

## Campus Connection User Tutorial Register for Classes (Add)

1. Log on to the Portal
2. Click on: **Enrollment > Enrollment: Add Classes**
3. Select the term, click 'Continue'.
4. If *4 or 5 digit* class number is not known, use the 'Class Search' to search for a course.

5. Use pull-down option to find 'Course Subject'. Enter *3-digit* course number if known and click on 'Search.'
- Note: To view all available courses in a subject, leave catalog number blank. Use additional search criteria to search by instruction mode, career level, time, instructor, etc.*

6. Click on section hyperlink for course details (course fees, prerequisites, course description, general education, course restrictions, etc.)

View All Sections					
		First		1-3 of 4	Last
<b>Section</b>	<a href="#">01-LEC(4574)</a>	<b>Status</b> ●			
<b>Session</b>	Regular				
	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	
	TuTh 11:00AM - 12:15PM	NDSU South Engineering, Rm 120	Herbert Snyder	08/25/2008 - 12/19/2008	
<b>Section</b>	<a href="#">02-LEC(4575)</a>	<b>Status</b> ●			
<b>Session</b>	Regular				
	<b>Days &amp; Times</b>	<b>Room</b>	<b>Instructor</b>	<b>Meeting Dates</b>	
	TuTh 2:00PM - 3:15PM	NDSU South Engineering, Rm 118	Herbert Snyder	08/25/2008 - 12/19/2008	

7. To select your desired section, click on 'Select Class.'

View All Sections First 1-2 of 2 Last

Section [01-LEC\(4566\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	NDSU Ag & Bio Sys, Rm 223	Donna Dietz	08/25/2008 - 12/19/2008

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Section [02-LEC\(7014\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 1:00PM - 1:50PM	NDSU Ag & Bio Sys, Rm 223	Donna Dietz	08/25/2008 - 12/19/2008

8. Click on 'Next' to add class to Enrollment Shopping Cart.

**Class Preferences**

**ACCT 102-01** Lecture ● Open **Wait List**  Wait list if class is full

**Grading** Graded

**Session** Regular Academic Session **Units** 3.00

**Career** Undergraduate

CANCEL [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 12:00PM - 12:50PM	NDSU Ag & Bio Sys, Rm 223	Donna Dietz	08/25/2008 - 12/19/2008

9. To add another class to the Enrollment Shopping cart, repeat steps 4-8. If finished adding classes to the Enrollment Shopping cart, click on 'Proceed to Step 2 of 3.'
10. Confirm class(es) and click 'Finish Enrolling'.
11. Watch for *Success/ Error* messages.

**Note:** Courses with errors are not added to your schedule. Check for holds and obtain class permission, if applicable.

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ACCT 102	<b>Success:</b> This class has been added to your schedule.	✔
ACCT 201	<b>Error:</b> Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✘

12. Click on [My Class Schedule](#) to review for accuracy. Print a copy if desired.
13. Sign out of the portal.