Student Guide to Course Enrollment and Bill Payment

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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)

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
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