## Registering for Classes via "Class Search and Enroll"

Step	Action
1.	Click the Manage Classes tile within the MyNIU Student system.
2.	Choose Class Search and Enroll from the left menu.
3.	Once you have searched and found the class you intend to enroll in, a caret appears in the far right of the options (circled in red below). Click the caret of the section you intend to register for.           1         Open         Eight Week - Second         ClassNbr 5592-Section L002-Component LEC         10/22/2018 - 12/15/2018         Tuesday Thursday 8.45AM to 9.59AM         Anderson Hall 130         Hope Hoffman         Open Seats 4 of 30           2         Closed         Eight Week - Second         ClassNbr 5591-Section L001-Component LEC         10/22/2018 - 12/15/2018         Tuesday Thursday 8.35PM to 1.45PM         Anderson Hall 213         Katrina Hager         Closed           3         Closed         Eight Week - Second         ClassNbr 6481-Section L003-Component LEC         10/22/2018 - 12/15/2018         Tuesday Thursday 12:30PM to 1.45PM         Anderson Hall 213         Daniel Palmer         Closed         >
4.	Once you select the class section, a multi-step guide opens. You may exit at any time, by clicking Exit, but you will not be enrolled in the class until you complete the final step – Review and Submit.



Step	Action
5.	1 Review Class Selection Visited
	Step 1 of 4: Review Class Selection You have selected KNPE 110 Relaxation Option Status Open
	Class Session Meeting Dates Days and Times Seats
	Classiful 3032-Section L002-Component LEC Eignt Week - Second 10/22/2018 - 12/15/2018 Tuesday Indusday & 40-4W to 9/04-4W
	Click the blue text below Class, to display more information about the class section.
	Class Details Meeting Information Enrollment Information Class Availability Textbook/Other Information
	KNPE 110 Relaxation
	ClassNbr 5592-Section L002-Component LEC Status : Open
	Units Grading Instruction Mode Location Campus
	1.00 Undergrad Grades In Person On-Campus Main NIU Dekalb Campus
6.	Click Next in the upper right corner to proceed to Step 2 Next >
7.	The status of each step is displayed as you progress through the Steps.
	1 Review Class Selection Complete
	2 Review Class Preferences In Progress
	3 Enroll or Add to Cart Not Started
	4 Review and Submit Not Started



Step	Action
8.	2 Review Class Preferences In Progress
	In this step, you can enter a permission number if you have/need one to enroll. If no permission is required, then you do not enter anything in the box. You may also select whether you'd like to be added to the waitlist if one exists for the class.
	You must select Accept, at the right of the window, to proceed to Step 3
	Fail 2018 Graduate Northern Binois Storersty
	Image: Complete     Step 2 of 4: Review Class Preferences     Accept       Image: Complete     Review Class Preferences     Review Class Preferences     Accept       Image: Complete     Review Class Preferences     Complete     Complete       Image: Complete     Complete     Complete     Complete
9.	3 Enroll or Add to Cart Visited
	In this step, you may choose to either enroll immediately into the class or Add to Shopping Cart. You must select Next, at the right of the window to proceed to Step 4.
	S CAL
	Fail AVIO Graduale Northern Bines University
	Review Class Steetcon     Step 3 of 4: Enroll or Add to Cart      De you wish to erroll or add the class to your Steppong Cart?     De you wish to erroll or add the class to your Steppong Cart?
	Compute Compute Computer Compu



Step	Action
10.	4 Review and Submit Visited
	In the fourth step, carefully review you class selection, then click <b>Submit</b> . Whether you selected "Enroll" or Add to "Shopping Cart," you will be prompted to
	Fall 2018 Gradien Mortene Binate Hoversty
	Review Class Selection         Step 4 of 4: Review and Submit         Submet           2) Review Class Proferences         You have selected to enroll in PORE 110: Releasation         You have selected to enroll in PORE 110: Releasation         Security 2010           3) Enroll or Add to Cart         Class         Security 2010         Days and Times         Seats
	Comparise Classifier 5922-Section L002-Component LEC Eight Week - Second 10/22/2018 - 12/15/2018 Tuenday Thursday II 45AM to 9 SeAM Open Seats 4 of 30  Review and Submit Veese Vees
11.	<b>Confirmation</b> If the enrollment or addition to your cart was successful, you will receive a message with a green checkmark. If something went wrongthe class was full, the class required permission, you didn't meet the prerequisites, there's a time conflict, you have a registration hold, etcyou will receive a message with a red X.
	Image: Second Homepage     Image: Second Homepage       Fall 2018     Constants       Constants     Constants       Income millions University     Image: Second Homepage
	WKWE 190 - Relaxation       This class has been added to your schedule.       C Class Search and Enroll     Return to Class Search Results       Torp Classes     Return to Kayword Search Page       Update Classes     Return to Kayword Search Page
12.	You have completed the Registering for Classes via Class Search and Enroll
	Tou have completed the registering for classes via class search and Enfort.