

### **PGC Course Enrollment Directions:**

*Professional Graduate (PGC) courses are designed by CPE external partners to address unique training needs for educators and other professionals that are accompanied by university graduate credit. These are typically designed for unique student populations of the school or organization. PGC courses would include eMints and Science Pioneers. Because of the complexity of enrollment between two partners, students should follow the enrollment directions outlined below:*

**\*\*\* Before you can enroll in a course you will need to be admitted to the university. Visit the admissions page to apply <http://www.umkc.edu/admissions/>**

At UMKC the terms registration, enrollment and adding classes are all interchangeable. When you register for a class, you are obligated to pay for that class, unless you take action to drop that class during the 100% refund period. For more information about fees, see the Cashier's Statement of Financial Responsibility at <http://www.umkc.edu/registrar/registration/default.asp>.

### **Look up specific sections of courses**

How to look up specific sections of courses you wish to enroll in for the upcoming semester:

1. Log on to Pathway at <http://pathway.umkc.edu>.
  - Type in your Single Sign-on (the part of your UMKC email before the @ symbol) and password and click **Sign In**.
  - If you don't know your Single Sign-on or the password, click on **Forgot My Password**.  
**Note:** If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, Self-Service.
2. In the menu on the left, click on **Self-Service**.
3. Click on Class **Search/Browse Catalog**.
4. Select the term from the drop-down menu.
5. Select the **Search for Classes** option.
6. Search for the course you want to take to see if and when it is offered (see the Class Search FAQ if you need assistance).
7. Each section has a five-digit class number that you use to register for the class. It is displayed with the **Section** on the Schedule of classes. **Example:** Section: 0001-LEC(10007). The five-digit number in parentheses (10007) is the class number that you use to register for that section of the course.

### **Add or enroll in courses**

1. Log on to Pathway at <http://pathway.umkc.edu>.
  - Type in your Single Sign-on (the part of your UMKC email before the @ symbol) and password and click **Sign In**.
  - If you don't know your Single Sign-on or the password, click on **Forgot My Password**.  
**Note:** If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, Self-Service.
2. In the menu on the left, click on **Self-Service**.
3. In the menu on the left, click on **Student Center**.
4. Click on **Add a Class**.
5. You may either search for the class using the **Class Search** feature or if you already know the class number, type it into the **Class Number** box.

6. When you find the class you want, click the yellow **Select** button. On the next page, check the **Enrollment Requirements** and **Class Notes** to make sure you want that section of the course. Click the yellow **Next** button.

7. This places the class in your enrollment shopping cart. Placing classes in your enrollment shopping cart does not guarantee you a spot in the class until you finish enrolling in the class.

- If later you decide to not take the classes, make sure to remove them from your shopping cart so the system does not automatically enroll you.
- If the class is full and has a waitlist, you may add yourself to the waitlist by attempting to add the class. If there is space on the waitlist, you will be added to the waitlist.

8. Repeat steps 5 through 7 until you have all the classes you want in your enrollment shopping cart.

9. Once you have all the classes you want in your enrollment shopping cart, click the **Proceed to step 2 of 3** button.

10. You must now review and agree to the Statement of Financial Responsibility.

11. Review your classes one last time and click **Finish Enrolling**.

12. You will get a green checkmark for each class you have successfully added. If you do not get to the green checkmark, you are not enrolled in the class yet. The red X could be received because the class is full or because you do not meet the prerequisites for the course. You will likely need to select a different class.

13. Third Party Enrollment!

*If you are enrolling for a third party course (e.g. Science Pioneers, eLearning, Population Connections, etc.), you must go to their website and following the organization course registration process. FYI - there are two enrollments, the third party and UMKC.*