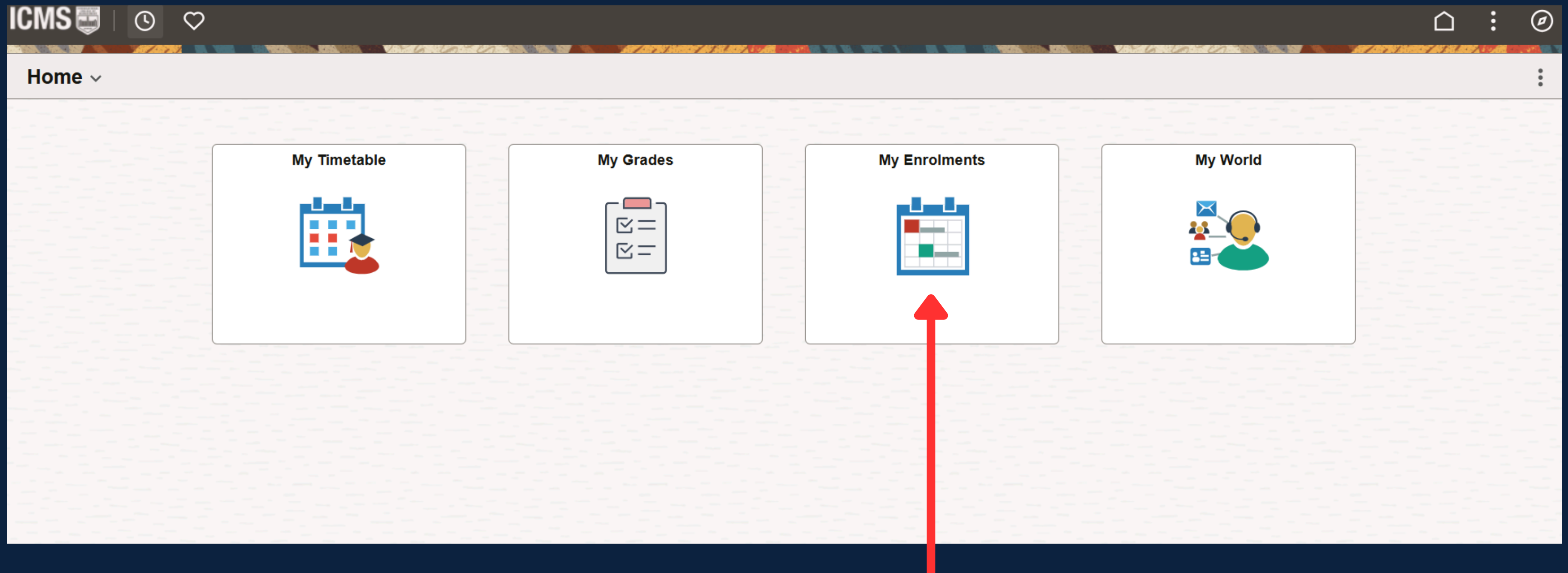


How do I **add a class**?





Step 1: Log into Avantis and select 'My Enrolments'

ICMS Enrolments [Student]

Enrollment: Add Classes

Enrollment: Drop Classes

Enrollment: Swap Classes

Sandy Beach

Go To

SearchPlanEnrollMy Academics

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

Search for Classes

InstitutionICMS

Term2025 May Trimester

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

Class Search

SubjectMarketing

Course Numberis exactly

Course CareerUndergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Clear

Search

Step 2

Step 3

Step 4

Step 5

Step 6

Step 2: Select the 'Search' tab

Step 3: Choose the correct term (the trimester you're enrolling in)

Step 4: Choose the subject from your course

Step 5: Choose your Course Career (undergraduate or postgraduate)

Step 6: Click the 'Search' button

Class Search

Sandy Beach

Go To

Search

Plan

Enroll

My Academics

My Class Schedule

Add

Drop

Swap

Edit

Term Information

Add Classes

123

Search Results

ICMS | 2025 May Trimester

My Class Schedule

Show All

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Subject: Marketing, Course Career: Undergraduate, Show Open Classes Only: Yes

Open

Closed

Return to Add Classes

New Search

Modify Search

5 class section(s) found

MKT 101A - Marketing

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1002	BM-1-CLG Regular	Mo 8:30AM - 11:30AM	NBC Room 15	Vicki Hetherington	05/19/2025 - 08/15/2025	<div></div>	
1003	BO-1-CLG Regular	Mo 8:30AM - 11:30AM	ONLINE	Vicki Hetherington	05/19/2025 - 08/15/2025	<div></div>	Select
1004	O-1-CLG Regular	We 6:15PM - 9:15PM	ONLINE	Vicki Hetherington	05/19/2025 - 08/15/2025	<div></div>	Select

MKT 102A - Consumer Behaviour

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1005	BC-1-CLG Regular	Mo 12:15PM - 3:15PM	CCS Room 05	Donna Gill	05/19/2025 - 08/15/2025	<div></div>	Select
1006	BO-1-CLG Regular	Mo 12:15PM - 3:15PM	ONLINE	Donna Gill	05/19/2025 - 08/15/2025	<div></div>	Select

Return to Add Classes

New Search

Modify Search

Step 7: Click ‘Select’ to enrol in the preferred class for your subject

Step 8: If you wish to enrol in another subject, click ‘Select’ for that one as well

ICMS Enrolments [Student]

Enrollment: Add Classes

Enrollment: Drop Classes

Enrollment: Swap Classes

Sandy Beach Go To

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2025 May Trimester | Undergraduate | ICMS

Open Closed

Add to Cart

Enter Class Nbr

Enter

Find Classes

Class Search

My Requirements

My Planner

Search

2025 May Trimester Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MKT 101A-BO-1 (1003)	Mo 8:30AM - 11:30AM	ONLINE	V. Hetherington	3.00	
	MKT 102A-BC-1 (1005)	Mo 12:15PM - 3:15PM	CCS Room 05	D. Gill	3.00	

Proceed to Step 2 of 3

My 2025 May Trimester Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
MKT 101A-BM-1 (1002)	Marketing (Class Grp)	Mo 8:30AM - 11:30AM	NBC Room 15	V. Hetherington	3.00	

Note: You can see here that 2 classes have been added to cart.

Step 9: Click the 'Proceed' button

ICMS Enrolments [Student]

- Enrollment: Add Classes
- Enrollment: Drop Classes
- Enrollment: Swap Classes

Sandy Beach Go To

Search Plan **Enroll** My Academics
My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2025 May Trimester | Undergraduate | ICMS

☒ Open ☐ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
MKT 101A-BO-1 (1003)	Marketing (Class Grp)	Mo 8:30AM - 11:30AM	ONLINE	V. Hetherington	3.00	<input checked="" type="checkbox"/>
MKT 102A-BC-1 (1005)	Consumer Behaviour (Class Grp)	Mo 12:15PM - 3:15PM	CCS Room 05	D. Gill	3.00	<input checked="" type="checkbox"/>

Cancel Previous **Finish Enrolling**

Step 10: Click the 'Finish Enrolling' button