Cardinal Students – Manage Classes Overview

Log into Cardinal Students and select the **Manage Classes** tile from the main screen. (Note: if you are also a member of the faculty or staff at the university you'll first need to select the **Student Homepage** option from the menu in the top center of the page.)

A menu will appear with a number of options related to enrollment. Here's an overview of each option:

View My Classes: This page will display your class enrollment for the current term. You can toggle between viewing enrolled, waitlisted, and dropped classes or any combination of the three. You can also toggle between viewing classes by name or day of the week.

Enrollment Date Details: Approximately one month prior to the start of registration this page will display your enrollment appointment date for the upcoming term as well as the maximum number of credits for which you are permitted to enroll. If you are seeking permission to exceed this limit you will need to contact your academic dean's office.

Shopping Cart: This page will display the classes you've added to your cart (via the Class Search and Enroll page) for the selected term. You can use the **Enroll** button to enroll or the **Validate** button to check your eligibility to enroll in the selected courses.

Class Search and Enroll: Search for classes for the current or upcoming term by entering search terms (keywords, subject codes, course numbers) in the search box. Once results are displayed option filters will appear on the left, allowing you to limit results by subject, location, credit value, class day, class time, etc. Once a desired class is identified you can enroll or add the class to your shopping cart by selecting the class and following the on-screen prompts. Scroll further down this page for additional pointers for using Class Search and Enroll.

Drop Classes: If you no longer wish to be enrolled in one or more of your classes you will need to drop the classes on this page. Keep in mind that if you drop a class after its add/drop deadline you will receive a W (withdrawal) grade and will be responsible for all or part of the tuition charges, per the Refund of Student Charges policy. Scroll further down this page for additional pointers for using Drop Classes.

Update Classes: The university does not currently use this page.

Swap Classes: This page allows students to complete enroll and drop classes in a single transaction. Keep in mind that if you drop a class after its add/drop deadline you will receive a W (withdrawal) grade and will be responsible for all or

part of the tuition charges, per the [Refund of Student Charges policy](). Scroll further down this page for additional pointers for using Swap Classes.

Browse Course Catalog: Search for course offerings by entering search terms (keywords, subject codes, course numbers) in the search box. Once results are displayed option filters will appear on the left, allowing you to limit results by subject, credit value, semester(s) typically offered, etc. Once a desired class is identified you can add it to your planner. Note: A course being listed in the catalog does not guarantee that the course will be scheduled in a given semester.

Planner: View any courses you've designated as "planned" when browsing the catalog – and the semester(s) in which they are typically offered. Selecting the classes will enable you to view whether they've been scheduled yet for any upcoming terms.

Buy My Books: Once you are enrolled in classes you can use this page to link directly to the bookstore website to view and/or purchase your course materials.

My Class Schedule: This page will display your class enrollment for the current term. You can toggle between viewing enrolled, waitlisted, and dropped classes or any combination of the three.

My Weekly Schedule: This page will display your class enrollment for the current term on a calendar grid of class meeting times. Keep in mind that the default daily view is from 8:00 a.m. to 6:00 p.m. so if you have classes outside those times you'll need to adjust the display times accordingly to get them to show.

View my Exam Schedule: Once exam days/times are populated into the system – typically about 6 weeks before the start of exams -- you can view your exam schedule here. You can always view exam schedules outside of Cardinal Students at http://enrollmentservices.cua.edu/Registration-and-Records/FinalExams.cfm

Here are some additional tips for using the **Class Search and Enroll**, **Drop Classes**, and **Swap Classes** pages in Cardinal Students.

Class Search and Enroll

The Class Search and Enroll page enables you to search by subject code, course/catalog number, class number, or keyword. Because many of these search options will pull up multiple results, you'll also have the option of using filters to limit results to the class(es) you need. Here's an example of how this works:

1. Select the term for which you wish to view classes and then enter a keyword in the Search for Classes box. Here we've used "writing" which will pull up any course with that word in the title.

Search For Classes ⓘ

writing|

Additional ways to search

Enter your search keyword here

2. Our search resulted in 16 results – that is, 16 classes with the word "writing" in the title. Notice that the results are pre-filtered to display only open classes (classes with available seats). If you want to view closed classes as well, just select the x on the Open Classes Only filter to expand the number of results. Remember, though, that you won't be able to enroll in a closed class – although if the class has a waitlist enabled and you meet the enrollment requirements you will be able to add yourself to the waitlist.

View Search Results

16 Courses with keyword: writing

Open Classes Only ⊗

Select this X if you wish to view closed classes

DR 461
Writing for Television
1 Class Option Available

DR 661
Writing for Television
1 Class Option Available

ENG 101
Writing and Rhetoric

3. To further limit search results, select any of the filters on the left-hand side of the screen. These filters will enable you to limit results by career (undergraduate vs. graduate vs. law), subject, credit value, location (main campus, off campus, abroad, online), session, class days, class times, component, and instruction mode (in person,

online, blended). As you select filters, the search results on the screen will whittle down to what matches your criteria.

▼ Class Status		View Sc
Open Classes Only		16 Course
		Open C
▼ Course Career		
Graduate		DR 46
Law		Writing
Undergraduate		1 Class
▼ Subject		DR 66
DR / Drama		Writing
ENG / English		1 Class
IEDM / Integral Economic Dev. Mgt.		ENG 1
IEDP / Integral Economic Dev. Policy		Writing
IENG / Intensive English		2 Class
LAW / Law		ENG 1
MUS / Music		Writing
		4 Class
▼ Number of Units		ENG 3
No Credit		Creative
Less Than 3 Credits		1 Class
3 Credits		ENG 3
		Worksh

Use these filters to reduce search results

4. Select anywhere on the row for a class result to view more information. From here you'll be able to see details about the available sections of the class including section and class number, class days/times, location, instructor, and seat availability. To view even more information, select the hyperlink that shows the section and class number. To enroll or add the class to your shopping cart, select anywhere *other than* the hyperlink.

ENG 326

Workshop: Writing Improvement

★ Add to favorite courses
▸ Course Information
▾ Class Selection

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Academic Session	LEC - Section 03 - Class 1177	08/26/2019 - 12/14/2019	Tuesday Thursday 3:40PM to 4:55PM	Leahy 50	Emily Alianello	Open Seats 8 of 20	›
2	Open	Regular Academic Session	LEC - Section 02 - Class 1176	08/26/2019 - 12/14/2019	Tuesday Thursday 9:40AM to 10:55AM	Gowan 413	Amanda Rose Stack	Open Seats 6 of 21	›

Select the hyperlink to view more information

Select anywhere in the shaded area to advance to the next step

5. Review the class information and then select the Next button to advance to the next step. Note: If you are using a desktop the Next button is all the way at the top right of the screen in the menu bar (it's pretty easy to miss!).

⊗ Exit   **Class Search and Enroll**   Next ❯ ⋮

Fall 2019
Undergraduate
The Catholic University of America

1 **Review Class Selection**
   Visited

2 Enroll or Add to Cart
   Not Started

3 Review and Submit
   Not Started

Step 1 of 3: Review Class Selection

You have selected

ENG 326 Workshop: Writing Improvement

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 03 - Class 1177	Regular Academic Session	08/26/2019 - 12/14/2019	Tuesday Thursday 3:40PM to 4:55PM	Open Seats 8 of 20

6. Select whether you wish to enroll in the class now or if you'd like to add the class to your shopping cart. If you add the class to your cart you can enroll in it later by selecting the Shopping Cart option described at the top of this page. Once you've made the selection, select the Next button to advance to the next step.

⊗ Exit   **Class Search and Enroll**   ❮ Previous   Next ❯ ⋮

Fall 2019
Undergraduate
The Catholic University of America

1 Review Class Selection
   Complete

2 **Enroll or Add to Cart**
   Visited

3 Review and Submit
   Not Started

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

◉ Enroll

○ Add to Shopping Cart

7. Verify the information and select the Submit button to finalize the transaction.

8. Be sure to review the next page for confirmation on your transaction's status. If your transaction was not successful the page will display an error message. For details of what error messages mean -- and who to contact for assistance with them -- consult our Error Message FAQ at http://enrollmentservices.cua.edu/res/docs/Error-Message-FAQ.pdf.

Drop Classes

1. Select the term for which you wish to drop classes. The page will display all classes for that term in which you are currently enrolled. Use the checkboxes to select the class(es) you wish to drop and then select the Next button to advance to the next step. Note: If you are using a desktop the Next button is all the way at the top right of the screen in the menu bar (it's pretty easy to miss!).

2. Verify the information and select the Drop Classes button to finalize the transaction.
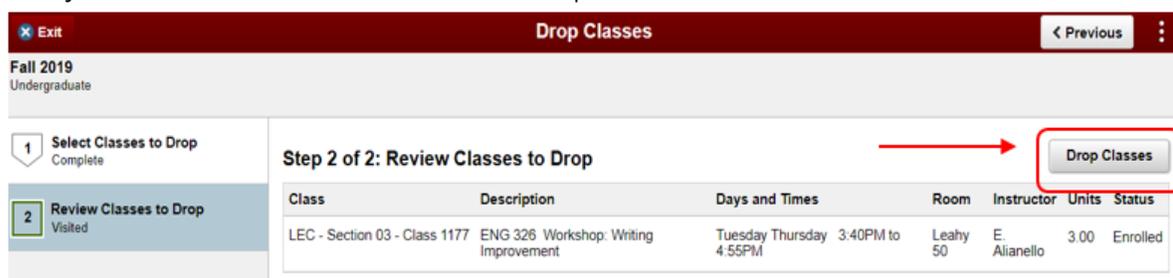
3. Select Yes to confirm that you really want to drop the classes. Keep in mind that if you drop a class after its add/drop deadline you will receive a W (withdrawal) grade and will be responsible for all or part of the tuition charges, per the Refund of Student Charges policy.
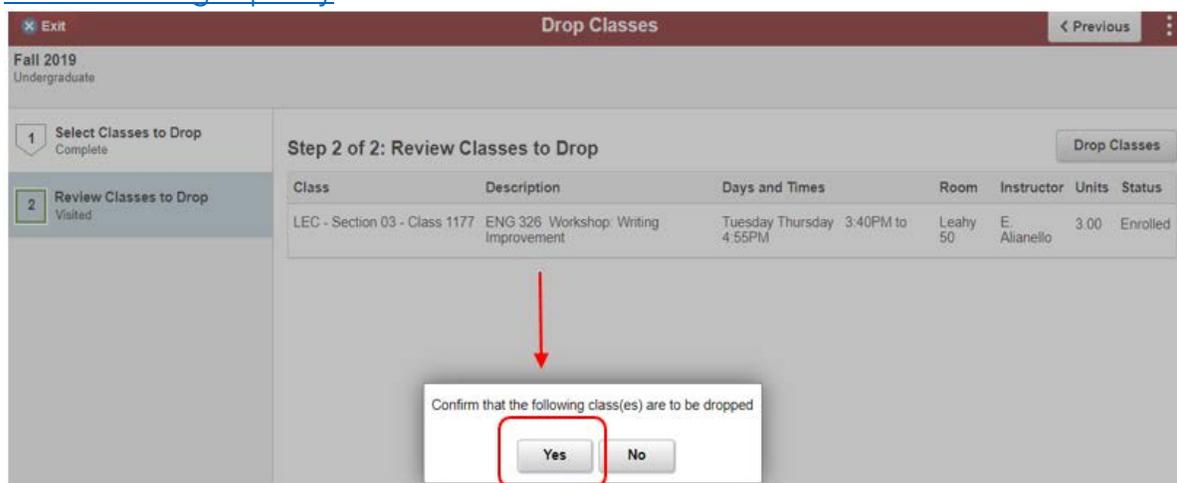
4. Be sure to review the next page for confirmation on your transaction's status. If you elected to drop a class after the add/drop deadline you'll see confirmation of your W grade on this page. If your drop transaction qualifies you for either a full or partial tuition refund the adjustment to your account will show in Cardinal Students the following day.

Swap Classes

1. Select the term for which you wish to swap classes and then use the drop-down menus to select a) the class from your schedule you wish to drop and b) the new class in which you wish to enroll. To input the new class you have three options: to search for a class, to select a class you previously added to your shopping cart,

or to enter the four digit class number for the class. (In the below example, we've entered the four digit class number for the new class.) Select the Search button to advance to the next step.

2. Verify that the information displayed on the screen matches the new class in which you wish to enroll. If so, select *other than* the hyperlink in the search result to advance to the next step.

3. Verify again that the information displayed on the screen matches the new class in which you wish to enroll and then select the Next button to advance to the next step. Note: If you are using a desktop the Next button is all the way at the top right of the screen in the menu bar (it's pretty easy to miss!).

4. Verify that the information displayed on the screen matches both the class you wish to drop and the new class in which you wish to enroll and then select the Submit button to complete the transaction.

5. Select Yes to confirm that you really want to swap the classes. Keep in mind that if it is past the add/drop deadline for the class you are dropping in this transaction you will receive a W (withdrawal) grade and will be responsible for all or part of the tuition charges, per the Refund of Student Charges policy.

6. Be sure to review the next page for confirmation on your transaction's status. If the class you dropped in this swap transaction was dropped after its add/drop deadline you'll see confirmation of your W grade on this page.