Instructions: Enroll/Register/Add a Course using Class Search

1. Log into Galaxy and select ‘Orion Student Center’ from your Orion Self-Service menu.

2. Select the ‘Manage Classes’ Tile.

3. Select ‘Add a Class’.
4. Select the Term and click ‘Continue’.

5. Select the Class Search radio button and click Search to search the class schedule, if the 5-digit Class Number is not known.
   - Or enter the 5-digit class number and search.
6. Using the drop-down option select the **subject**, input the **course number** and click **Search**.
   a. The search requires at least 2 search criteria.
   b. **Additional Search Criteria** can be used to further limit selection.

7. Choose the desired class and click the **Select** button.
8. The below window will open. Select **Next** to confirm adding the class/lab.

![Add Classes Window](image)

9. Select **"Proceed to Step 2 of 3"** located at the bottom of the screen.

![Proceed to Step 2 of 3](image)
10. Select "Finish Enrolling" to initiate the processing for the class addition.

11. When Orion has successfully added the class, it will show a green check mark in the status field and a message that the class was successfully added to the schedule.