

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 [CONTINUE](#)

To select classes to add:

Option #1 Enter Class NBR

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

1. Click [Class Search](#) button
2. Click [SEARCH](#)
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	Philosophy
Course Number	is exactly 101
Course Career	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.)

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 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