

## Enrollment Worksheet: 4 Step Process!

Check all that apply for more specific enrollment considerations. I am a:

- Honors Student   
  International Student   
  Student-Athlete   
  ROTC   
  IGP  
 [Premed](#) or Healthcare Program interest such as Physical Therapy

**Step 1: Find the courses you need for the Fall and Spring term using your major's [progression plan](#).**

Once this link opens, scroll down to find your catalog year. Then once you find your major, open your progression plan, and click "Print PDF." Once the PFD opens, look at "Year 1 + Year 2" to determine which of these courses you have taken and which are remaining. Fill in the recommended courses below. For more help with Progression Plans, click [here](#).

Fall courses:	Already Enrolled?	Number of Units:

Spring courses:	Already Enrolled?	Number of Units:

**Step 2: Determine which Liberal Studies and or Diversity categories you need to satisfy before graduation using your [Academic Requirements Report](#).** NOTE: Complete Step 2 only if you plan on taking one or more Liberal Studies and or Diversity courses in the Fall or Spring.

Category	How many classes are required to graduate?	How many classes do I still need to complete this requirement?
US Ethnic Diversity	1	
Global Diversity	1	
Foundation English	1	
Foundation Math	1	
Lab Science	1 (Lecture + Lab: This is a 4-unit requirement; visit <a href="http://bit.ly/naulabcourse">bit.ly/naulabcourse</a> for lab course recommendations)	
Science Applied Science	1	If it shows "5.34 needed", you need 2 more classes; if it shows "2.67 needed" you need 1 more class
Aesthetic and Humanistic Inquiry	2	
Cultural Understanding	2	
Social and Political Worlds	2	

**Step 3: Search + Build a Schedule in Louie!** Now that you have a list of courses to enroll in (from Step 1) and are sure which Liberal Studies and or Diversity courses you need to fulfill (Step 2), you can begin searching and adding courses to your shopping cart!

**Step 3.1:** Log in to [Louie](#)

**Step 3.2:** Click the “Enroll” tab on the Left

**Step 3.3:** Select the Term you’d like to enroll for

**Step 3.4:** Click “[Search](#)” to begin adding classes to your enrollment shopping cart

**Step 3.5:** Search for classes!

In the class search, use the Subject and Course Number lines to search **for specific courses**.

In the class search, use the Reqmt Desig (Requirement Designation) line to search for **Liberal Studies and or Diversity courses**.

**Step 3.6:** Once you have found a time that fits with your preferences and schedule, click “Select” and then “Next” to add the course to your Shopping Cart.

**Step 4: Enroll** Once you have **all** of your classes in your Shopping Cart and it is your enrollment date/time- you will want to [proceed with enrolling!](#)

**Step 4.1:** Check the box next to the listed course(s) in your shopping cart, then choose “Enroll.” Or click “Proceed to Step 2 of 3.” Then choose “Finish Enrolling.”

**Step 4.2:** 4.2 Check enrollment status.

Class	Message	Status
ADV 207	<b>Success:</b> This class has been added to your schedule.	✓
ART 100	<b>Error:</b> Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗
CHM 130	<b>Error:</b> Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗
GLG 112	<b>Error:</b> Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗

YAY! You did it! You're enrolled!

Oh no! Read the error message, and go back to your shopping cart! Please contact your advisor if you need help!