Instructions: Enroll/Register/Add a Spring 2021 Flexible Mode Course

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. Enter the 5-Digit Class Number and click "Enter" to add the class.
   -(Or click the Search button to search the class schedule.)
6. **Select** the related secondary lecture for the **in-person meeting time** and click **Next**

![Select Secondary Lecture](image)

7. The below window will open. Select **Next** to confirm adding the class/lab. Notice that under the enrollment information heading, it shows that the course is ‘flexible mode’.  

![Add Classes](image)
8. Select “**Proceed to Step 2 of 3**” located at the bottom of the screen.

9. Select “**Finish Enrolling**” to initiate the processing for the class addition.
10. 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.

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td>Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔️</td>
</tr>
</tbody>
</table>