

ADD CLASSES

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Student Center

Under Academics:

3. Click Enroll

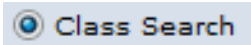
4. Select the appropriate Term

5. Click 

To select classes to add:

Option #1 Enter Class NBR

Option #2 (If you don't know the class NBR)

1. Click  button

2. Click 

3. Populate the Course Subject, Course Number, and Course Career.

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	<input type="text" value="Mathematics"/>
Course Number	<input type="text" value="is exactly"/> <input type="text" value="103"/>
Course Career	<input type="text" value="Undergraduate"/>
	<input type="checkbox"/> Show Open Classes Only
	<input type="checkbox"/> Show Open Entry/Exit Classes Only

Example – Math 103 – College Algebra

Subject = Math Course # = 103

(To show both open and closed classes, uncheck the “Show Open Classes Only” box.)

Continue on next page

4. To choose the class you wish to add to your schedule, click [select class](#)
5. Click [NEXT](#) to add the class(es) to your shopping cart
6. To add more classes to your shopping cart click the [SEARCH](#) button

Repeat this process until all classes have been selected.

7. When you are satisfied with your class selections, click [PROCEED TO STEP 2 OF 3](#)
8. To OFFICALLY add the classes onto “My Class Schedule” click [FINISH ENROLLING](#)
9. Click on [My Class Schedule](#) to confirm
10. Print a copy of your schedule and review