Add a Class using Class Search and Enroll

1. Access [CampusConnection](#).

2. Enter CampusConnection UserID and Password. Click [Log In].

   ![Campus Solutions Log In](image)

   **Trouble Logging In?**
   If you are experiencing any difficulties getting logged into the system, please use the links below:
   - User ID and Password Help
   - Send email to help desk
   - Guest Page

   **On your Student Homepage:**

3. Click [Manage Classes] tile.

   ![Student Homepage](image)
On your left-side menu:

4. Select [Class Search and Enroll].

5. Select the appropriate [term] and [campus]

6. Identify the class you would like to register for by searching. Search by keyword, class number, subject or instructor. Select one of the methods.

**Keyword or Class Number Search**

*Search using keywords or class number.*

A. Enter a key word or class number. Click [ ].

   **Key Word Search**
   
   Search For Classes
   
   Math
   
   Additional ways to search
   
   After completing key word search, continue to step B below.

B. From class search results, select [the course] you wish to add to your schedule.

**Subject or Instructor Search**

*Search by selecting course subject or instructor.*

A. Select [Additional ways to Search].

   **Additional ways to search**
   
   Available Subjects
   
   Mathematics
   
   Instructor Last Name
   
   Additional ways to search
   
   After completing class number search, continue to step C below.

B. Select course subject from list, then click [Search].
7. To enroll in one course, click [Enroll]. To enroll in multiple courses, click [Add to Shopping Cart]. Then click [Accept].

8. Click [Submit].
9. Click [Yes].

![Image of a confirmation dialog box asking if you are sure you want to submit, with options for Yes and No.]

10. If [Enroll] was chosen:
   - Review the status of the added class.
   - Courses added are marked with a ✓
   - Courses NOT added are marked with an ❌.

   **MATH 103 - College Algebra**
   This class has been added to your schedule.

If [Add to Shopping Cart] was chosen:
- Click [Return to Keyword Search Page].

![Image of a return to keyword search page button.]

- Repeat steps 6 – 10 until all classes have been added to your shopping cart.
- Click [Shopping Cart] [Shopping Cart]

- Select the appropriate [Term] and [Campus]

- Select the class(es) to add by placing a checkmark in the select box next to the class.

![Image of a shopping cart interface with classes listed, select boxes, and options to Enroll, Delete, and Validate.]

- Click [Enroll].
- Click [Yes].
- Review the status of the added class.

   **MATH 103 - College Algebra**
   This class has been added to your schedule.
Note: CampusConnection will not allow registrations to be processed if:

- Multiple registrations in the same course are attempted
- Time conflicts exist
- Course requirements are not met (Prerequisites)
- A “HOLD” appears your student account

On the left-side menu:

11. Click [View my Classes] to view or [My List View Schedule] or [My Weekly Schedule] to view or print.

For questions, contact Academic Records at (701)224-5420.