

# REGISTRATION INSTRUCTIONS USING VIRTUAL BRYN MAWR

Rev. 11/28/07

## To Enroll in Classes

*(To find your Enrollment Date and Time, see instructions below.)*

From the **Main Menu**:

Click on **Enrollment** (under Self Service), then click on **Enrollment: Add Classes** link. Proceed to Steps to Add Classes below.

### *Alternate Navigation:*

*Under Self Service, click on Student Center. Click on "Add a Class" (under Academics). OR Click on My Class Schedule to view any classes for which you've been pre-enrolled. Select term and click Continue, then click on the "Add" tab at the top of the page or the "Add" link at the bottom of the page.*

## Steps to Add Classes:

### **READ AND FOLLOW ADDITIONAL DIRECTIONS ON SCREENS.**

1. **Select the term** for which you are registering. Click on "Continue."
2. **MAKE SURE THE PROPER TERM DISPLAYS.** *(Classes for which you have been pre-enrolled will display.)*
3. Enter the 4 digit **Class Number** code (provided in registration materials).  
*If you do not know the code, choose the "search" option. See below for how to search for a class number.*
4. Information about the class will display. A green circle indicates an open class; a blue square indicates the class and the wait list are closed. **NOTE:** *When a class is full, but there is space on the **wait list**, a yellow triangle icon will appear next to the course name. To the right of the yellow triangle, a check box, "Wait list if class is full" will also appear. Click in the box then proceed. If it is the class and section you want, click the "NEXT" button. Continue to add classes until you are finished or add classes one at a time.*
5. Click on the "**Proceed to Step 2 of 3**" button at the bottom of the page to move to the next step to view and confirm your choice/s.
6. Click the "**Finish Enrolling**" button. Your classes will be displayed. All classes with a green check have been added to your schedule. A red X means an error has occurred; the error will be described in the Message box. Follow the instructions in the message box. (Also see additional instructions below **to wait list a class.**)  
*If you receive the Error Message below\*, and there is a blue square, indicating the class is closed, that means that the wait list is also closed. If there is a yellow triangle, that means there is space on the wait list and you can proceed as instructed.*  
*\*Error: Class 2019 is full. If a wait list is available, click Fix Errors to return to step 1. Click the class link, select the wait list option and resubmit your request.*
7. Once you have added your classes, your schedule will display. At the bottom of the page there are links to "My Class Schedule" "Add," "Drop," and "Swap" classes.

## To Search for a Class Number

**NOTE:** *To save time searching for a Class Number, enter the Virtual Bryn Mawr 4 digit Class Number provided in registration materials, OR*

When you do not know the 4-digit Class Number, use the Search for Classes option. Clicking the Search button will take you to a short search screen.

Click in the **Course Subject** box and type "S". A list will display; select "Social Work and Social Research" from the list.

In the **Course Number** box\*, enter the course catalog number. (All course catalog numbers are preceded by a "B" for Bryn Mawr; e.g., B319).

In the **Course Career** box, click on the down arrow; select: "G Social Work/Social Research"  
Click **Search**.

**\*NOTE:** *If you wish to see a list of all Social Work classes, leave the "Course Number" box blank and click Search. If a class does not appear, it may be full. If you want to try to **wait list** a class, uncheck the "show open classes only" box on the search screen before you click "Search."*

## **To Wait List a Class**

Select the class you want to wait list by entering the 4 digit class code number provided in registration materials, or search for the number (see above).

When a class is full, but there is space on the wait list, a yellow triangle icon will appear next to the course name. (A green circle indicates an open class; a blue square indicates the class *and* the wait list are closed). To the right of the yellow triangle, a check box, “Wait list if class is full” will also appear. Click in the box then click the “Next” button.

After you have clicked the “Finish Enrolling” button, you should see a message to the right of the class you attempted to wait list. If successful, there will be a green check indicating you are enrolled on the wait list. The message will indicate that the class is full and you have been placed on the wait list. The message will also indicate your position on the wait list.

If there are no more spaces on the wait list, a blue square icon will appear indicating the class and the wait list are “closed.” Also, the check box option “Wait list if class is full” will not appear.

## **To Find Your Enrollment Date and Time**

Under Self Service, click on **Enrollment**, then **Enrollment Dates**.

Under **Select Term**, click to select the term for which you are registering, then click on **Continue**.

Your enrollment appointment date and time will display.

At the bottom of the screen, you can click on the “**Add Classes**” button to begin registering and go to step 2 under **Steps to Add Classes** above.

**Adding a class:** Click on the **Add** link; you can either enter the class number or search for the course as above.

**Swapping a class:** If you want to drop a class and add a class simultaneously, you can use **Swap**. Click on the **Swap** link. Choose the course you want to drop from the drop down menu in the “Swap this class” section. In the “With this Class” section enter the class number of the course you want to add (or search). Verify your choices and click on “Finish Swapping.”

**Dropping a class:** Click on the **Drop** link. All of the courses for which you are registered will display in a grid. Select the course you want to drop by clicking in the Select box to the left of the course title, then click the “Drop Selected Classes” button. Confirm your selection on the next page, and click on “Finish Dropping.”

**Check Your Registration:** After each action it is a good idea to click on the **My Class Schedule** link and review the changes you have made. The system will display the courses for which you are registered or wait listed, along with additional course information.

**Class Schedule display:** From the Main Menu, click on **My Class Schedule** (under Enrollment); select term. To see your courses displayed in a weekly grid, click on **Weekly Calendar View**.

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## **Logging Out:**

To protect your privacy **remember to log out** of Virtual Bryn Mawr.

When you are finished, click “**Sign out**” in the upper right hand corner.