On the OSS Home Page you click on 'Search for a Unit'. This will bring you to this Enrollment page.

1. Click on 'Advanced Search'.
2. On Advanced Search page enter the appropriate information to search for desired unit/course.

- **Career** - select from drop down
  - Associate
  - Bachelor
  - Master
  - Non-Matric

- **Term Calendar** - select from drop down
  - Undergraduate - Examples
    - Spring 05
    - Summer 05
    - Fall 05
  - Graduate - Examples
    - January 05
    - March 05
    - May 05
    - July 05
    - September 05
    - November 05

- **Location**
  - Enter the Location of desired campus or center or click on the Flashlight to search for campus or center.

- **Unit Code/Title**
  - Enter the unit code or click on the flashlight to search for unit/course.

3. Click 'Go' button.

Scroll down to see a list of units/courses that meet your search criteria.

4. Click on the 'Enrollment Cart' Icon to select unit/course and add it to your enrollment cart.
The Enrollment Cart page will appear and show the list of units/courses in your enrollment cart.

6. Click on 'Submit Enrollment Cart' to add these units/courses to your schedule.

**NOTE: Until the enrollment cart is submitted, you are not enrolled in the units/courses.**

If you wish to remove any of the units/courses from the cart, click in the checkbox to the left of the unit/course list. Click on 'Remove' to take that unit/course out of your cart.
8. Click 'Show' to see your schedule.

To print a copy of your schedule go to Menu Bar on your browser and select File/Print.

7. Click on 'View Your Schedule' to go to my schedule page.

A Confirmation page will appear that informs you that your units/courses have been added to your schedule.
**Error or Warnings** messages sometime display during the enrollment process. List below are some common messages you might see.

**Error**
Your enrollment was not successful due to errors as below.
You cannot enroll for or update the credit points for the unit section. Maximum allowed credit point is reached.

**Error**
The unit could not be added to Enrollment Cart due to the errors listed below.
You cannot enroll in unit section CIS211. This unit section has a prerequisite.

**Error**
The unit could not be added to Enrollment Cart due to the errors listed below.
You cannot enroll for this unit section. There is a time conflict with the existing unit section.
Warning: You cannot enroll in unit section ECT112. This unit section has a prerequisite. You must add the co-requisite or drop this unit section before you can enroll in any classes in your cart.

Other error messages you might see are telling you that the unit/course is:

- already scheduled
- already sitting in your enrollment cart

Check your schedule or enrollment cart.

**Warning**
Click the View Enrollment Cart button to view your enrollment cart and finalize enrollment or click Add Another Class to add additional classes to your enrollment cart.
Warning: The selected unit section is not located at your home campus.

**Warning**
Click the View Enrollment Cart button to view your enrollment cart and finalize enrollment or click Add Another Class to add additional classes to your enrollment cart.
Warning: The selected unit section is not located at your home campus.
Warning: You cannot enroll in unit section ECT112. This unit section has a prerequisite. You must add the co-requisite or drop this unit section before you can enroll in any classes in your cart.

Error Messages like these will stop you from enrolling in the unit/course selected. Some of the typical errors are:

- Exceed maximum allowed credits
- Prerequisite not met
- Time conflict
- Co-requisite errors

You may also see Warning messages such as:

- Selected unit is not located at home campus
- Selected unit has co-requisite, letting you know you must also enroll in co-requisite unit/course.