

## Shopping and Registering for Courses

Zzsis, the WSU portal, is your one-stop shop for conducting your WSU business. In this tutorial, we'll show you where to view registration holds, find out when your enrollment time begins, and shop for classes.

First, you will need to log in to zzsis at [zzsis.wsu.edu](http://zzsis.wsu.edu), using your network ID and password.

On your zzsis home page, you will see the Fall 2012 Student Center pagelet. Select **Go to my Student Center**.

From your **Student Center home page**, you'll see **Holds** below the **Search for Classes** button *at the top of the right column*. Your active holds will be listed here. If you have a hold, there will also be a **Details** link provided within that section, which you can select to see more information about the hold.

You'll find the date you can register for courses in the **Enrollment Dates** section of your Student Center home page, located at the *bottom* of the right hand column. Select **Details** to see the exact time your registration appointment begins, when the semester starts, and other information.

Next we'll show you how to search for classes, and add classes to your shopping cart. From your Student Center home page, select the **Search for Classes** button.

Your **Search for Classes** page will show the next scheduled term and the **Online Programs** campus. In the **Class Search Criteria** section of the page, you have several options for how you can search for courses.

If you'd like to see *all* the courses offered in a particular subject, you can choose a **Course Subject** from the drop down menu, such as Accounting, and then select **Search**. All of the Accounting courses offered for that term will be displayed in the search results.

If you see a course you would like to add to your shopping cart, choose the **Select Class** option associated with the course.

Let's look at Accounting 230. Choose Select Class, and the **Enrollment Preferences** page appears, with enrollment information about that course. Here we see that Accounting 230 is open, has a prerequisite, and it is a three-credit course.

If you find a course that is full, but you want to be added to the wait list, select the **Wait List checkbox** on this page. When a spot opens up on a wait listed course, the student who is first on the list will automatically be added into the course. If you choose to add yourself to a wait list, you can check your status and remove yourself at any time.

Select **Next** to add the course to your shopping cart. A message will appear that indicates the course has been added.

You can search for a *specific course* from the **Search for Classes** page by choosing a subject and a number. Let's see if Criminal Justice 101 is available.

We see that there is one section of Crim J 101 offered this semester. Select the **Section link** associated with the course to see additional enrollment information, such as the maximum number of enrollments, or course capacity.

To add the course, from this page, select **View Search Results** which takes you back to the course listing, choose **Select Class**, and then from the **Enrollment Preferences** screen, select **Next**.

Say you are trying to find a course by topic, but you don't see it listed in the course subject menu. In the **Search for Classes** screen, select **Additional Search Criteria**.

As soon as you select **Additional Search Criteria**, many more search options appear below. Use the **Course Title Keyword** text box to enter a keyword. We'll type in the keyword **genetics**. Select Search, and we see that two courses are offered this fall with **genetics** in their title.

If you want to find a course that will fulfill some of your specific degree requirements, such as Writing in the Major, General Education Requirements, or University Common Requirements, select **Additional Search Criteria**, and then next to **Course Attribute**, use the drop down menu to choose which requirement you wish to search for.

With **Writing in the Major** as the criteria, we'll select Search to see what courses are available that will fulfill that requirement. We can see that there are many courses offered this semester that will fulfill the **Writing in the Major** requirement, and we'll choose English 355. Notice that English 355 also fulfills a Communication, or [C], General Education Requirement.

All WSU Online courses have a **Course Information** page, which provides important information you'll need such as required textbooks and media.

To view a **Course Information** page, in the **Enrollment Preferences** page of the course you have selected, you'll see a website address, or URL, in the **Notes** section. Highlight, then copy and paste the URL in a new tab or browser window, or right click with your mouse and select **Open Link**.

Your shopping cart link will be listed at the top of your **Search Results** page. When you want to review what you've added to your cart, select the link. If you want to remove a course from your cart, select the checkbox next to the course you wish to remove, and then delete.

Remember that you have not registered for these courses yet, but you have them in your cart.

When you schedule a time to meet with your academic consultant, let he or she know you have courses in your cart that you're interested in taking. Your academic consultant will view your cart before your meeting, and approve your choices or offer suggestions.

When your registration appointment time begins, your shopping cart will include an **Enroll** button below the courses you have in your cart. To enroll in the courses that you and your academic consultant have

agreed upon, select the check box next to each course, then select **Enroll**. The **Confirm Classes** page will show the courses you selected. Choose **Finish Enrolling** to register for those courses.

You can add, drop, or swap a course from the **Enroll** tab. Swapping allows you to change one course that you're currently enrolled in, to another open course without losing your space in the first course, should the open course fill up before you can add it. Note that you cannot swap to a course that has a wait list.

If you need to *drop* a class, we suggest that you first talk with your Academic Consultant and the Financial Aid Office, to ensure it will not set you behind in your degree plan, or affect your financial aid.

And one last note about dropping courses: Courses dropped before the first day of class will not incur a penalty, but after the first day of classes, penalties may apply. If you are considering any changes to your schedule after the semester begins, it's a good idea to check the WSU Online Academic Calendar.