Mayville State University

REGISTERING FOR CLASSES

Login to Connect ND

1. On the left hand column select the SELF-SERVICE option

   ![Menu](image)

2. Select the ENROLLMENT box

   ![Enrollment](image)

3. Select ENROLLMENT: ADD CLASSES box

   *Dropping a course is covered at the end of this document*

4. To select a class, enter the number into the CLASS NUMBER BOX, or if you do not know the number hit the SEARCH box

   ![Add to Cart](image)

Office of Academic Records OM 114
HOW TO SEARCH CLASSES

After selecting the SEARCH box, this screen will load. Begin by choosing the appropriate **COURSE SUBJECT**, and then click the **SEARCH** box.

Connect ND will show you all the available classes in that subject.

5. To choose one of the options, click **SELECT CLASS**.

6. When registering for online classes, any special requirements will be posted on Connect ND. Select the blue class number link, under class notes copy and paste the link into your browser to view the requirements.
7. This will bring you to class details; select **NEXT**.

8. The class will be shown as “added to your shopping cart”

You may **Enter a Class Number** or **Search** to add more classes.

Once you have all your classes in your cart, click **PROCEED TO STEP 2 OF 3**.
9. Move to **PROCEED TO STEP 3 OF 3**, scroll down and select **FINISH ENROLLING**.

10. You may print your schedule by clicking **My Class Schedule**.

**Be sure to check the Right Hand column for either a green check or a red X.**

### SPECIAL CASES

1. **Time conflict**
   When proceeding to step 3 of 3, an **X** will appear if class times overlap.
Pre-requisite and Co-requisite

Some classes require that you have taken or are taking a class before enrolling in a more advanced class. Be sure to check class notes for this.

Pre-Req:

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Lecture</td>
<td>MoWe 10:00AM - 10:50AM</td>
<td>Main Bldg Typing OM-206</td>
<td>Dustin Olson</td>
<td>08/22/2011 - 12/16/2011</td>
</tr>
</tbody>
</table>

Co-Req:

<table>
<thead>
<tr>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days &amp; Times</strong></td>
</tr>
<tr>
<td>MoWeFr 10:00AM - 10:50AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Requirements</strong></td>
</tr>
</tbody>
</table>

2. Closed class

When classes have reached their capacity, you will not be allowed to enroll via Connect ND. The blue box below will appear rather than a green check.
3. **Bookstore link**
   
   Beside the class number, select the book icon to visit the MSU bookstore website.

![Bookstore link example](image)

Once the bookstore link has opened, check the appropriate department box followed by continue, then select your course.

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**DROPPING A CLASS**

To drop a class, select **ENROLLMENT: DROP CLASSES** box

![Drop classes example](image)
Drop Classes

1. Select classes to drop

- MATH 102-02
- College Algebra (Lecture)
  - TuTh 2:00PM - 3:15PM
  - C-103 adjoining with C-104
  - B. Miess
  - 3.00

- MUSC 215-01
- Concert Choir (Laboratory)
  - MoWeFr 12:00PM - 12:30PM
  - Classroom, Choir, C-101
  - M. Bakken
  - 1.00

- PSYC 111-01
- Introduction To Psychology (Lecture)
  - Online
  - MASU Online
  - C. Davis
  - 3.00

Select class by checking it off

Click on the Drop Tab

Select this tab

DROP SELECTED CLASSES

Continue by clicking this tab

CANCEL
PREVIOUS
FINISH DROPPING

Success: dropped
Error: unable to drop class

PSYC 111
Success: This class has been removed from your schedule.