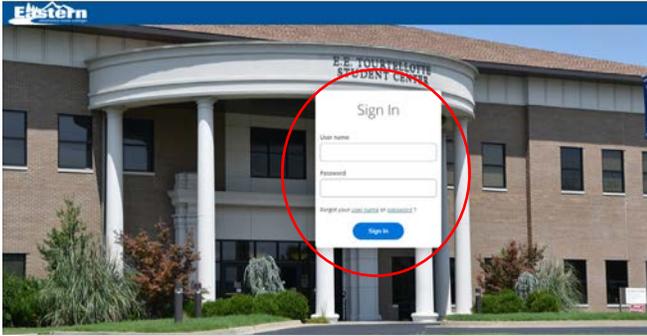


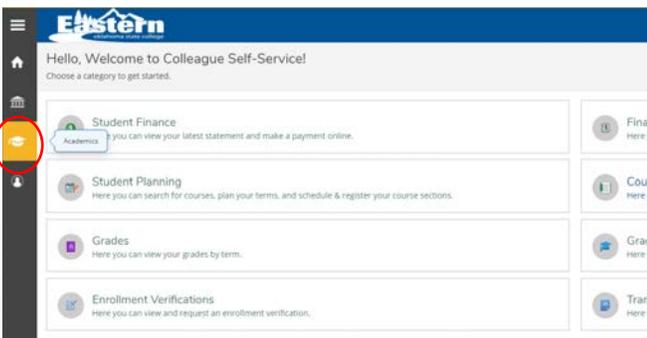
EOSC SELF SERVICE ENROLLMENT INSTRUCTIONS

Please note these instructions are for current students only. New and concurrent students need to meet with an academic advisor to enroll.

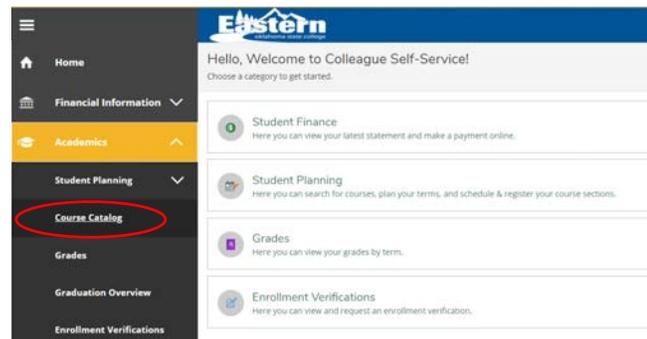
1. Log into Self Service with your username and password.



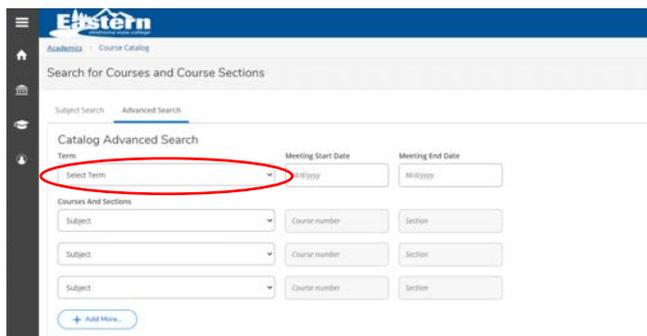
2. Click on the mortar board (graduation hat) on the left. This is the Academics tab.



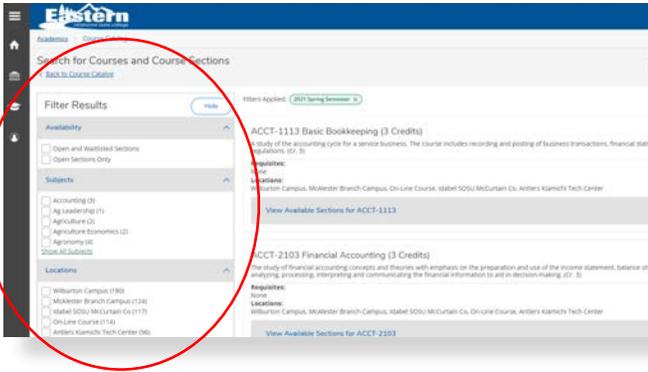
3. Below Academics, select Course Catalog.



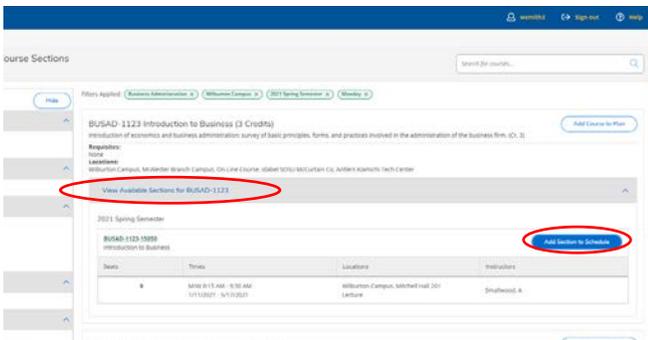
4. Several options may be set here to enhance your search. However, it is recommended you at least select the term you are enrolling for. Then, scroll to the bottom and click Search.



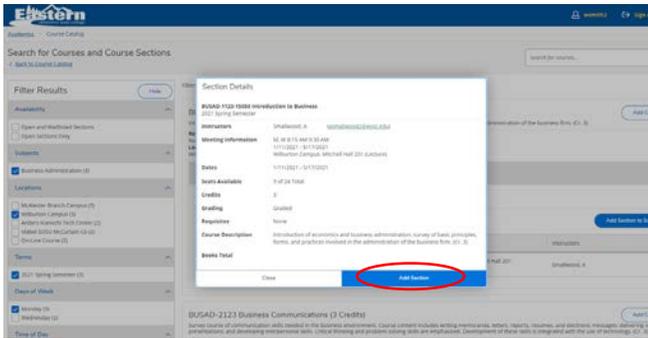
- From here, you can filter your results based on Subject, Location, Term, Days of Week, Time of Day, Instructor, Course Level, Course Type and Instruction Type. Clicking the box next to each filter automatically repopulates the course list on the right.



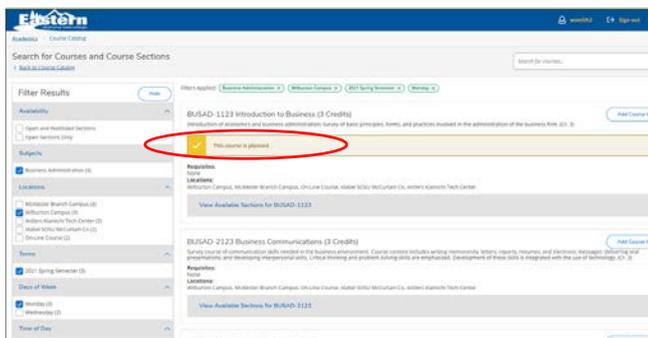
- Once you find the course you need, view the available sections of that course, then select **Add Section to Schedule**.



- Review the Section Details one more time then click **Add Section**, or click **Close** to cancel.

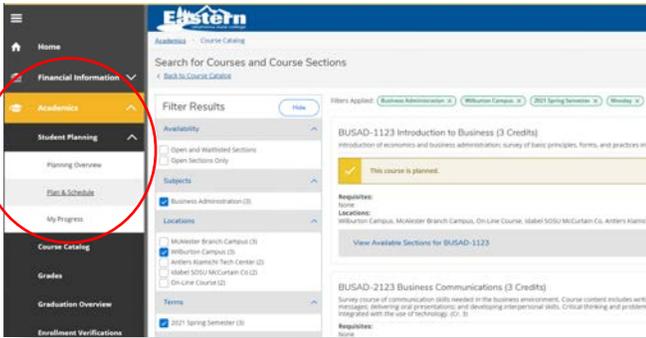


- Once added, a yellow box appears under the description: **This course is planned.**

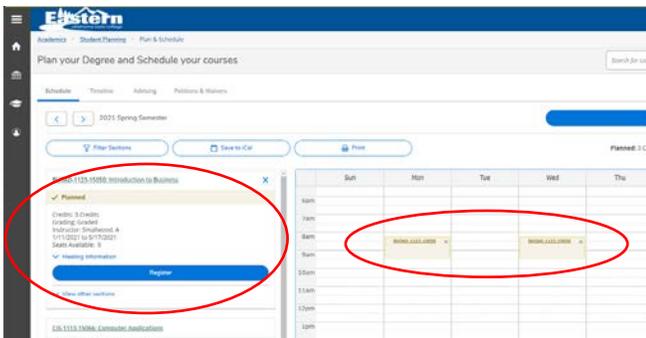


Please note that planned does NOT mean you are enrolled in the course.

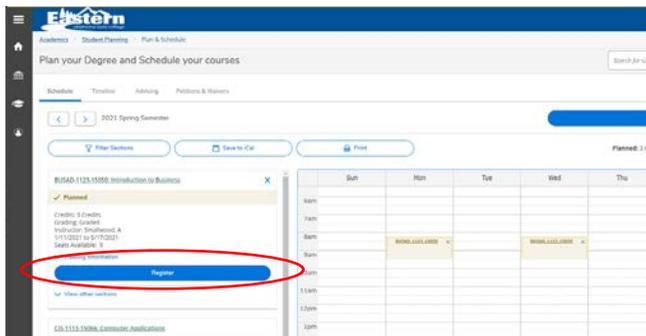
9. After adding all planned courses, view your planned schedule and finish enrolling by again clicking the mortar board (graduation hat) on the left. Below that, select Student Planning, then below that click Plan & Schedule.



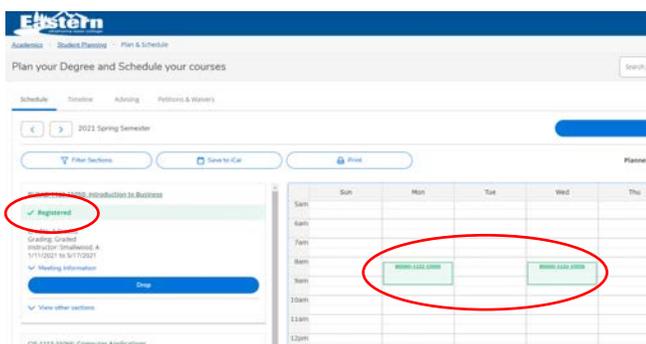
10. Courses you have Planned to take are listed on the left and shown in yellow within your planned weekly schedule on the right.



11. If you are satisfied with your schedule, select Register under each course listed on the left.



12. Once registered, each course is marked as Registered and shown in green on your schedule.



Please note this is the screen you will return to if you need to drop a course. Full academic withdrawal will require meeting with the Registrar first.