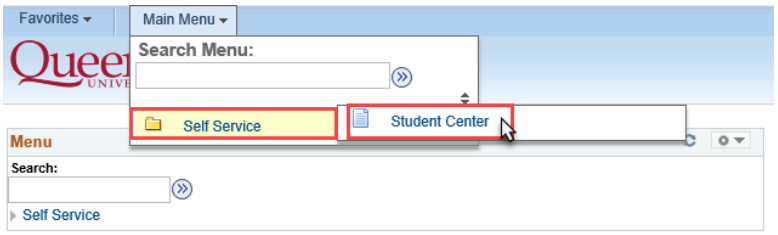
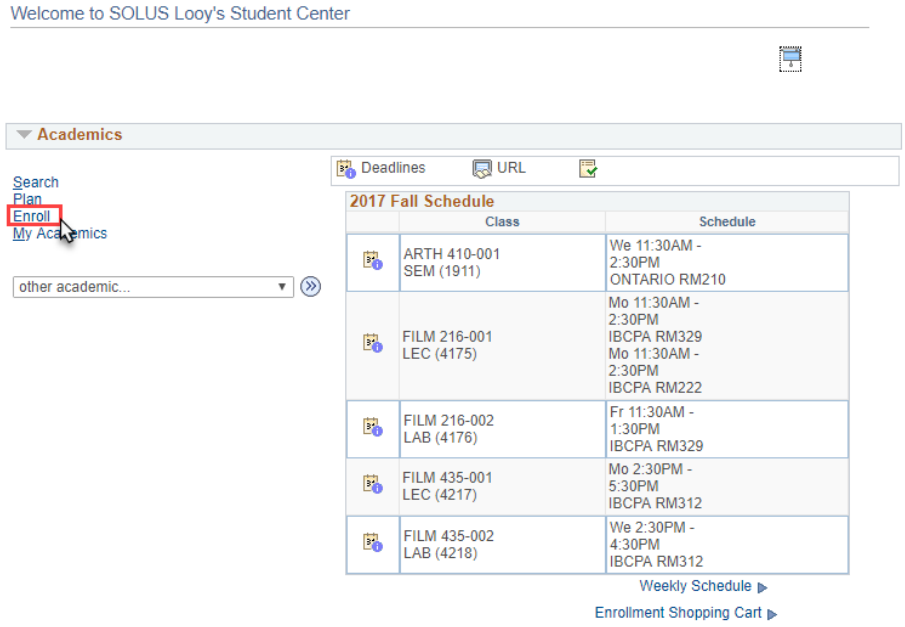
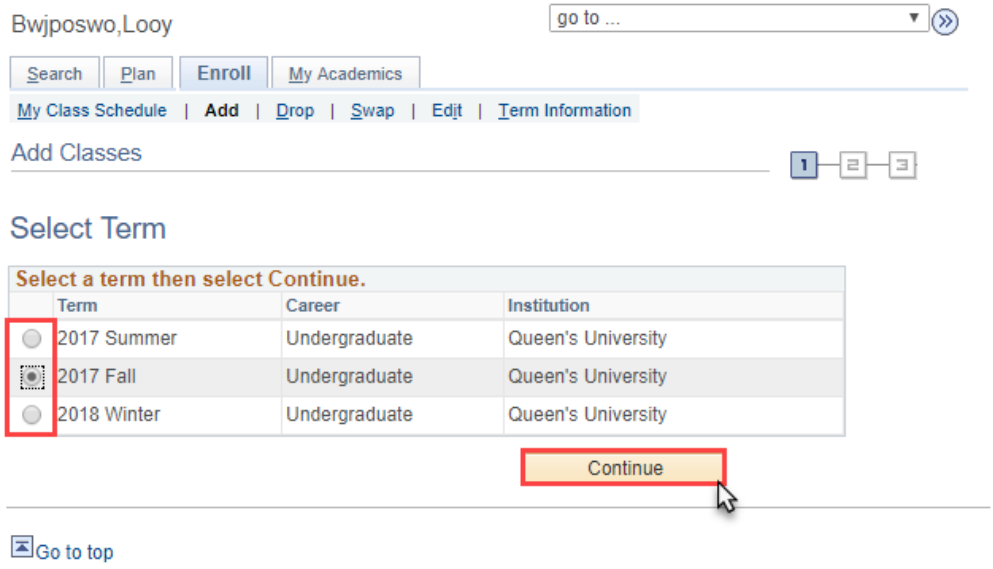
ACADEMICS – Adding Courses in SOLUS

Processing Steps	Screenshots
Step 1: Access the main page of **SOLUS** via the following navigation: **Main Menu > Self Service > Student Center**	
Step 2: Under the **Academics** section, click the **Enroll** link.	
Step 3: 1. Select the **Term** that you wish to add classes for. 2. Click the **Continue** button.	

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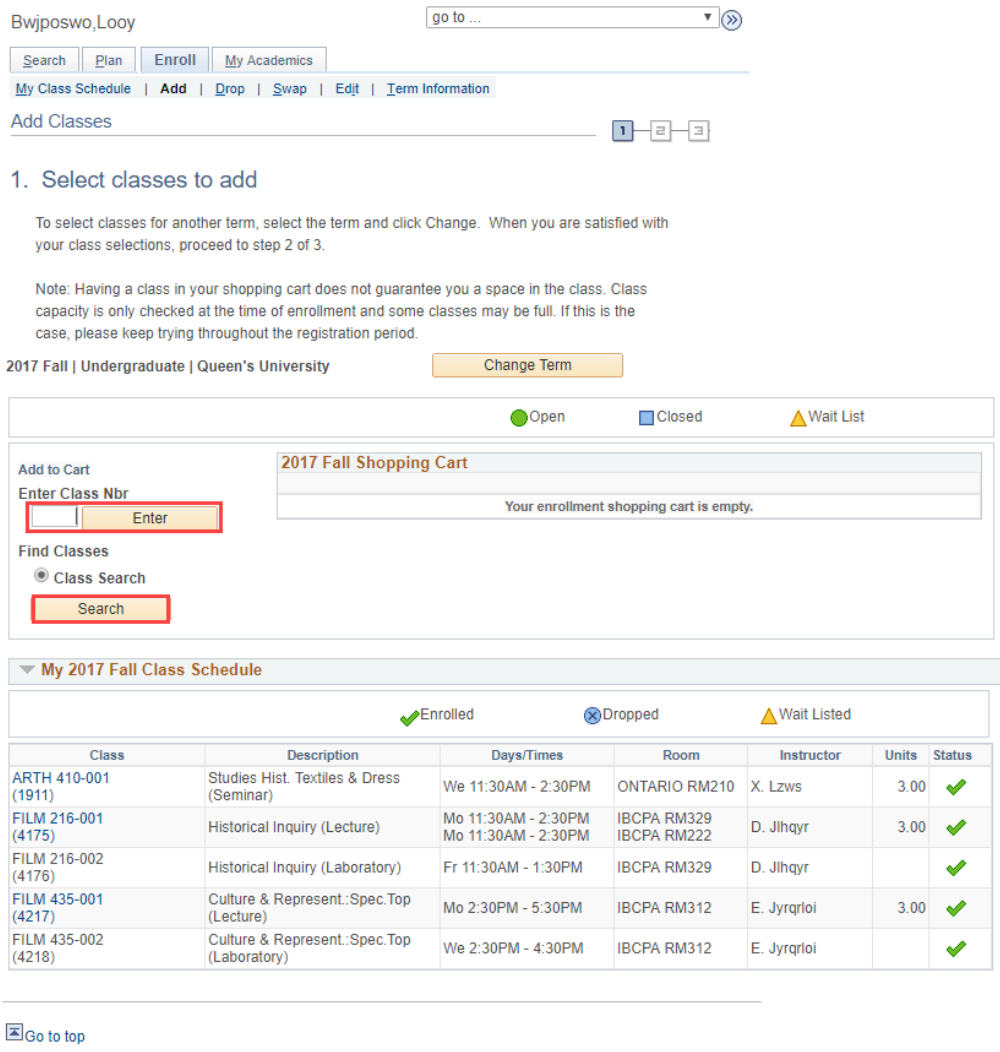
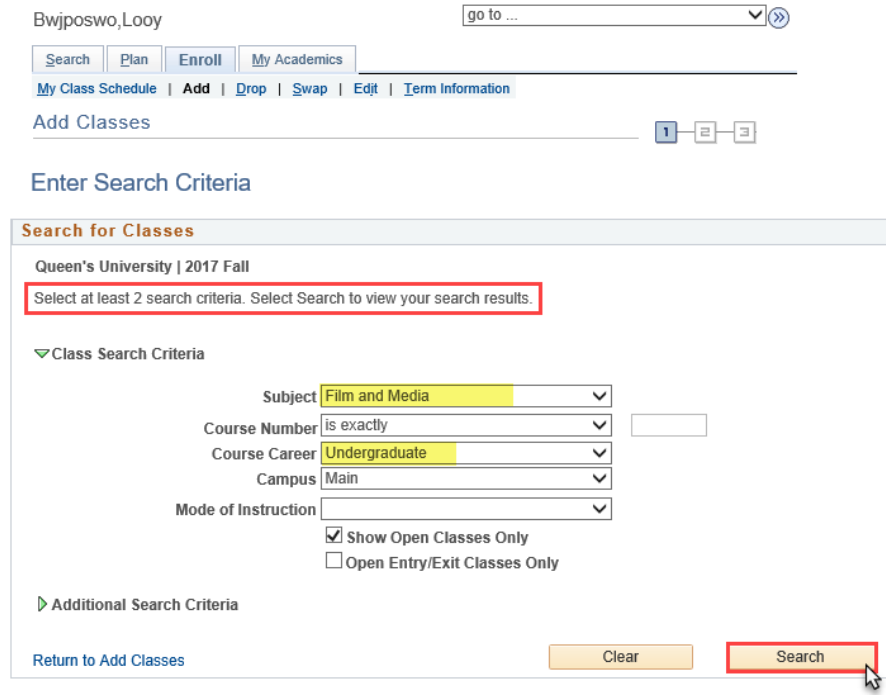
Step 4: There are two ways to add courses to your shopping cart: 1. To automatically add a course, enter the **Class Number** and then click **Enter**. 2. Click the **Search** button.	
Step 5: 1. Select the desired **Course Subject** and add at least one other **Search Criteria**. For Certificate in Law courses, choose **Law Studies** as the subject and **Online** for Mode of Instruction. 2. Click the **Search** button.	

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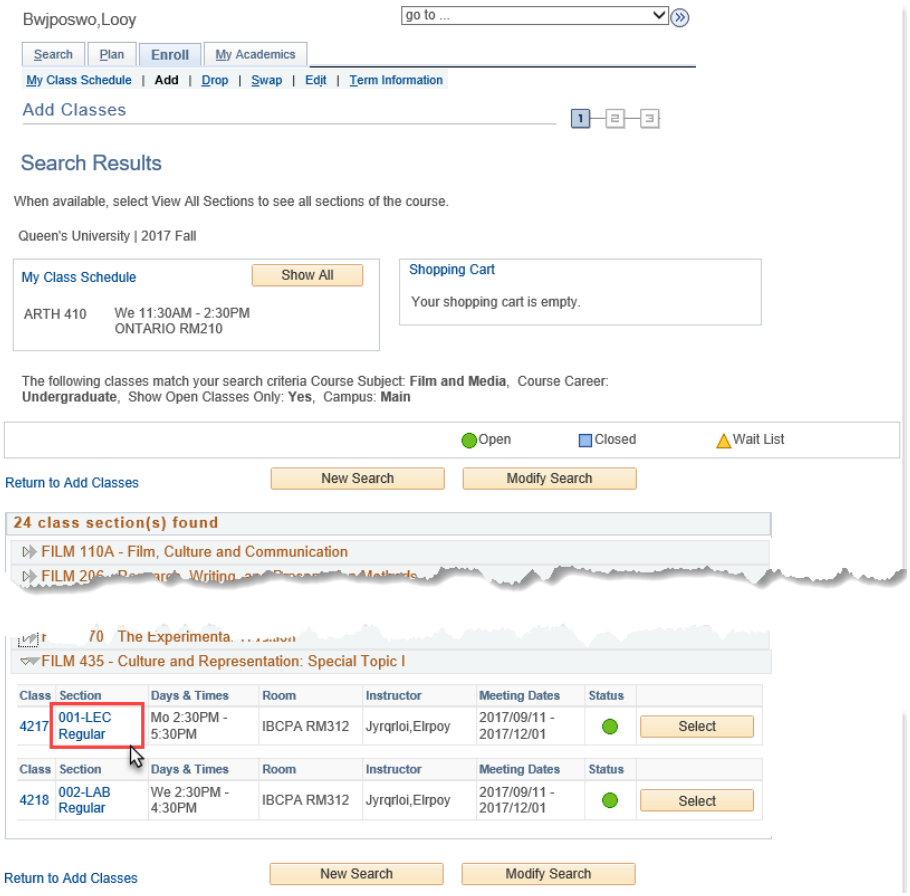
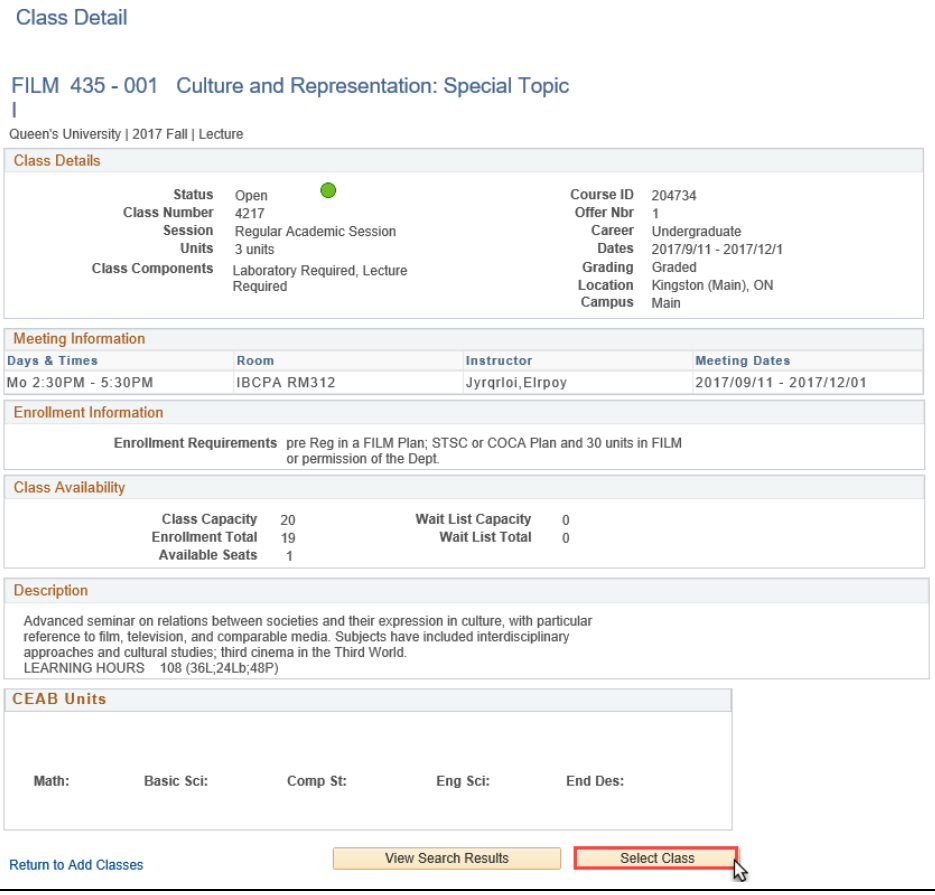
Step 6: Click on the **Section Name** link to learn more about a class such as, course description and prerequisites.	
Step 7: After reviewing the **Class Detail** click the: 1. **Select Class** button to add this course or, 2. **View Search Results** button to return to the **Search Results** page.	

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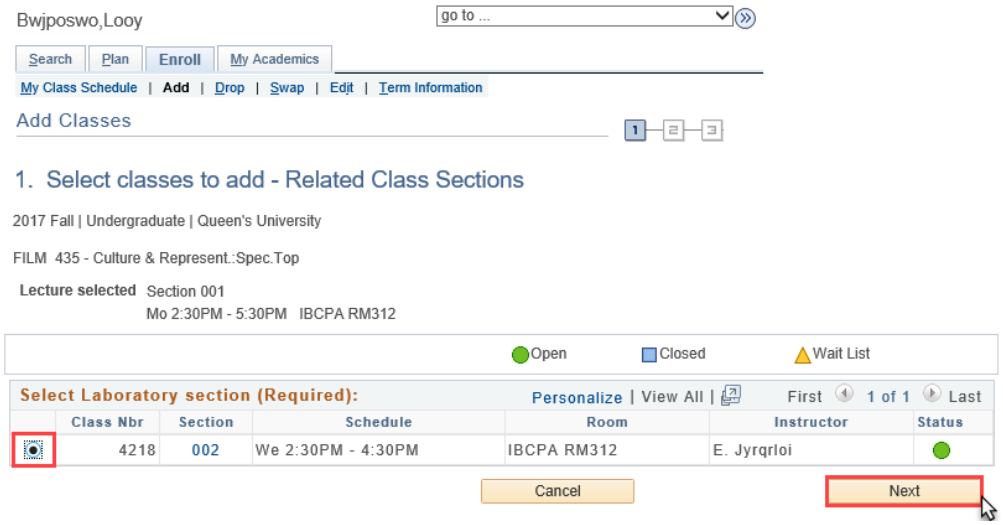
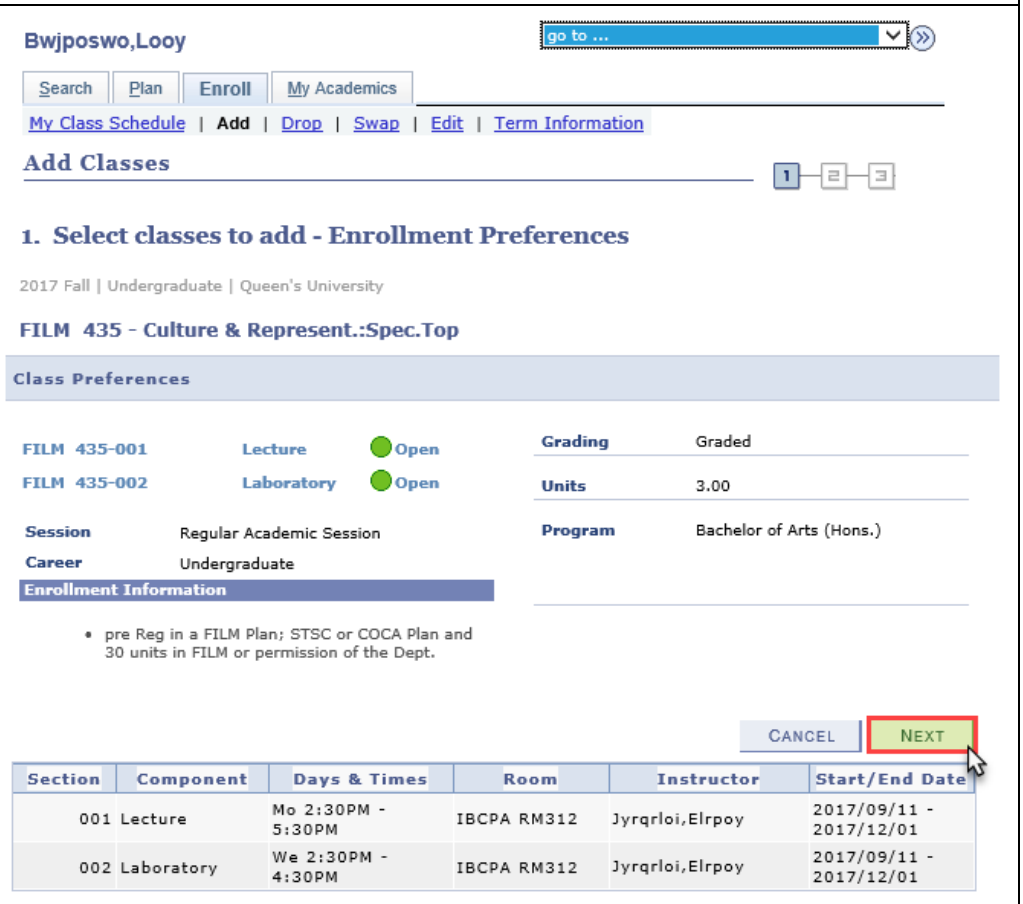
Step 8: **Optional** If the class requires it, select a laboratory or tutorial section to accompany the lecture and then click the **Next** button to continue.	
Step 9: 1. Confirm the time of class and review any other important class information. 2. Click the **Next** button to continue.	

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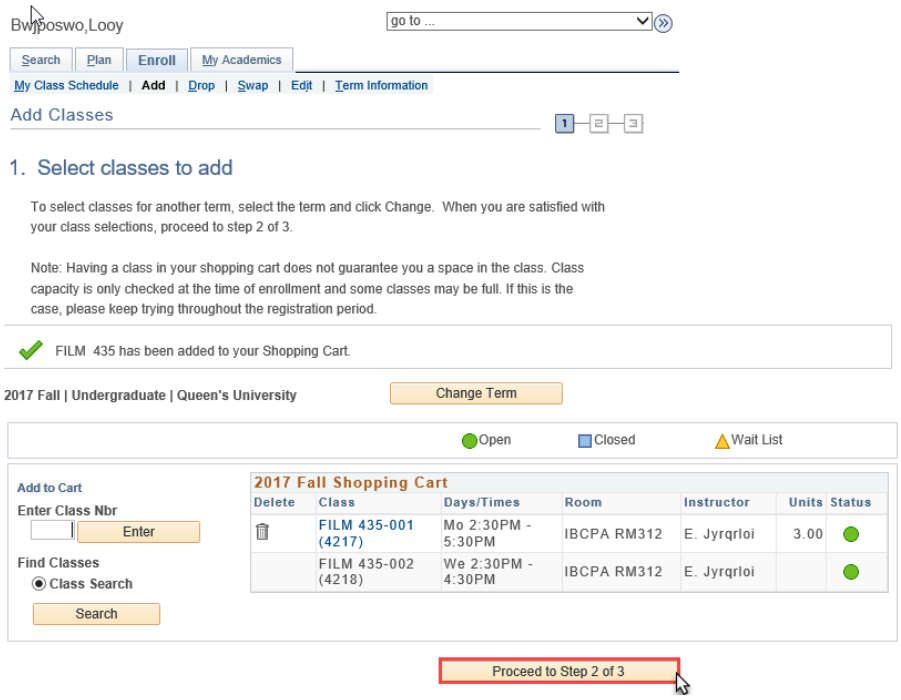
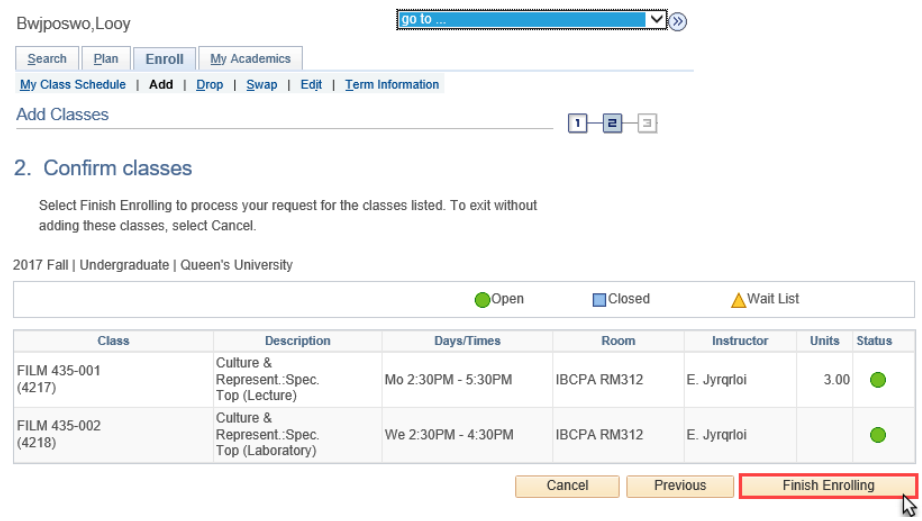
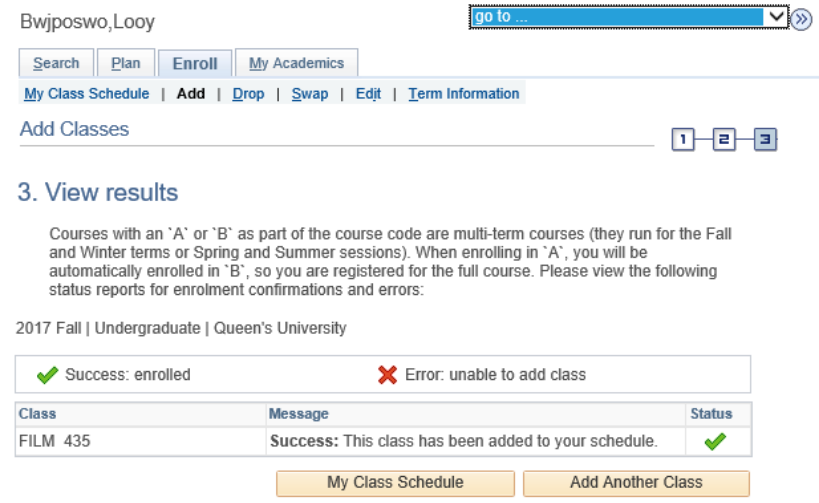
Step 10: The class will be added to your shopping cart ready for you to enroll. If you have a valid **Enrollment Appointment**, click the **Proceed to Step 2 of 3** button to begin the enrollment process.	
Step 11: This page confirms the details for the course. To secure your place in the course, click the **Finish Enrolling** button	
Step 12: If there are no errors, the course will be added to your schedule.