How to enroll in classes at SAIC
Where do I start?

In Academic Advising, of course!
Your Academic Advisor can help you plan by going over your degree requirements and answering any questions you may have about class choices.

You will then search for classes online and put them in your shopping cart in self-service so that you can enroll in them later.

Here’s the step-by-step guide to enrolling in classes through self-service:
Step 1.
Look at course offerings for the upcoming semester to plan your schedule

The saic.edu website allows you to look for classes according to the instructor’s name, department, and area of study. You can also search by semester. The search feature gives you the dates and times of each class to help you plan.

http://www.saic.edu/coursesearch/#course_listings
Step 2.

Look at Course Descriptions

You can click on the course name when using the search feature to see what the course is about.
Step 3.
Check your enrollment date and time on Self-Service

An enrollment date is an assigned date specific to each student. This is the 1st date (and time) that you can enroll in classes. It will be sometime in November.

Go to saic.edu and click on Academics, then Registration and Records.

Next, click on Self-Service in the menu bar on the right.
login to ORACLE using the same ID and password

this brings you to the STUDENT CENTER

to make sure that you are eligible to register for classes click on ENROLL and then TERM INFORMATION. from here you can check your ENROLLMENT DATE
Step 4.
Search for classes and put them in your shopping cart!

to enroll in classes: begin by clicking on SEARCH to find the classes you want to take
from here you can search for classes, plan for future semesters, and enroll in classes

the SEARCH tab allows you to look up classes based on: day offered, subject, course number, etc...
to add the class to your SHOPPING CART click NEXT

NOTE: you are NOT yet enrolled in the class.

After your class choices are placed in your shopping cart, you must patiently wait to enroll in them on your enrollment date.

Note: The shopping cart feature does not guarantee your enrollment in the classes you choose, but rather just stores your preferences of classes. It’s a good idea to have back-up choices because classes fill up fast once students start enrolling.
Step 5.
Check for holds

A hold may prevent you from registering. A hold alerts you that there is something in your account that needs attention. There are several types of holds, placed by departments such as Academic Advising, Student Financial Services, and the Flaxman Library, that require specific actions. It’s always best to check for holds so that you can take care of them before your enrollment date.

Check for HOLDs on your account

If you have a financial or academic hold, it will be listed on the right-hand menu under “Holds”. This student does not have any holds. If there was one, it could be clicked on for more information.
Step 6.
Enroll in classes on your enrollment date!

to enroll in the class click on PLAN and then SHOPPING CART.
then click ENROLL to officially enroll in the class
It’s that easy?

Pretty much! You can always check what courses you are signed up for in your Class Schedule on self-service.

to view the classes you are enrolled in

click on ENROLL and then

MY CLASS SCHEDULE

this shows you the times and locations of all the classes you are enrolled in

underneath the ENROLL tab you can also ADD, DROP, and SWAP classes that you are enrolled in
Then What?

You should double-check your enrollment. If you want to make changes to your schedule, you should do so prior to the start of classes and meet with your Advisor to make sure you are still on track. You should also consult with your Advisor in advance regarding any questions you may have about your classes.
That’s it.
QUESTIONS?

See your Academic Advisor if you have questions or concerns.
To set up an appointment, call Academic Advising at 312-629-6800.

You can also stop by Sullivan Center 1204 for a walk-in appointment!