

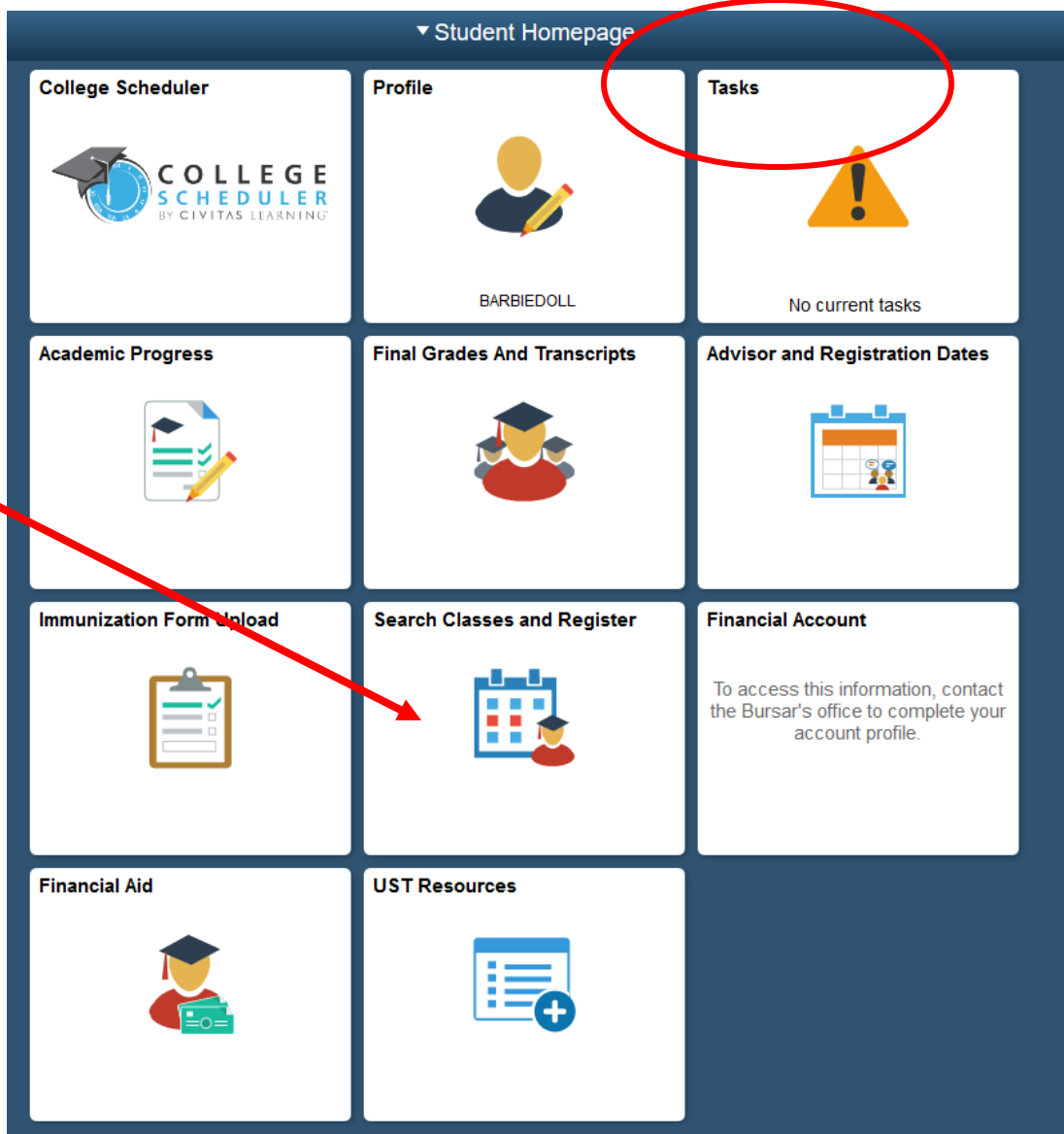


UNIVERSITY OF ST. THOMAS

Student Enrollment Guide

HOW TO REGISTER FOR CLASSES

To register for classes, login to your mystthom student account. On the home page, select the Search Classes and Register tab. On this tab, you can search for classes, enroll in classes, drop or swap classes. **NOTE:** Select the Tasks tile to view any holds that you have that can prevent enrollment.



On the next screen, look on the left column and select Class Search and Enroll.

Navigation menu items:

- Student Homepage
- View My Classes
- College Scheduler
- My Weekly Schedule
- Shopping Cart
- Class Search and Enroll** (circled in red)
- Update Classes
- Drop Classes
- Swap Classes
- Browse Course Catalog
- Planner

On the next screen, enter the term (i.e. Spring, Summer or Fall) and then select the subject of the class.

Barbie Doll

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Search for Classes

Enter Search Criteria

Search for Classes

Institution: University of St. Thomas

Term: 2020 Summer I

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

▼ Class Search

Subject: Theology

Course Number: is exactly

Course Career:

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

The search for classes will list for you the course options to choose from. Review the class section to see all class details (pre-requisites, class notes, number of students enrolled). Click the Select button to add the class to your shopping cart.

4 class section(s) found

▼THEO 1301 - Intro to the Sacred Scriptures

Class	Section	Instruction Mode	Days & Times	Room	Instructor	Meeting Dates	View Textbook Info	Status	
1210	A-LEC First 5 Wk	In Person	TBA	TBA	Staff	TBA	View Book Information	●	Select
Notes: This is a combined section class									
1211	B-LEC First 5 Wk	In Person	MoTuWeTh 12:50PM - 2:50PM	TBA	Thomas Harmon	05/26/2020 - 06/29/2020	View Book Information	●	Select
Notes: This is a combined section class									

▼THEO 3301 - Intro to the Sacred Scriptures

Class	Section	Instruction Mode	Days & Times	Room	Instructor	Meeting Dates	View Textbook Info	Status	
1233	A-LEC First 5 Wk	In Person	TBA	TBA	Staff	TBA	View Book Information	●	Select
Notes: This is a combined section class									
1234	B-LEC First 5 Wk	In Person	MoTuWeTh 12:50PM - 2:50PM	TBA	Thomas Harmon	05/26/2020 - 06/29/2020	View Book Information	●	Select
Notes: This is a combined section class									

On the next screen, the class will be listed. If you need permission to enroll in the class, you will obtain a permission number from your advisor and enter it in the input box shown below. Not all classes require a permission number, so if it is not required for you to enter a number. Just Click NEXT to continue.

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2020 Summer I | Undergraduate | University of St. Thomas
COMM 1331 - Public Speaking

Class Preferences

COMM 1331-A Lecture ● Open

Session First 5 Week

Career Undergraduate

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

[Cancel](#) [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	MoWe 5:30PM - 9:30PM	TBA	Staff	05/26/2020 - 06/29/2020

If you do not have holds or enrollment errors, you will see that the class has been added to your shopping cart. Continue the previous steps until you have added all of your classes to the shopping cart. Once complete, Click Shopping Cart on the left column. **Please Note:** If you add the class to your shopping cart, you are simply saving the class to add it later. Your seat is not saved and the class can continue to fill. There are two more steps before you can fully enroll.

Barbie Doll

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Search for Classes

Search Results

University of St. Thomas | 2020 Summer I

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#) [Show All](#)

THEO 1301 MoTuWeTh 12:50PM - 2:50PM
Room TBA

The following classes match your search criteria Course Subject: **Theology**, Show Open Classes
Only: Yes

THEO 1301 has been added to your Shopping Cart.

Open
 Closed
 Wait List

[New Search](#)
[Modify Search](#)

After you have selected all of the classes, (1) select Shopping Cart and view the classes that were selected. In order to enroll, you will need to (2) select the Open box for each class listed. Note: You can also use the Validate button to verify your eligibility to enroll in your selected classes and look for errors prior to attempting to Enroll. Then click (3) ENROLL.

2020 Summer I
Undergraduate

- [View My Classes](#)
- [College Scheduler](#)
- [My Weekly Schedule](#)
- [Shopping Cart](#)
- [Class Search and Enroll](#)
- [Update Classes](#)

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - Class 1084	COMM 1331 Public Speaking	First 5 Week	More meeting details available			3.00	Open Seats 21 of 22	Change Preferences

[Enroll](#) [Delete](#) [Validate](#)

You will be asked if you are sure, if you click Yes you will be taken to a screen that will indicate if you have been successfully registered for your class(es).

Student Homepage	Confirmation
2020 Summer I Undergraduate	
View My Classes	<p>✓ COMM 1331 - Public Speaking This class has been added to your schedule.</p>
College Scheduler	
My Weekly Schedule	
Shopping Cart	
Class Search and Enroll	
Update Classes	
Drop Classes	
Swap Classes	
Browse Course Catalog	
Planner	

If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.

<p>✗ ENGL 1310 - College Writing I Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.</p>
<p>✗ ADES 1500 - Introduction to Communication Design There is a time conflict for class number 5466 and class number 13042. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.</p>

Depending on the reason, you will need to contact your advisor to resolve the errors.

Select View My Classes to see your entered schedule with all of the classes that you are successfully enrolled in.

2020 Summer I
Undergraduate

View My Classes

College Scheduler

My Weekly Schedule

Shopping Cart

Class Search and Enroll

Update Classes

Drop Classes

Swap Classes

Browse Course Catalog

Planner

By Class
By Date

Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes

▼ **COMM 1331 Public Speaking**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Undergraduate	

Class	Start/End Dates	Days and Times	Room
Lecture - Class 1084	05/26/2020 - 06/29/2020	Days: Monday Wednesday Times: 5:30PM to 9:30PM	To be Announced

[Enrollment Deadlines](#)

▼ **PHIL 1311 Philosophy of Human Person**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded	Class Details	Undergraduate	

Class	Start/End Dates	Days and Times	Room
Lecture - Class 1235	05/26/2020 - 06/29/2020	Days: Monday to Thursday Times: 10:20AM to 12:20PM	To be Announced

[Enrollment Deadlines](#)