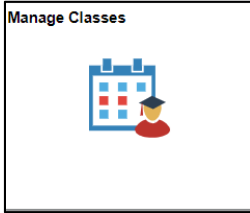
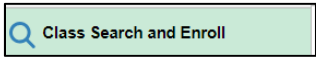

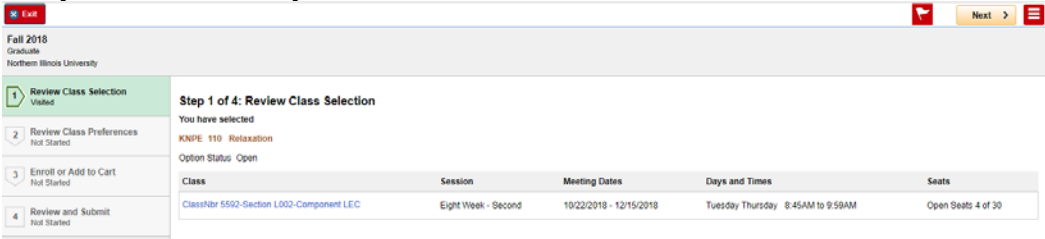

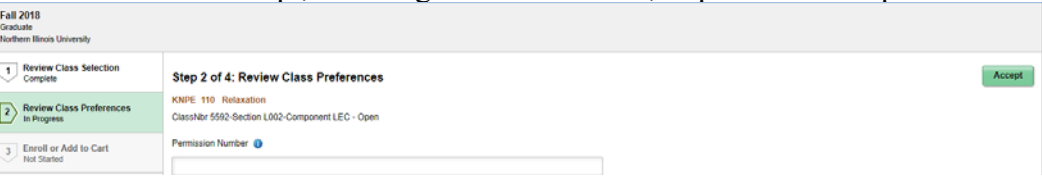
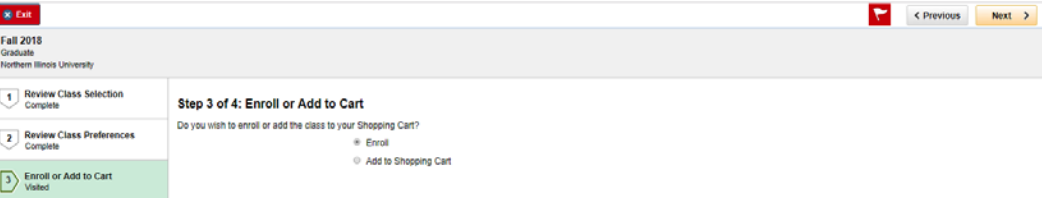
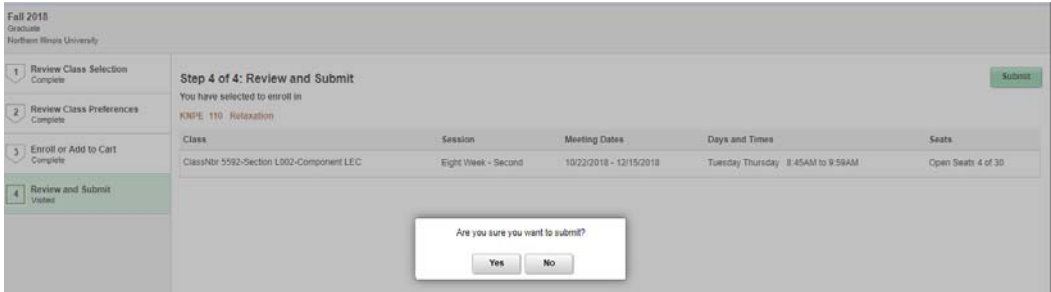
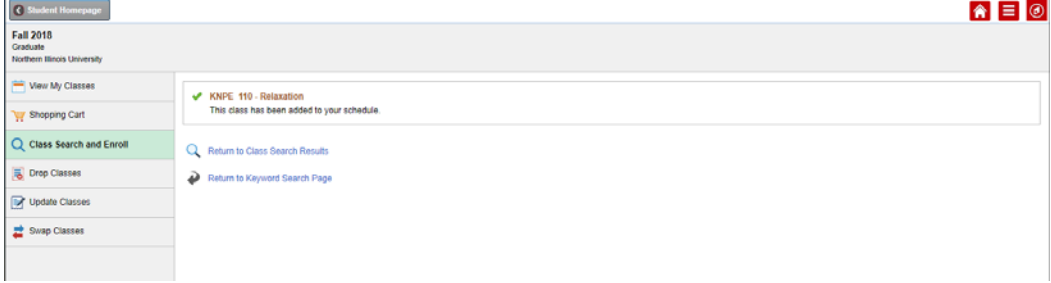


Registering for Classes via “Class Search and Enroll”

Step	Action																											
1.	<p>Click the Manage Classes tile within the MyNIU Student system.</p> 																											
2.	<p>Choose Class Search and Enroll from the left menu.</p> 																											
3.	<p>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.</p>  <table border="1"> <thead> <tr> <th>1</th> <th>Open</th> <th>Eight Week - Second</th> <th>ClassNbr 5592-Section L002-Component LEC</th> <th>10/22/2018 - 12/15/2018</th> <th>Tuesday Thursday 8:45AM to 9:59AM</th> <th>Anderson Hall 130</th> <th>Hope Hoffman</th> <th>Open Seats 4 of 30</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Closed</td> <td>Eight Week - Second</td> <td>ClassNbr 5591-Section L001-Component LEC</td> <td>10/22/2018 - 12/15/2018</td> <td>Tuesday Thursday 3:30PM to 4:45PM</td> <td>Anderson Hall 213</td> <td>Katrina Hager</td> <td>Closed</td> </tr> <tr> <td>3</td> <td>Closed</td> <td>Eight Week - Second</td> <td>ClassNbr 6481-Section L003-Component LEC</td> <td>10/22/2018 - 12/15/2018</td> <td>Tuesday Thursday 12:30PM to 1:45PM</td> <td>Anderson Hall 213</td> <td>Daniel Palmer</td> <td>Closed</td> </tr> </tbody> </table>	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 3:30PM to 4:45PM	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
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 3:30PM to 4:45PM	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.	<p>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.</p> 																											

Step	Action																									
5.	<div data-bbox="370 275 824 384" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Review Class Selection Visited </div> <p data-bbox="370 436 609 462">Step 1 of 4: Review Class Selection</p> <p data-bbox="370 464 462 483">You have selected</p> <p data-bbox="370 485 487 504">KNPE 110 Relaxation</p> <p data-bbox="370 506 467 525">Option Status: Open</p> <table border="1" data-bbox="370 533 1401 590"> <thead> <tr> <th>Class</th> <th>Session</th> <th>Meeting Dates</th> <th>Days and Times</th> <th>Seats</th> </tr> </thead> <tbody> <tr> <td>ClassNbr 5592-Section L002-Component LEC</td> <td>Eight Week - Second</td> <td>10/22/2018 - 12/15/2018</td> <td>Tuesday Thursday 8:45AM to 9:59AM</td> <td>Open Seats 4 of 30</td> </tr> </tbody> </table> <p data-bbox="360 636 1333 705">Click the blue text below Class, to display more information about the class section.</p> <div data-bbox="360 705 1401 978" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; margin: 0;">Class Information x</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1;">Class Details</td> <td>Meeting Information</td> <td>Enrollment Information</td> <td>Class Availability</td> <td>Textbook/Other Information</td> </tr> </table> <p style="margin: 5px 0;">KNPE 110 Relaxation</p> <p style="margin: 5px 0;">ClassNbr 5592-Section L002-Component LEC Status : Open</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Units</th> <th>Grading</th> <th>Instruction Mode</th> <th>Location</th> <th>Campus</th> </tr> </thead> <tbody> <tr> <td>1.00</td> <td>Undergrad Grades</td> <td>In Person</td> <td>On-Campus</td> <td>Main NIU DeKalb Campus</td> </tr> </tbody> </table> </div>	Class	Session	Meeting Dates	Days and Times	Seats	ClassNbr 5592-Section L002-Component LEC	Eight Week - Second	10/22/2018 - 12/15/2018	Tuesday Thursday 8:45AM to 9:59AM	Open Seats 4 of 30	Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information	Units	Grading	Instruction Mode	Location	Campus	1.00	Undergrad Grades	In Person	On-Campus	Main NIU DeKalb Campus
Class	Session	Meeting Dates	Days and Times	Seats																						
ClassNbr 5592-Section L002-Component LEC	Eight Week - Second	10/22/2018 - 12/15/2018	Tuesday Thursday 8:45AM to 9:59AM	Open Seats 4 of 30																						
Class Details	Meeting Information	Enrollment Information	Class Availability	Textbook/Other Information																						
Units	Grading	Instruction Mode	Location	Campus																						
1.00	Undergrad Grades	In Person	On-Campus	Main NIU DeKalb Campus																						
6.	<p data-bbox="360 1024 1084 1060">Click Next in the upper right corner to proceed to Step 2</p> <div data-bbox="370 1066 532 1121" style="border: 1px solid orange; padding: 5px; display: inline-block; background-color: #ffc107;"> Next > </div>																									
7.	<p data-bbox="360 1150 1260 1186">The status of each step is displayed as you progress through the Steps.</p> <div data-bbox="370 1220 797 1625" style="border: 1px solid gray; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid gray; padding: 5px; text-align: center;">1</td> <td style="padding: 5px;">Review Class Selection Complete</td> </tr> <tr style="background-color: #e0f2f1;"> <td style="border: 1px solid gray; padding: 5px; text-align: center;">2</td> <td style="padding: 5px;">Review Class Preferences In Progress</td> </tr> <tr> <td style="border: 1px solid gray; padding: 5px; text-align: center;">3</td> <td style="padding: 5px;">Enroll or Add to Cart Not Started</td> </tr> <tr> <td style="border: 1px solid gray; padding: 5px; text-align: center;">4</td> <td style="padding: 5px;">Review and Submit Not Started</td> </tr> </table> </div>	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																	
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.	<div data-bbox="370 275 824 390" style="border: 1px solid green; padding: 5px; margin-bottom: 10px;"> 2 Review Class Preferences In Progress </div> <p>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.</p> <p>You must select Accept, at the right of the window, to proceed to Step 3</p> 
9.	<div data-bbox="370 869 818 984" style="border: 1px solid green; padding: 5px; margin-bottom: 10px;"> 3 Enroll or Add to Cart Visited </div> <p>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.</p> 

Step	Action
10.	<div data-bbox="370 275 816 384" style="border: 1px solid green; background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p>4 Review and Submit Visited</p> </div> <p>In the fourth step, carefully review you class selection, then click Submit.</p> <p>Whether you selected “Enroll” or Add to “Shopping Cart,” you will be prompted to confirm your choice. Select Yes (to enroll) or No.</p> 
11.	<p>Confirmation</p> <p>If the enrollment or addition to your cart was successful, you will receive a message with a green checkmark. If something went wrong--the class was full, the class required permission, you didn't meet the prerequisites, there's a time conflict, you have a registration hold, etc.--you will receive a message with a red X.</p> 
12.	<p>You have completed the Registering for Classes via Class Search and Enroll.</p>