1. Gather your information
   a. Network ID
   b. Password
   c. List of courses that you want to take
2. Sign in to Zzusis (zzusis.wsu.edu)

3. Go to your Student Center
   a. To get there, click on this part of the screen
   b. Make sure you are ready to enroll by checking your holds, knowing who your advisor is, and knowing your registration time.
      i. Holds: You can find your holds here

1. If you have an undergraduate advising hold, contact your advisor. If you do not have an advisor, contact the CACD (Center for Advising and Career Development) and they will assist you.
ii. Advisors: You can find out who your advisor is here

iii. Know when your registration appointment is

1. Your registration appointment is the time and the day that you will be eligible to enroll in your courses through your Zzusis account.
2. You can find your registration appointment here

3. “Open Enrollment Dates” means that you will be able to enroll on April 15th, 2013.

4. Enroll in Courses
   a. Go to the grey bar that says “Academics”
      i. Click the blue link underneath it that says “Enroll”
      Marisa’s Student Center

   b. Select Classes to add to your “shopping cart”
      i. What is a shopping cart?
1. It is a piece of software where you can add and remove classes that you are thinking about enrolling in. When you like what is in your shopping cart, you can “check out”. When you check out, the courses in your shopping cart become the courses that you are enrolled into.

ii. In the blue box you can add classes to your “shopping cart” in two ways

1. If you know the class number then you can type it here:

   ![Image of Add to Cart: Enter Class Nbr](image)

   - Open
   - Closed
   - Wait List

   - [Enter]

   - Find Classes
     - Class Search
     - My Requirements
     - My Planner

   - search

   ![Image of 2013 Spring Semester Shopping Cart](image)

   - Your enrollment shopping cart is empty.

2. If you do not know the class number, you can look it up here

   ![Image of Add to Cart: Enter Class Nbr](image)

   - Open
   - Closed
   - Wait List

   - [Enter]

   - Find Classes
     - Class Search
     - My Requirements
     - My Planner

   - search

   ![Image of 2013 Spring Semester Shopping Cart](image)

   - Your enrollment shopping cart is empty.

   a. Find the class and section you want
   b. Click the green “select class” box
   c. Click the black “Next” button

   ![Image of Class Schedule](image)

   - Class Nbr
   - Section
   - Component
   - Schedule
   - Room
   - Instructor
   - Status

   - View All Sections
   - Add to Cart
   - Cancel
   - Next

   - Center for Undergrad Edu 518
   - A. Dingra, C. Hendrickson

   - Open

   - [Next]

   - [Cancel]

   - [Add to Cart]

iii. When you have all of the classes that you want to take this summer in your shopping cart, it is time to finish enrolling.

   1. In the bottom right hand of the screen, click on the black box that says “Proceed to Step 2 of 3”
2. If everything on this screen looks correct, click on the black box in the bottom right corner that says “Finish Enrolling.”

5. What the different symbols in your enrollment center mean:
   a. Green Circle: This symbol means that the class is open and that you are able to enroll.
   b. Blue Box: This symbol means that the class has been closed because it is full. You must contact the instructor and request to be added to the course if you would like to take a class with a blue box next to it.
   c. Yellow Triangle: This symbol means that the class is full, but that you will be placed on a waiting list to be automatically enrolled if other students drop out of the course.

6. Things to look out for:
   a. If there is no class number, or schedule line number, next to the course that you want to enroll in, then you must contact the department to get the class number. In the image below I have highlighted where the class number will be located when you search for courses in Zzusis; if there are no numbers there then you must contact the department.
b. If there is department consent required to enroll in the class, you must contact the department that offers the class and they will give you permission.

c. If a class requires certain pre-requisites that you have met at another university or at some other time during your school, you can contact the department that offers the course and request that they override your pre-requisites.
   i. Pre-requisites are classes you have to get a C or better in before you can continue to more advanced classes.
   ii. You can learn if a class has pre-requisites by clicking on the blue link next to the word “Section”

   iii. EXAMPLE: Math 106/108 is a pre-requisite for Math 171. You must have received a C or better in Math 106/108 before you are able to enroll in Math 141.
7. If you have any problems enrolling, please contact us in the WSU Summer Session office!
   a. E-Mail: summer@wsu.edu
   b. Phone: 509-335-2238
   c. Office: French Administration Building, Room 346