

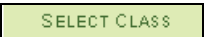
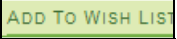








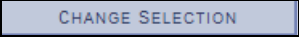





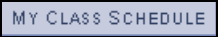
## Distance Learning Class Search

1.	From the MaineStreet portal, click the <b>Student Self-Service</b> link. 
2.	Click on <b>Student Center</b> , and then click on <b>Self Service</b> in the menu on the left.
3.	Click the <b>Distance Learning Class Search</b> link.
4.	The Distance Learning Class Search feature enables you to search for Distance Learning classes and add them to your <b>Wish List</b> . After adding classes to your Wish List, you can enroll in them.  You are required to enter the <b>Academic Term</b> and <b>Location</b> to search for a class.
5.	Select the appropriate <b>Academic Term</b> .
6.	<b>Web/On-line</b> is the default <b>Location</b> . If you wish to select a different Location, click on the drop-down arrow in the <b>Location</b> field to look up and select the desired location.
7.	Scroll down if necessary and click on the desired <b>Location</b> to select it.  <b>Note:</b> The only <i>On Site</i> courses included in this search are those offered at University College Centers.
8.	Be aware that entering additional search criteria might limit your search results more than intended.  After entering all the search criteria you wish to use, click the <b>Search</b> button.  Click the <b>SEARCH</b> button. 
9.	If the course you wish to enroll in appears the results list, click on its link in the <b>Course Title</b> column to open the <b>Class Detail</b> page.
10.	Specifics about the class appear on the <b>Class Detail</b> page. After reviewing the Class Details, you can either return to your search results by clicking the <b>RETURN TO RESULTS</b> button, or you can add the class to your Wish List by clicking the <b>SELECT CLASS</b> button. In this example, we'll continue to add the class to the Wish List.  
11.	Click the <b>ADD TO WISH LIST</b> button. 
12.	Click the <b>Goto Enrollment</b> button. 

13.	<p>On the <b>Wish List/Select Term</b> page, you will see a line for each institution for which you have added a class to your Wish List. Select the radio button adjacent to the appropriate <b>Term...Institution</b> for the class/s you wish to enroll in.</p> <p><i>Note:</i> You will be allowed to continue the enrollment process only if you have a current enrollment appointment at that institution.</p>
14.	<p>Click the <b>Continue</b> button.</p> <p></p>
15.	<p>When you clicked <b>CONTINUE</b>, you exited the Distance Learning Class Search. You are now in the enrollment site for the institution you selected. Place a checkmark adjacent to the class/s you wish to enroll in.</p>
16.	<p>Click the <b>VALIDATE SELECTED</b> button to have the system check for possible conflicts prior to enrolling.</p> <p></p>
17.	<p>If there are issues related to your enrolling in this class, a red X will appear in the <b>Status</b> section and the information about the issue will appear in the <b>Message</b> section.</p> <p>In this example, no issues exist.</p> <p>Click the <b>Back to Wish List</b> button.</p> <p></p>
18.	<p>To enroll in the class, place a checkmark in the <b>Select</b> box adjacent to the class.</p> <p><input type="checkbox"/></p>
19.	<p>Click the <b>Add Selected</b> button.</p> <p></p>
20.	<p>Click the <b>Finish Enrolling</b> button.</p> <p></p>
21.	<p>The <b>Message</b> section on the <b>Add Classes</b> page now shows the class has been added to your schedule. You have successfully completed the enrollment process for the institution.</p> <p>Click the <b>MY CLASS SCHEDULE</b> button to view the class/s you've enrolled in for this institution.</p> <p></p>
22.	<p>If there are classes from other institutions on your multi-campus wish list that you want to enroll in, click the <b>wish list</b> tab.</p> <p></p>
23.	<p>On the <b>Wish List</b> page, click the <b>CHANGE SELECTION</b> button.</p> <p></p>
24.	<p>On the <b>Wish List/Select Term</b> page, select the radio button for the appropriate Term/Institution.</p>
25.	<p>Click the <b>Continue</b> button.</p> <p></p>



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26.	Classes you added to your Wish List for that institution, but haven't enrolled in, appear listed.  Select the class you want to enroll in.
27.	Click the <b>Add Selected</b> button. 
28.	Click the <b>Finish Enrolling</b> button. 
29.	Click the <b>My Class Schedule</b> button. 
30.	The <b>My Class Schedule</b> page lists all class/s you've enrolled in at this institution.  Select [ <b>Enter</b> ] to end topic.
31.	<b>End of Procedure.</b>

Section

