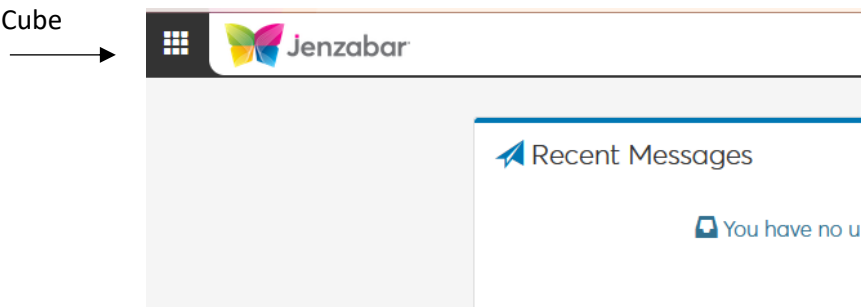


## J1 Quick Guide

# How to View Current Enrollments

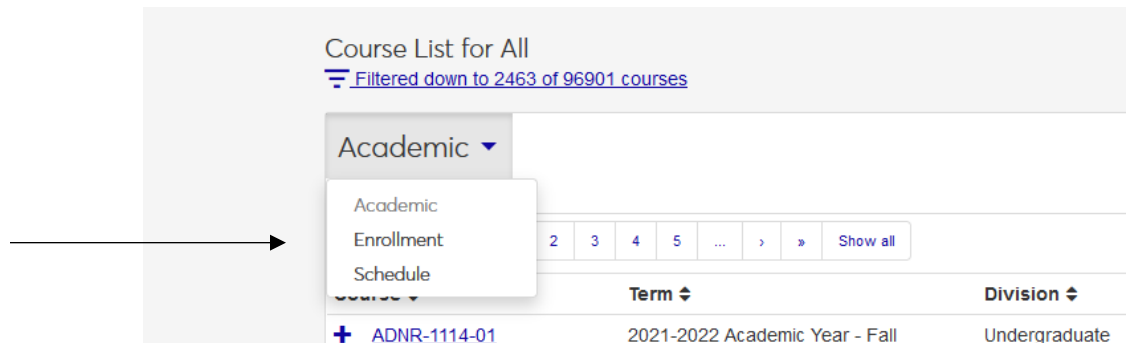
Using your SSU credentials, log in to J1 Web <https://j1web.shawnee.edu/J1Web>

Click on Rubik's Cube

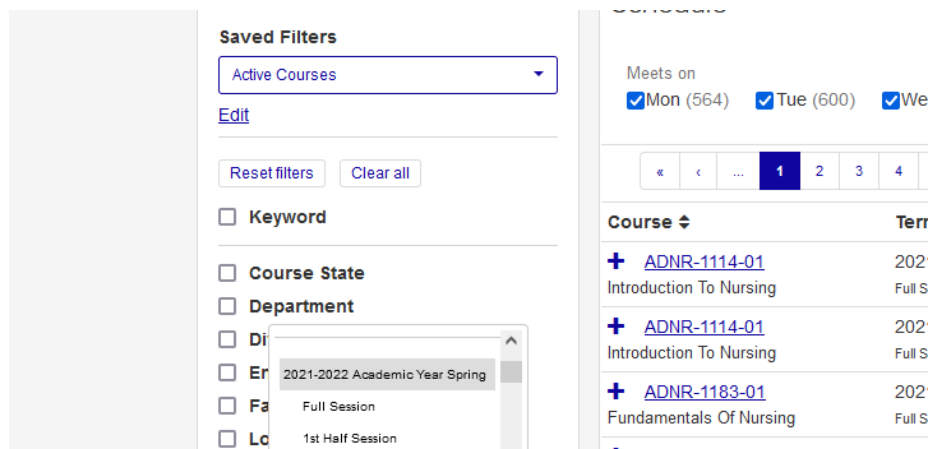


Choose **Academic Department** then choose **Manage Sections**

Click the down arrow by **Academic** and choose **Enrollment**



Filter to choose current or upcoming **Term**



You can choose one (1<sup>st</sup> Half-Session)  
or multiple sessions

Once courses are populated, you can see how many seats, the capacity and how many are enrollment

Enrollment ▾

Show Only  
 Open (21)  Full (0)

« < 1 2 > » Show all

Course ⇅	Term ⇅	Status ⇅	Seats ⇅	Capacity ⇅	Enrollment
+ <a href="#">ADNR-2284-02</a> Nursing Care Adults/Children 3	2021-2022 Academic Year - Spring	Open	9	9	0
+ <a href="#">ARTS-1103-01</a> Three-Dimensional Foundations	2021-2022 Academic Year - Spring	Open	18	18	0
+ <a href="#">ARTS-1103-02</a> Three-Dimensional Foundations	2021-2022 Academic Year - Spring	Open	18	18	0
+ <a href="#">ARTS-36210-2</a> Digital Paint 1	2021-2022 Academic Year - Spring	Open	0	0	0

Use the check mark boxes at the top to search for classes that have seats available (Open), or are Full.