

## 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="Philosophy"/>
Course Number	<input type="text" value="is exactly"/> <input type="text" value="101"/>
Course Career	<input type="text" value="Undergraduate"/>
	<input checked="" type="checkbox"/> Show Open Classes Only
	<input type="checkbox"/> Show Open Entry/Exit Classes Only

Example - . PHIL 101 – Intro to Philosophy

Subject = Philosophy Course # = 101

Course Career = Undergraduate

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

Continue to next page

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 OFFICIALLY add the classes onto “My Class Schedule”

click **FINISH ENROLLING**

6. Click on [My Class Schedule](#) to confirm

7. Print a copy of your schedule and review