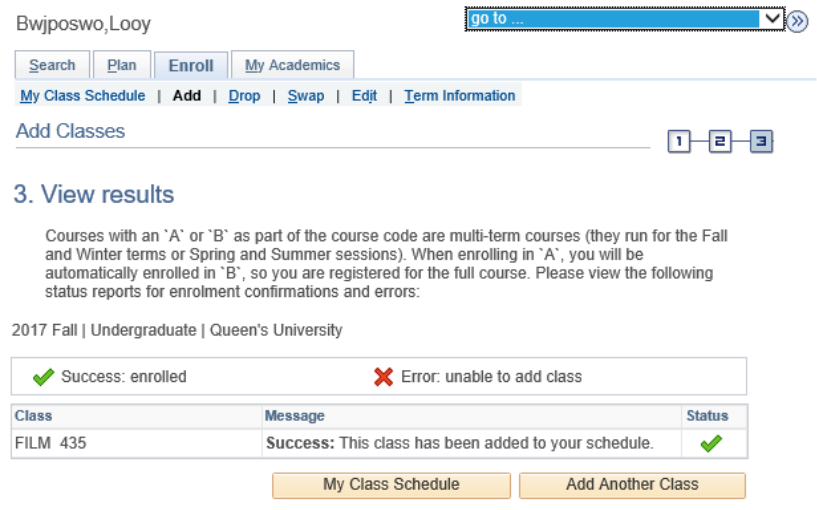
## ACADEMICS – Adding Courses in SOLUS

Processing Steps	Screenshots												
<p><b>Step 1:</b></p> <p>Access the main page of <b>SOLUS</b> via the following navigation:</p> <p><b>Main Menu &gt; Self Service &gt; Student Center</b></p>													
<p><b>Step 2:</b></p> <p>Under the <b>Academics</b> section, click the <b>Enroll</b> link.</p>	 <table border="1" data-bbox="906 961 1409 1344"> <caption>2017 Fall Schedule</caption> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ARTH 410-001 SEM (1911)</td> <td>We 11:30AM - 2:30PM ONTARIO RM210</td> </tr> <tr> <td>FILM 216-001 LEC (4175)</td> <td>Mo 11:30AM - 2:30PM IBCPA RM329 Mo 11:30AM - 2:30PM IBCPA RM222</td> </tr> <tr> <td>FILM 216-002 LAB (4176)</td> <td>Fr 11:30AM - 1:30PM IBCPA RM329</td> </tr> <tr> <td>FILM 435-001 LEC (4217)</td> <td>Mo 2:30PM - 5:30PM IBCPA RM312</td> </tr> <tr> <td>FILM 435-002 LAB (4218)</td> <td>We 2:30PM - 4:30PM IBCPA RM312</td> </tr> </tbody> </table>	Class	Schedule	ARTH 410-001 SEM (1911)	We 11:30AM - 2:30PM ONTARIO RM210	FILM 216-001 LEC (4175)	Mo 11:30AM - 2:30PM IBCPA RM329 Mo 11:30AM - 2:30PM IBCPA RM222	FILM 216-002 LAB (4176)	Fr 11:30AM - 1:30PM IBCPA RM329	FILM 435-001 LEC (4217)	Mo 2:30PM - 5:30PM IBCPA RM312	FILM 435-002 LAB (4218)	We 2:30PM - 4:30PM IBCPA RM312
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<p><b>Step 3:</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>Term</b> that you wish to add classes for.</li> <li>2. Click the <b>Continue</b> button.</li> </ol>	 <table border="1" data-bbox="573 1686 1409 1854"> <caption>Select a term then select Continue.</caption> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> 2017 Summer</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input checked="" type="radio"/> 2017 Fall</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2018 Winter</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> </tbody> </table>	Term	Career	Institution	<input type="radio"/> 2017 Summer	Undergraduate	Queen's University	<input checked="" type="radio"/> 2017 Fall	Undergraduate	Queen's University	<input type="radio"/> 2018 Winter	Undergraduate	Queen's University
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<p><b>Step 4:</b></p> <p>There are two ways to add courses to your shopping cart:</p> <ol style="list-style-type: none"> <li>1. To automatically add a course, enter the <b>Class Number</b> and then click <b>Enter</b>.</li> <li>2. Click the <b>Search</b> button.</li> </ol>	<p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p><a href="#">Search</a> <a href="#">Plan</a> <a href="#">Enroll</a> <a href="#">My Academics</a></p> <p><a href="#">My Class Schedule</a>   <a href="#">Add</a>   <a href="#">Drop</a>   <a href="#">Swap</a>   <a href="#">Edit</a>   <a href="#">Term Information</a></p> <p>Add Classes <span>1</span> <span>2</span> <span>3</span></p> <p><b>1. Select classes to add</b></p> <p>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.</p> <p>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.</p> <p>2017 Fall   Undergraduate   Queen's University <span>Change Term</span></p> <p><input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Wait List</p> <p>Add to Cart <b>2017 Fall Shopping Cart</b></p> <p>Enter Class Nbr <input type="text"/> <span>Enter</span></p> <p>Your enrollment shopping cart is empty.</p> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search <span>Search</span></p> <p><b>My 2017 Fall Class Schedule</b></p> <p><input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 410-001 (1911)</td> <td>Studies Hist. Textiles &amp; Dress (Seminar)</td> <td>We 11:30AM - 2:30PM</td> <td>ONTARIO RM210</td> <td>X. Lzws</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>FILM 216-001 (4175)</td> <td>Historical Inquiry (Lecture)</td> <td>Mo 11:30AM - 2:30PM Mo 11:30AM - 2:30PM</td> <td>IBCPA RM329 IBCPA RM222</td> <td>D. Jlhqyr</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>FILM 216-002 (4176)</td> <td>Historical Inquiry (Laboratory)</td> <td>Fr 11:30AM - 1:30PM</td> <td>IBCPA RM329</td> <td>D. Jlhqyr</td> <td></td> <td>✓</td> </tr> <tr> <td>FILM 435-001 (4217)</td> <td>Culture &amp; Represent.:Spec.Top (Lecture)</td> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqroi</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>FILM 435-002 (4218)</td> <td>Culture &amp; Represent.:Spec.Top (Laboratory)</td> <td>We 2:30PM - 4:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqroi</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p><a href="#">Go to top</a></p>	Class	Description	Days/Times	Room	Instructor	Units	Status	ARTH 410-001 (1911)	Studies Hist. Textiles & Dress (Seminar)	We 11:30AM - 2:30PM	ONTARIO RM210	X. Lzws	3.00	✓	FILM 216-001 (4175)	Historical Inquiry (Lecture)	Mo 11:30AM - 2:30PM Mo 11:30AM - 2:30PM	IBCPA RM329 IBCPA RM222	D. Jlhqyr	3.00	✓	FILM 216-002 (4176)	Historical Inquiry (Laboratory)	Fr 11:30AM - 1:30PM	IBCPA RM329	D. Jlhqyr		✓	FILM 435-001 (4217)	Culture & Represent.:Spec.Top (Lecture)	Mo 2:30PM - 5:30PM	IBCPA RM312	E. Jyrqroi	3.00	✓	FILM 435-002 (4218)	Culture & Represent.:Spec.Top (Laboratory)	We 2:30PM - 4:30PM	IBCPA RM312	E. Jyrqroi		✓
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<p><b>Step 5:</b></p> <ol style="list-style-type: none"> <li>1. Select the desired <b>Course Subject</b> and add at least one other <b>Search Criteria</b>. For Certificate in Law courses, choose <b>Law Studies</b> as the subject and <b>Online</b> for Mode of Instruction.</li> <li>2. Click the <b>Search</b> button.</li> </ol>	<p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p><a href="#">Search</a> <a href="#">Plan</a> <a href="#">Enroll</a> <a href="#">My Academics</a></p> <p><a href="#">My Class Schedule</a>   <a href="#">Add</a>   <a href="#">Drop</a>   <a href="#">Swap</a>   <a href="#">Edit</a>   <a href="#">Term Information</a></p> <p>Add Classes <span>1</span> <span>2</span> <span>3</span></p> <p><b>Enter Search Criteria</b></p> <p><b>Search for Classes</b></p> <p>Queen's University   2017 Fall</p> <p>Select at least 2 search criteria. Select Search to view your search results.</p> <p><input checked="" type="checkbox"/> Class Search Criteria</p> <p>Subject <input type="text" value="Film and Media"/></p> <p>Course Number <input type="text" value="is exactly"/></p> <p>Course Career <input type="text" value="Undergraduate"/></p> <p>Campus <input type="text" value="Main"/></p> <p>Mode of Instruction <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p> <p><input type="checkbox"/> Open Entry/Exit Classes Only</p> <p><input checked="" type="checkbox"/> Additional Search Criteria</p> <p><a href="#">Return to Add Classes</a> <span>Clear</span> <span>Search</span></p>																																										

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<p><b>Step 6:</b></p> <p>Click on the <b>Section Name</b> link to learn more about a class such as, course description and prerequisites.</p>	 <p>Bwjposwo,Looy <input type="text" value="go to ..."/></p> <p>Search Plan <b>Enroll</b> My Academics</p> <p><a href="#">My Class Schedule</a>   <a href="#">Add</a>   <a href="#">Drop</a>   <a href="#">Swap</a>   <a href="#">Edit</a>   <a href="#">Term Information</a></p> <p>Add Classes <input type="text" value="1"/> <input type="button" value=""/> <input type="button" value=""/></p> <p><b>Search Results</b></p> <p>When available, select View All Sections to see all sections of the course.</p> <p>Queen's University   2017 Fall</p> <p><a href="#">My Class Schedule</a> <input type="button" value="Show All"/> <a href="#">Shopping Cart</a> Your shopping cart is empty.</p> <p>The following classes match your search criteria Course Subject: <b>Film and Media</b>, Course Career: <b>Undergraduate</b>, Show Open Classes Only: <b>Yes</b>, Campus: <b>Main</b></p> <p><input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List</p> <p><a href="#">Return to Add Classes</a> <input type="button" value="New Search"/> <input type="button" value="Modify Search"/></p> <p><b>24 class section(s) found</b></p> <p>▶▶ <a href="#">FILM 110A - Film, Culture and Communication</a></p> <p>▶▶ <a href="#">FILM 206 - Research, Writing, and Presenting Methods</a></p> <p>▶▶ <a href="#">FILM 435 - Culture and Representation: Special Topic I</a></p> <table border="1"> <thead> <tr> <th>Class</th> <th>Section</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>4217</td> <td><b>001-LEC Regular</b></td> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>Jyrqrloi,Elrpoj</td> <td>2017/09/11 - 2017/12/01</td> <td><span style="color: green;">●</span> Open</td> <td><input type="button" value="Select"/></td> </tr> <tr> <td>4218</td> <td>002-LAB Regular</td> <td>We 2:30PM - 4:30PM</td> <td>IBCPA RM312</td> <td>Jyrqrloi,Elrpoj</td> <td>2017/09/11 - 2017/12/01</td> <td><span style="color: green;">●</span> Open</td> <td><input type="button" value="Select"/></td> </tr> </tbody> </table> <p><a href="#">Return to Add Classes</a> <input type="button" value="New Search"/> <input type="button" value="Modify Search"/></p>	Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		4217	<b>001-LEC Regular</b>	Mo 2:30PM - 5:30PM	IBCPA RM312	Jyrqrloi,Elrpoj	2017/09/11 - 2017/12/01	<span style="color: green;">●</span> Open	<input type="button" value="Select"/>	4218	002-LAB Regular	We 2:30PM - 4:30PM	IBCPA RM312	Jyrqrloi,Elrpoj	2017/09/11 - 2017/12/01	<span style="color: green;">●</span> Open	<input type="button" value="Select"/>																													
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<p><b>Step 7:</b></p> <p>After reviewing the <b>Class Detail</b> click the:</p> <ol style="list-style-type: none"> <li><b>Select Class</b> button to add this course or,</li> <li><b>View Search Results</b> button to return to the <b>Search Results</b> page.</li> </ol>	 <p><b>Class Detail</b></p> <p><b>FILM 435 - 001 Culture and Representation: Special Topic I</b></p> <p>Queen's University   2017 Fall   Lecture</p> <p><b>Class Details</b></p> <table border="1"> <tr> <td>Status</td> <td>Open <span style="color: green;">●</span></td> <td>Course ID</td> <td>204734</td> </tr> <tr> <td>Class Number</td> <td>4217</td> <td>Offer Nbr</td> <td>1</td> </tr> <tr> <td>Session</td> <td>Regular Academic Session</td> <td>Career</td> <td>Undergraduate</td> </tr> <tr> <td>Units</td> <td>3 units</td> <td>Dates</td> <td>2017/9/11 - 2017/12/1</td> </tr> <tr> <td>Class Components</td> <td>Laboratory Required, Lecture Required</td> <td>Grading</td> <td>Graded</td> </tr> <tr> <td></td> <td></td> <td>Location</td> <td>Kingston (Main), ON</td> </tr> <tr> <td></td> <td></td> <td>Campus</td> <td>Main</td> </tr> </table> <p><b>Meeting Information</b></p> <table border="1"> <thead> <tr> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>Jyrqrloi,Elrpoj</td> <td>2017/09/11 - 2017/12/01</td> </tr> </tbody> </table> <p><b>Enrollment Information</b></p> <p><b>Enrollment Requirements</b> pre Reg in a FILM Plan; STSC or COCA Plan and 30 units in FILM or permission of the Dept.</p> <p><b>Class Availability</b></p> <table border="1"> <tr> <td>Class Capacity</td> <td>20</td> <td>Wait List Capacity</td> <td>0</td> </tr> <tr> <td>Enrollment Total</td> <td>19</td> <td>Wait List Total</td> <td>0</td> </tr> <tr> <td>Available Seats</td> <td>1</td> <td></td> <td></td> </tr> </table> <p><b>Description</b></p> <p>Advanced seminar on relations between societies and their expression in culture, with particular reference to film, television, and comparable media. Subjects have included interdisciplinary approaches and cultural studies; third cinema in the Third World. LEARNING HOURS 108 (36L;24Lb;48P)</p> <p><b>CEAB Units</b></p> <table border="1"> <tr> <td>Math:</td> <td>Basic Sci:</td> <td>Comp St:</td> <td>Eng Sci:</td> <td>End Des:</td> </tr> </table> <p><a href="#">Return to Add Classes</a> <input type="button" value="View Search Results"/> <input type="button" value="Select Class"/></p>	Status	Open <span style="color: green;">●</span>	Course ID	204734	Class Number	4217	Offer Nbr	1	Session	Regular Academic Session	Career	Undergraduate	Units	3 units	Dates	2017/9/11 - 2017/12/1	Class Components	Laboratory Required, Lecture Required	Grading	Graded			Location	Kingston (Main), ON			Campus	Main	Days & Times	Room	Instructor	Meeting Dates	Mo 2:30PM - 5:30PM	IBCPA RM312	Jyrqrloi,Elrpoj	2017/09/11 - 2017/12/01	Class Capacity	20	Wait List Capacity	0	Enrollment Total	19	Wait List Total	0	Available Seats	1			Math:	Basic Sci:	Comp St:	Eng Sci:	End Des:
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<p><b>Step 8:</b></p> <p><b>Optional</b></p> <p>If the class requires it, select a laboratory or tutorial section to accompany the lecture and then click the <b>Next</b> button to continue.</p>	
<p><b>Step 9:</b></p> <ol style="list-style-type: none"> <li>1. Confirm the time of class and review any other important class information.</li> <li>2. Click the <b>Next</b> button to continue.</li> </ol>	

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<p><b>Step 10:</b></p> <p>The class will be added to your shopping cart ready for you to enroll.</p> <p>If you have a valid <b>Enrollment Appointment</b>, click the <b>Proceed to Step 2 of 3</b> button to begin the enrollment process.</p>	 <p>Bwjposwo,Looy</p> <p>Search Plan <b>Enroll</b> My Academics</p> <p>My Class Schedule   Add   Drop   Swap   Edit   Term Information</p> <p>Add Classes</p> <p>1. Select classes to add</p> <p>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.</p> <p>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.</p> <p>✓ FILM 435 has been added to your Shopping Cart.</p> <p>2017 Fall   Undergraduate   Queen's University</p> <p>Change Term</p> <p>Open Closed Wait List</p> <p>Add to Cart</p> <p>Enter Class Nbr</p> <p>Find Classes</p> <p>Class Search</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>FILM 435-001 (4217)</td> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqrlol</td> <td>3.00</td> <td>●</td> </tr> <tr> <td></td> <td>FILM 435-002 (4218)</td> <td>We 2:30PM - 4:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqrlol</td> <td></td> <td>●</td> </tr> </tbody> </table> <p>Proceed to Step 2 of 3</p>	Delete	Class	Days/Times	Room	Instructor	Units	Status		FILM 435-001 (4217)	Mo 2:30PM - 5:30PM	IBCPA RM312	E. Jyrqrlol	3.00	●		FILM 435-002 (4218)	We 2:30PM - 4:30PM	IBCPA RM312	E. Jyrqrlol		●
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<p><b>Step 11:</b></p> <p>This page confirms the details for the course.</p> <p>To secure your place in the course, click the <b>Finish Enrolling</b> button</p>	 <p>Bwjposwo,Looy</p> <p>Search Plan <b>Enroll</b> My Academics</p> <p>My Class Schedule   Add   Drop   Swap   Edit   Term Information</p> <p>Add Classes</p> <p>2. Confirm classes</p> <p>Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.</p> <p>2017 Fall   Undergraduate   Queen's University</p> <p>Open Closed Wait List</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FILM 435-001 (4217)</td> <td>Culture &amp; Represent.:Spec. Top (Lecture)</td> <td>Mo 2:30PM - 5:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqrlol</td> <td>3.00</td> <td>●</td> </tr> <tr> <td>FILM 435-002 (4218)</td> <td>Culture &amp; Represent.:Spec. Top (Laboratory)</td> <td>We 2:30PM - 4:30PM</td> <td>IBCPA RM312</td> <td>E. Jyrqrlol</td> <td></td> <td>●</td> </tr> </tbody> </table> <p>Cancel Previous <b>Finish Enrolling</b></p>	Class	Description	Days/Times	Room	Instructor	Units	Status	FILM 435-001 (4217)	Culture & Represent.:Spec. Top (Lecture)	Mo 2:30PM - 5:30PM	IBCPA RM312	E. Jyrqrlol	3.00	●	FILM 435-002 (4218)	Culture & Represent.:Spec. Top (Laboratory)	We 2:30PM - 4:30PM	IBCPA RM312	E. Jyrqrlol		●
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<p><b>Step 12:</b></p> <p>If there are no errors, the course will be added to your schedule.</p>	 <p>Bwjposwo,Looy</p> <p>Search Plan <b>Enroll</b> My Academics</p> <p>My Class Schedule   Add   Drop   Swap   Edit   Term Information</p> <p>Add Classes</p> <p>3. View results</p> <p>Courses with an 'A' or 'B' as part of the course code are multi-term courses (they run for the Fall and Winter terms or Spring and Summer sessions). When enrolling in 'A', you will be automatically enrolled in 'B', so you are registered for the full course. Please view the following status reports for enrolment confirmations and errors:</p> <p>2017 Fall   Undergraduate   Queen's University</p> <p>✓ Success: enrolled ✗ Error: unable to add class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FILM 435</td> <td>Success: This class has been added to your schedule.</td> <td>✓</td> </tr> </tbody> </table> <p>My Class Schedule Add Another Class</p>	Class	Message	Status	FILM 435	Success: This class has been added to your schedule.	✓															
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