# Student Guide to
# Course Enrollment and Bill Payment
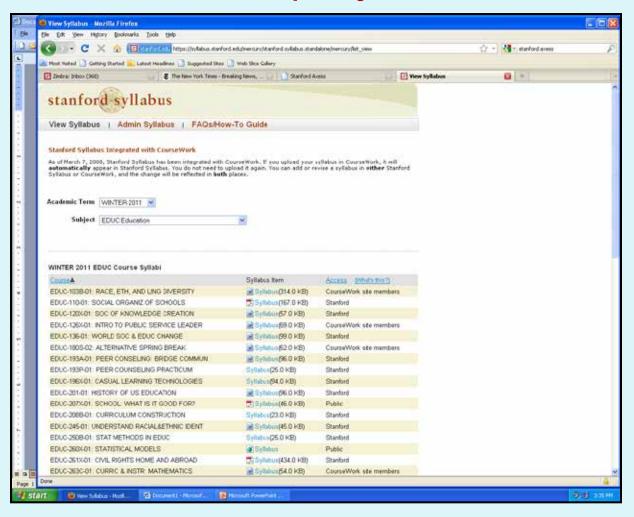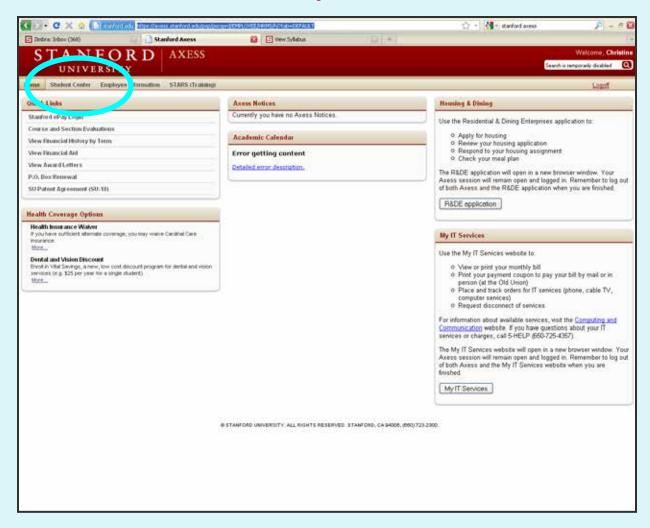
# Database of course syllabi
http://syllabus.stanford.edu/



1. Go to
http://syllabus.stanford.edu

2. Enter "Academic Term"

3. Enter "Subject"

4. Search syllabi

# How to log onto Axess and enroll in classes
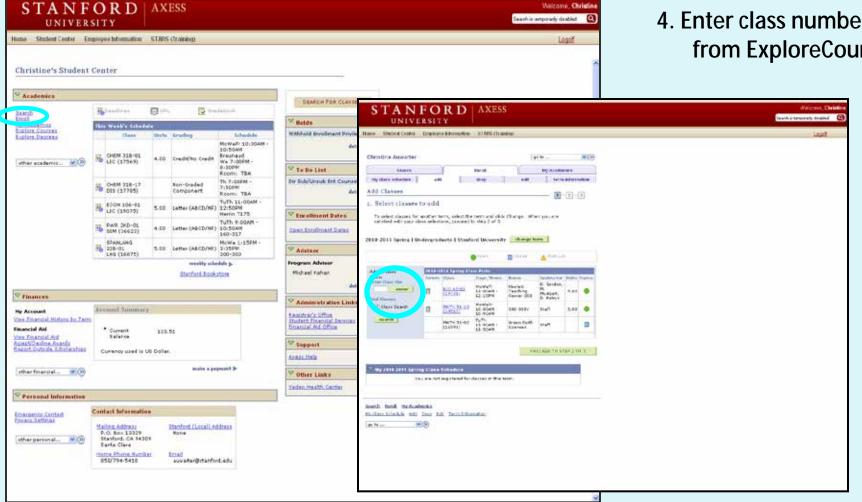## http://axess.stanford.edu



1. Log into Axess with your SUNET ID and password

2. Go to the "Student Center" tab

# Enrolling in classes (continued)

## http://axess.stanford.edu

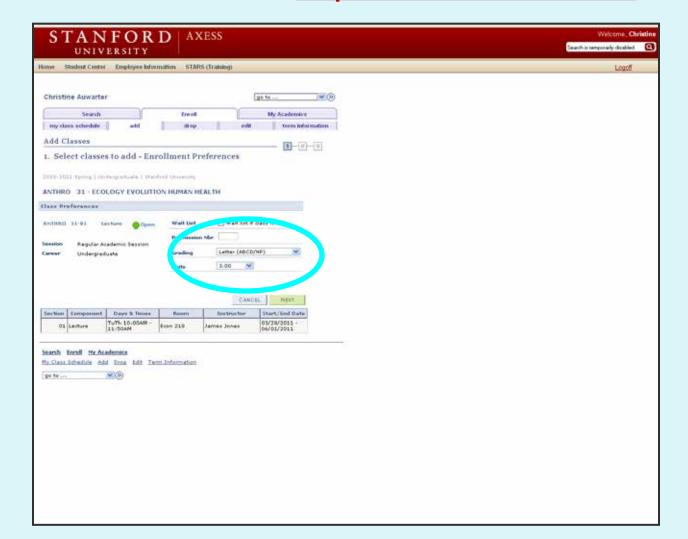3. Go to "Enroll"

4. Enter class number
   from ExploreCourses

# Enrolling in classes (continued)
## Grading and Unit Options
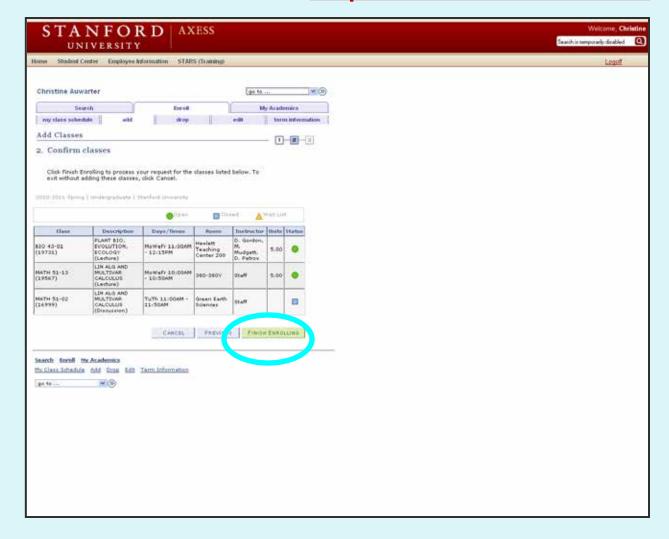### http://axess.stanford.edu



5. Make sure you have the right grading basis (letter or credit/no credit) and the right number of units

Note: You can change the units option until the Final Study Deadline & the grading option until the Change of Grading Basis Deadline

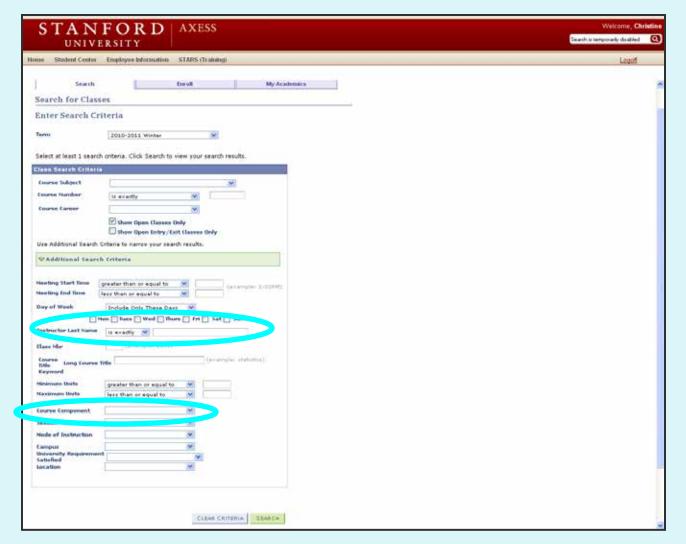http://studentaffairs.stanford.edu/registrar/academic-calendar-1213

# Enrolling in classes (continued)

## http://axess.stanford.edu



6. After clicking "Next," click "Proceed to Step 2 of 3" and then "Finish Enrolling"

# Enrolling in Independent Study
## http://axess.stanford.edu
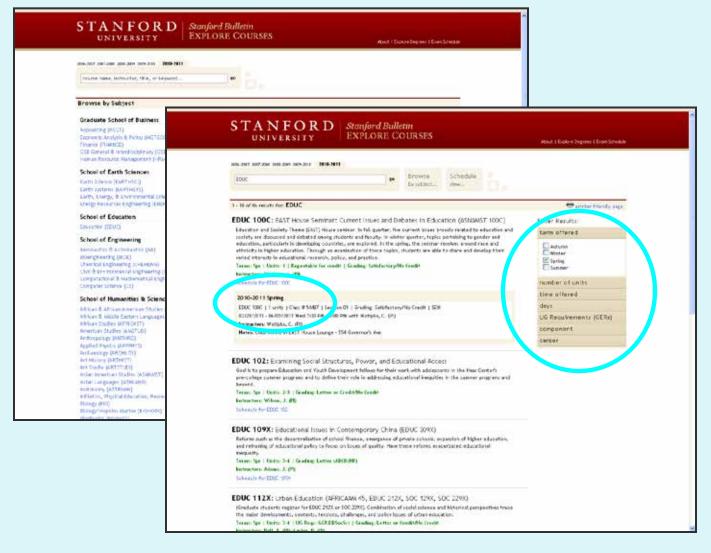


1. Under the Student Center tab, click on the "Search" link under "Academics"

2. Enter the instructor last name

3. In "Course Component" field select "Individual Study"

4. Hit "Search" and enroll in the class using the class ID number
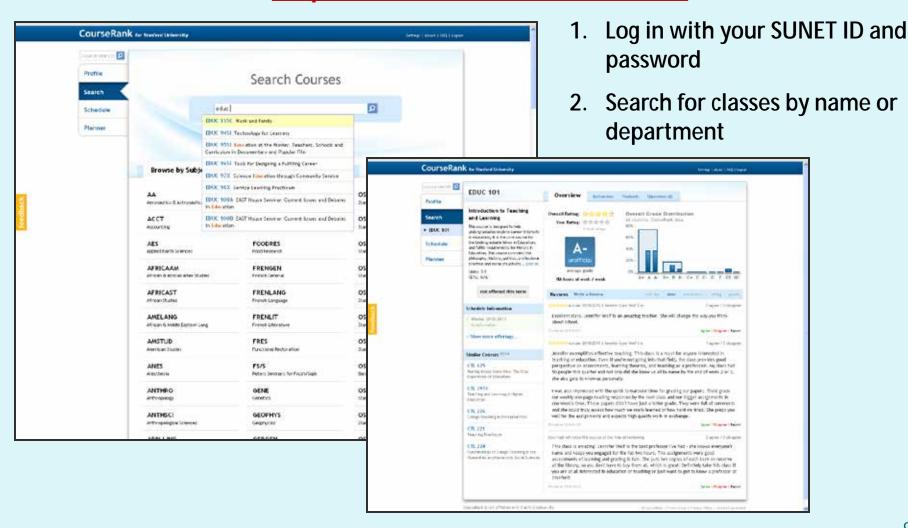
# Searching for classes on ExploreCourses
## http://explorecourses.stanford.edu



1. From the ExploreCourses website, search for classes by school, department, class name, or number

2. After clicking on a department, you can search for classes by quarter offered, units, times, and more
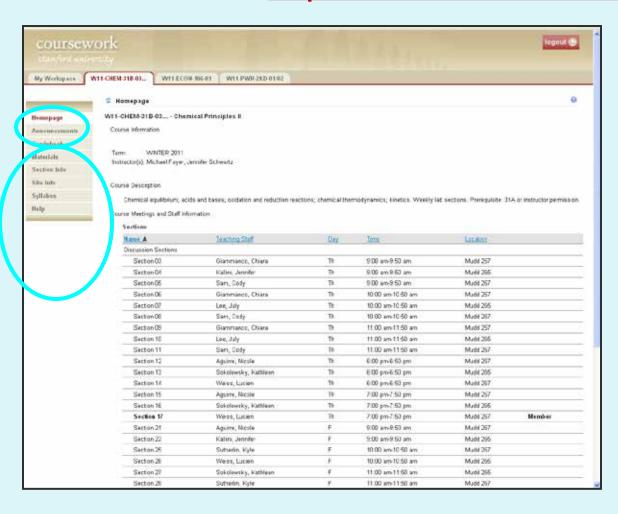
3. Hit "Schedule for _____" for more information

# Using CourseRank
## http://courserank.stanford.edu



1. Log in with your SUNET ID and password

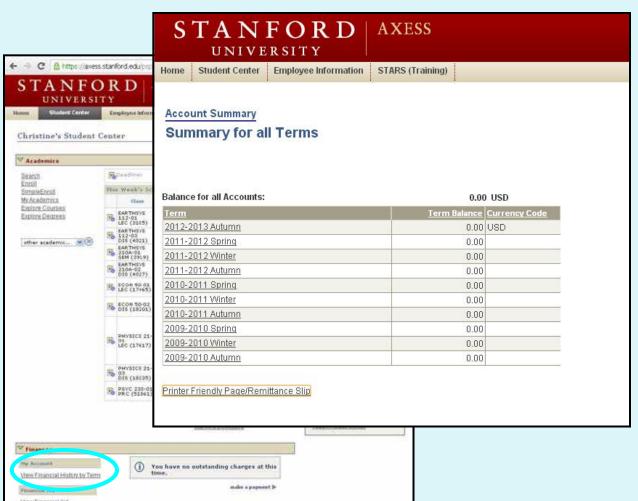2. Search for classes by name or department

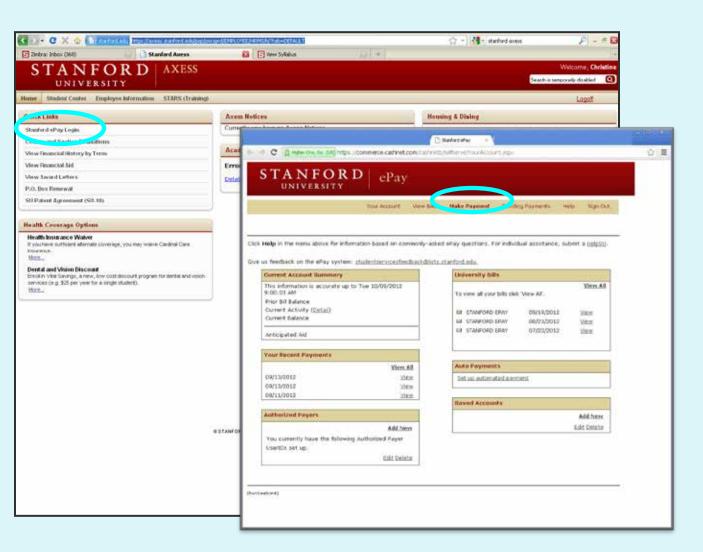# Using Coursework (continued)
## http://coursework.stanford.edu



1. Log onto Coursework with your SUNET ID and password

2. Search classes using the tabs for the classes you are enrolled in (Information is in the left sidebar)

3. To change which tabs are visible, use the "My Preferences" tab

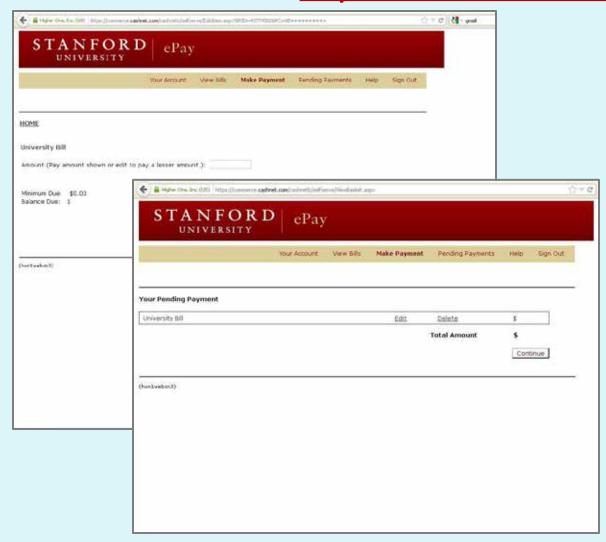# How to review your Stanford bill
## http://axess.stanford.edu



1. In Axess, in the Student Center, scroll down to "Finances" and click "View Financial History by Term"

2. Choose a quarter for a detailed view of expenses and payments

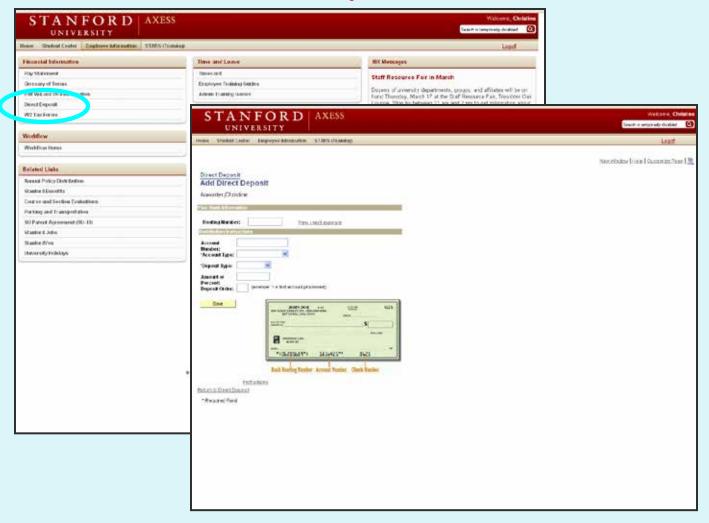# Accessing and paying your Stanford bill
## http://axess.stanford.edu



1. Log onto Axess with your SUNET ID and password

2. Click "Stanford ePay Login" on the left sidebar

3. Go to "Make Payment" on the top tab bar

# Accessing and paying your Stanford bill (continued)
## http://axess.stanford.edu



4. Enter the payment amount

5. Click "Add to Pending Payment"

6. Click "Continue" and follow directions to complete payment

# Setting up Direct Deposit
## http://axess.stanford.edu



1. Log into Axess and go to "Employee Information"

2. Click "Direct Deposit" in the left sidebar and enter your account information