

CPE Course Enrollment Directions:

These courses meet all university standards set for graduate studies; however, they are nontraditional modes (e.g. off campus listings), terms, or times. The content, context, and instructor criteria are equivalent to campus level courses. Students must seek admission and then enroll through the university Pathway system. Please, follow the instructions 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/>, and use the Community Student option. At UMKC the terms registration, enrollment and adding classes are all interchangeable. For all the steps to becoming a student at UMKC, see the [Registration Quick Guide](#).**

Once you have been admitted to UMKC, you will receive an email from the admissions office giving you student information and instructions on access to student accounts. This may take up to 24 hours. Once you have access to Pathway (student account system), you may search and enroll in classes.

Add or enroll in courses

- a. Log on to Pathway at <http://pathway.umkc.edu>.
 - 1) Type in your Single Sign-on (the part of your UMKC email before the @ symbol) and password and click **Sign In**.
 - 2) 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.
- b. Click on **Main Menu**;
- c. In the dropdown, click on **Self-Service**.
- d. In the dropdown, click on **Class Search**.
- e. **Enter Search Criteria**, Note, you must select at least 2 search criteria then select Search to view your search results.
 - 1) Select the **Term** from the drop-down menu. You may either search for the class:
 - a. **Class Search** feature if you know the class number (4 digit):
 - i. In the **Subject** line, search and select **EDUC – Continuing Education**
 - ii. In the **Course Number** line, type the **four digit course number** in the second box
 - b. **Additional Search Criteria**
 - i. In the **Class Number** line, type the **five digit Pathway number** in the box
 - 2) Click the **SEARCH** button at the bottom;
 - 3) Review class information
 - 4) Click button to enroll
- f. 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.
 - 1) 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.
 - 2) 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.
- g. Repeat until you have all the classes you want in your enrollment shopping cart.
- h. Once you have all the classes you want in your enrollment shopping cart, click the **Proceed to step 2 of 3** button.
- i. You must now review and agree to the [Statement of Financial Responsibility](#).
- j. Review your classes one last time and click **Finish Enrolling**.

- k. 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.

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](#). Consult an Academic Advisor or the [Catalog](#), [DARS](#), or [Major Maps](#) to help you determine which courses are required for your selected major.