

ADD CLASSES

1. Log onto the Campus Connection Portal

Under Academics:

2. Click Enroll

3. Select appropriate Term

4. Click 

To select classes to add:

Option #1 Enter Class NBR

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

1. Click Class Search

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

(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 

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 OFFICIALLY 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