

How to Enroll in MLANG 001

Go to <https://isis.k-state.edu>, and sign into the system using your eID and password.

In the upper left-hand corner, click on **Enrollment**. On the next screen, in the upper right-hand corner, click on **Enrollment: Add Classes**.

On the following screen, select the term during which you are studying abroad, and click **Continue**. Note: If you are studying abroad for more than one term, you will need to complete the enrollment process for each term separately.

The screenshot shows the 'Add Classes' interface. At the top, there are navigation buttons: 'my class schedule', 'class search', 'add', 'drop', and 'edit'. Below these are 'Add Classes' and 'Select Term' labels. A table titled 'Select a term then click Continue.' has three columns: 'Term', 'Career', and 'Institution'. The 'Term' column has radio buttons for 'Spring 2008' and 'Fall 2008'. The 'Career' column has 'Undergraduate' for both terms. The 'Institution' column has 'Kansas State University' for both terms. A 'Continue' button is at the bottom right.

Term	Career	Institution
<input type="radio"/> Spring 2008	Undergraduate	Kansas State University
<input checked="" type="radio"/> Fall 2008	Undergraduate	Kansas State University

On the next screen, enter the class number in the field **Enter Class Nbr**. Check with the Study Abroad Office for the course number and section for the term that you are enrolling in. Click **Enter**.

The screenshot shows the 'Add Classes' interface. It has a '1. Select classes to add' section with instructions: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' Below this, it says 'Fall 2008 | Undergraduate | Kansas State University' with a 'change term' button. A section titled 'Add a class using one of the following:' contains a 'Search for Class' dropdown, a 'Search for Classes' input field, and a 'search' button. Below that is the 'Enter Class Nbr' field with the value '14414' and an 'enter' button.

Choose how many credit hours you will need for your study abroad program and click **Next**. Note: If you are studying abroad during the summer term, you should select 6 credit hours, and if you are studying abroad for a semester, you should select 12-15 credit hours.

The screenshot shows the 'Add Classes' interface. It has a '1. Select classes to add - Enrollment Preferences' section. It says 'Fall 2008 | Undergraduate | Kansas State University' and 'MLANG 001 - Study Abroad'. A 'Class Preferences' section shows 'MLANG 001-A Recitation' with a green 'Open' status. There are checkboxes for 'Wait List' (unchecked) and 'Wait list if class is full' (unchecked). Below that, 'Grading' is set to 'Credit/No Credit' and 'Units' is set to '1.00'. An 'Enrollment Information' section has a note: 'Students who are in the Dept of Continuing Educ (DCE) Non-Degree programs may not take this class. Please select a DCE Section.'

After you complete all 3 steps of the enrollment process, the class will be added to your **Enrollment Shopping Cart**. You can now continue through with the enrollment process as you would for any other class!

Still lost? Call the Study Abroad Office at 532-5990 or e-mail your advisor.