

# Adding an Interim

## 1. Step One: Click Enrollment

The screenshot shows the Academics page with a navigation menu on the left. The 'Enrollment' link is highlighted in yellow. Other links include Search, Shopping Cart, My Academics, and Schedule Planner. A 'Grades' dropdown menu is visible below the navigation links. On the right, there is a 'Legend of Class List Icons' section and a 'This Week's Schedule' table. The table has two columns: 'Class' and 'Schedule'. The first row shows 'PHY ED 482-001F FLD (11778)' under the Class column and 'OFF CAMPUS LOCATION' under the Schedule column. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

## 2. Step Two: Select Correct Term

The screenshot shows the 'Add Classes' page. At the top, there are four tabs: 'Search', 'Shopping Cart', 'Enrollment', and 'My Academics'. Below the tabs are five buttons: 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The 'Add Classes' section has a 'Select Term' dropdown menu. Below the dropdown is a table with the following data:

	Term	Career	Institution
<input type="radio"/>	Spring 2018	Undergraduate	UW Oshkosh
<input type="radio"/>	Summer 2018	Undergraduate	UW Oshkosh
<input checked="" type="radio"/>	Fall 2018	Undergraduate	UW Oshkosh

Below the table is a 'CONTINUE' button.

## 3. Step Three: Click Search

The screenshot shows the 'Fall 2018 Shopping Cart' page. At the top, there is a 'change term' button. Below it are three status indicators: 'Open', 'Closed', and 'Wait List'. The main content area is divided into two sections. On the left, there is an 'Add to Cart' section with an 'Enter Class Nbr' input field and an 'enter' button. Below that is a 'Find Classes' section with a 'Class Search' button highlighted in yellow. On the right, there is a 'Fall 2018 Shopping Cart' table with a header 'Quest Paired Class(es) Descr'. The table content shows 'Your enrollment shopping cart is empty.' Below the table are links for 'search' and 'schedule planner'.

4. Step Four: Select Subject if you have determined one. If not may leave blank Then go to Session

**Search for Classes**  
UW Oshkosh | Fall 2018  
Select at least 2 search criteria. Select Search to view your search results.

**CLASS SEARCH**

Subject   
Course Number is exactly   
Course Career   
 Show Open Classes Only

**ADDITIONAL SEARCH CRITERIA**

Meeting Start Time greater than or equal to   
Meeting End Time less than or equal to   
Days of Week include only these days   
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name begins with   
Course Keyword  ?  
Minimum Units greater than or equal to   
Maximum Units less than or equal to   
Session   
Mode of Instruction   
Location   
Class Nbr  ?

**ATTRIBUTE (TOPIC) SEARCH**

Course Attribute   
Course Attribute Value

[Return to Add Classes](#)

5. Step Five: Select three week interim

**Search for Classes**  
UW Oshkosh | Fall 2018  
Select at least 2 search criteria. Select Search to view your search results.

**CLASS SEARCH**

Subject   
Course Number is exactly   
Course Career   
 Show Open Classes Only

**ADDITIONAL SEARCH CRITERIA**

Meeting Start Time greater than or equal to   
Meeting End Time less than or equal to   
Days of Week include only these days   
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name begins with   
Course Keyword  ?  
Minimum Units greater than or equal to   
Maximum Units less than or equal to   
Session   
Mode of Instruction   
Location   
Class Nbr

**ATTRIBUTE (TOPIC) SEARCH**

Course Attribute   
Course Attribute Value

[Return to Add Classes](#)

6. Step Six: Click Search, If you do not enter a subject this will appear

Add Classes

**?** Your search will return over 50 classes, would you like to continue?

OK Cancel

7. Step Seven: Go back and Select a subject if you have one in mind.

**Search for Classes**

UW Oshkosh | Fall 2018

Select at least 2 search criteria. Select Search to view your search results.

**CLASS SEARCH**

Subject: **Mathematics**

Course Number: is exactly

Course Career:

Show Open Classes Only

**ADDITIONAL SEARCH CRITERIA**

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: begins with

Course Keyword:

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Session: **Three Week Interim**

Mode of Instruction:

Location:

Class Nbr:

**ATTRIBUTE (TOPIC) SEARCH**

Course Attribute:

Course Attribute Value:

[Return to Add Classes](#) CLEAR SEARCH

8. Step Eight: This is how the courses will appear

Sara Schrank go to ...

Search Shopping Cart Enrollment My Academics

my class schedule add drop swap term information

**Add Classes**

**Search Results**

UW Oshkosh | Fall 2018

[My Class Schedule](#) [Shopping Cart](#)

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Mathematics**, Show Open Classes Only:  
 Yes, Session: **Three Week Interim**

Open  Closed  Wait List

[Return to Add Classes](#) NEW SEARCH MODIFY SEARCH

2 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Paired Classes	Class Notes	Status
<b>MATH 101 - Elementary Algebra 2</b>								
22762	202C-LEC	MoTuWeThFr 9:00AM - 11:00AM	Swart Hall 4	Staff	01/07/2019 - 01/29/2019		<a href="#">Class Notes</a>	<input type="checkbox"/> select
<b>MATH 106 - Trigonometry (204)</b>								
22558	202C-LEC	MoTuWeThFr 9:00AM - 11:00AM	TBA	Staff	01/07/2019 - 01/29/2019			<input type="checkbox"/> select

[Return to Add Classes](#) NEW SEARCH MODIFY SEARCH

9. Step Nine: Select the course you wish to take.

[Return to Add Classes](#)       

1 class section(s) found

**MATH 101 - Elementary Algebra 2**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Paired Classes	Class Notes	Status	
<a href="#">32765</a>	<a href="#">301C-LEC</a> <a href="#">3W - Interim</a>	MoTuWeThFr 9:00AM - 11:00AM	Swart Hall 4	Staff	01/07/2019 - 01/25/2019		<a href="#">Class Notes</a>		<input type="button" value="select"/>

**MATH 106 - Trigonometry (XM)**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Paired Classes	Class Notes	Status	
<a href="#">32558</a>	<a href="#">302C-LEC</a> <a href="#">3W - Interim</a>	MoTuWeThFr 9:00AM - 11:00AM	TBA	Staff	01/07/2019 - 01/25/2019				<input type="button" value="select"/>

10. Step Ten: Click Next to add it to your shopping cart.

**Class Preferences**

MATH 101-301C    Lecture    Open    Grading:     Units: 2.00

Session: Three Week Interim  
Career: Undergraduate

Enrollment Information

- Instructor Consent Required to drop once enrolled
- Prerequisite: Mathematics 100 with a C or better or placement

  

Section	Component	Days & Times	Room	Instructor	Start/End Date
301C	Lecture	MoTuWeThFr 9:00AM - 11:00AM	Swart Hall 4	Staff	01/07/2019 - 01/25/2019

11. Step Eleven: Click Proceed

Open     Closed    Wait List

Add to Cart: Enter Class Nbr

Find Classes:  Class Search

**Fall 2018 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status	Quest Paired Class(es) Descr
	MATH 101- 301C (32765)	MoTuWeThFr 9:00AM - 11:00AM	Swart Hall 4	Staff	2.00		

12. Step Twelve: Click Finish Enrolling to finalize the process of adding an Interim

Open     Closed    Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 101-301C (32765)	Elementary Algebra 2 (Lecture)	MoTuWeThFr 9:00AM - 11:00AM	Swart Hall 4	Staff	2.00	