

How to Register for Classes

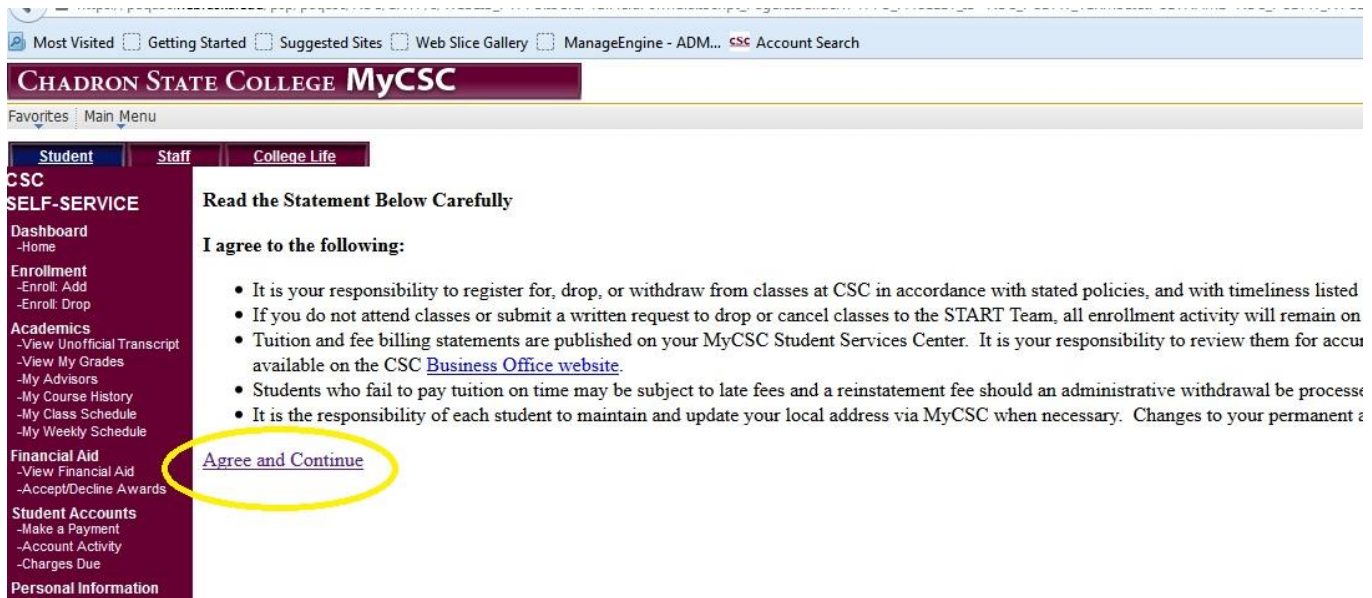
1) Click on STUDENT DASHBOARD

The screenshot shows the Chadron State College MyCSC portal. At the top, there is a navigation bar with the college name and logo. Below it, there are tabs for 'Student' and 'College Life'. The 'Student Quick Links' menu is visible on the left, with a yellow arrow pointing to the 'STUDENT DASHBOARD' link. On the right, there is a 'Help' section with a list of tutorials and a question mark icon. The footer contains contact information and a disclaimer.

2) Click on "Enroll: Add"

The screenshot shows the Chadron State College MyCSC Student Dashboard. The left-hand menu is expanded, showing various sections: 'CSC SELF-SERVICE', 'Dashboard', 'Enrollment', 'Academics', 'Financial Aid', and 'Student Accounts'. A yellow arrow points to the 'Enroll: Add' link under the 'Enrollment' section. The main content area displays 'Messages' (No Messages found), 'To Do List' (CSC Direct MPN Student - Initiated, CSC-Terms and Conditions - Initiated, CSC-Entrance Loan Counseling - Initiated), and 'Enrolled Classes' (Eight Week - First). The top navigation bar includes 'Student Dashboard' and 'MyCSC'.

3) Read the Agreement and click on "Agree and Continue"



The screenshot shows the MyCSC interface with a sidebar menu on the left and a main content area. The sidebar menu includes sections like Dashboard, Enrollment, Academics, Financial Aid, Student Accounts, and Personal Information. The main content area is titled "Read the Statement Below Carefully" and contains a list of terms of service. A yellow circle highlights the "Agree and Continue" link in the sidebar menu.

CHADRON STATE COLLEGE MyCSC

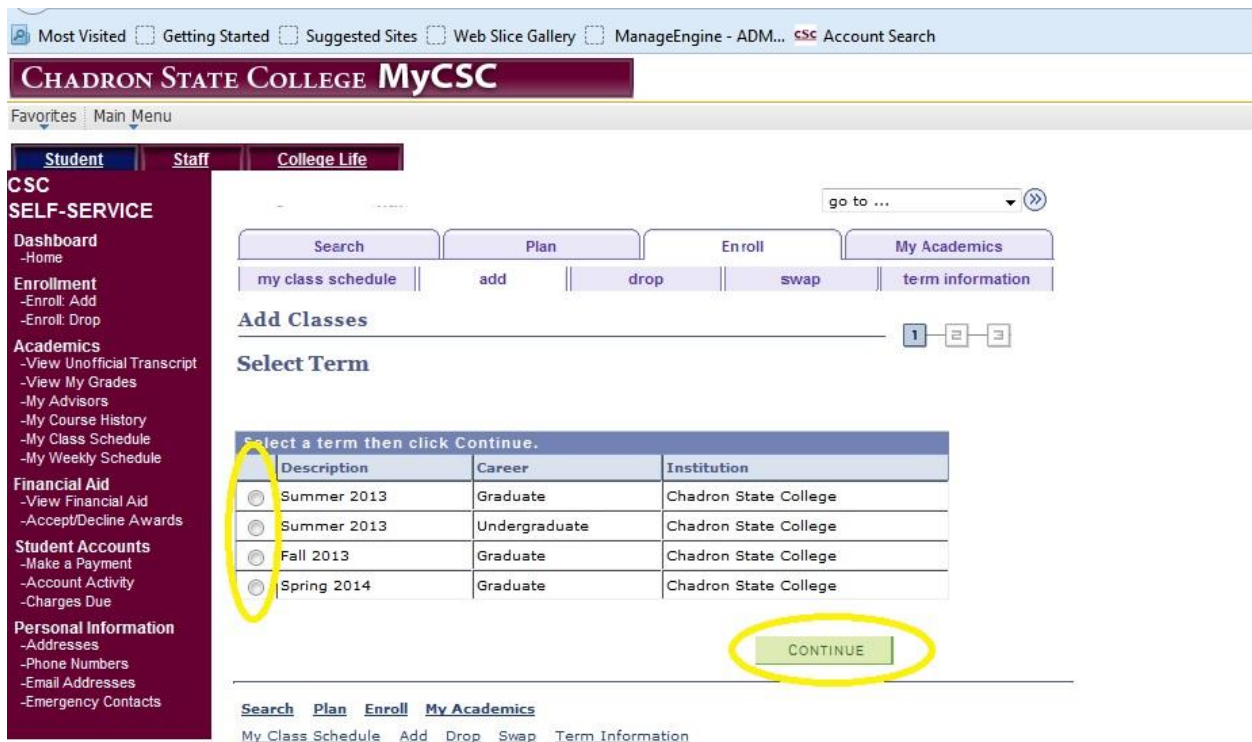
Read the Statement Below Carefully

I agree to the following:

- It is your responsibility to register for, drop, or withdraw from classes at CSC in accordance with stated policies, and with timeliness listed
- If you do not attend classes or submit a written request to drop or cancel classes to the START Team, all enrollment activity will remain on
- Tuition and fee billing statements are published on your MyCSC Student Services Center. It is your responsibility to review them for accuracy available on the CSC [Business Office website](#).
- Students who fail to pay tuition on time may be subject to late fees and a reinstatement fee should an administrative withdrawal be processed
- It is the responsibility of each student to maintain and update your local address via MyCSC when necessary. Changes to your permanent address

[Agree and Continue](#)

4) Choose the term you are going to take classes.



The screenshot shows the MyCSC interface with a sidebar menu on the left and a main content area. The sidebar menu includes sections like Dashboard, Enrollment, Academics, Financial Aid, Student Accounts, and Personal Information. The main content area is titled "Select Term" and contains a table of terms. A yellow circle highlights the "Continue" button at the bottom right of the page.

CHADRON STATE COLLEGE MyCSC

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes

Select Term

Select a term then click Continue.

Description	Career	Institution
<input type="radio"/> Summer 2013	Graduate	Chadron State College
<input type="radio"/> Summer 2013	Undergraduate	Chadron State College
<input type="radio"/> Fall 2013	Graduate	Chadron State College
<input type="radio"/> Spring 2014	Graduate	Chadron State College

[CONTINUE](#)

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Term Information

5) Click on "Search"

The screenshot shows the MyCSC 'Add Classes' interface. On the left is a navigation menu with categories like Dashboard, Enrollment, Academics, Financial Aid, Student Accounts, and Personal Information. The main content area has tabs for Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The 'Add Classes' section is titled '1. Select classes to add' and includes instructions: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The current term is 'Summer 2013 | Graduate | Chadron State College' with a 'change term' button. A 'Summer 2013 Shopping Cart' window is open, showing 'Your enrollment shopping cart is empty.' Below this is a 'Find Classes' section with radio buttons for 'Class Search' (selected) and 'My Requirements'. A 'search' button is highlighted with a yellow circle.

6) Fill out the search criteria, and then click "Search."

The screenshot shows the 'Enter Search Criteria' page in MyCSC. The 'Class Search Criteria' form is filled out with 'Business Administration' for Course Subject, an empty field for Course Number, and 'Graduate' for Course Career. The 'Show Open Classes Only' checkbox is checked. Below the form is a section for 'Additional Search Criteria' with a search icon. At the bottom, there are 'Return to Add Classes', 'CLEAR CRITERIA', and 'SEARCH' buttons. The 'SEARCH' button is highlighted with a yellow circle.

7) When you find the class you want, click on "Select Class"

CHADRON STATE COLLEGE MyCSC

Favorites | Main Menu

Student | Staff | College Life

CSC SELF-SERVICE

- Dashboard
 - Home
- Enrollment
 - Enroll: Add
 - Enroll: Drop
- Academics
 - View Unofficial Transcript
 - View My Grades
 - My Advisors
 - My Course History
 - My Class Schedule
 - My Weekly Schedule
- Financial Aid
 - View Financial Aid
 - Accept/Decline Awards
- Student Accounts
 - Make a Payment
 - Account Activity
 - Charges Due
- Personal Information
 - Addresses
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts

Search Results

When available, click View All Sections to see all sections of the course.

Chadron State College | Summer 2013

My Class Schedule Shopping Cart
Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Counseling**, Course Career: **Graduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

Open Closed

▼ COUN 523 - DIAGNOSES AND THE DSM

View All Sections First 1 of 1 Last

Section	Status	
79B1-LEC(10060)	<input type="radio"/>	<input type="button" value="select class"/>

Session: Eight Wk 2

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Catherine Jones-Hazledine	06/03/2013 - 07/26/2013

8) Click "Next"

CHADRON STATE COLLEGE MyCSC

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CSC SELF-SERVICE

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go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes

1. Select classes to add - Enrollment Preferences

Summer 2013 | Graduate | Chadron State College

COUN 523 - DIAGNOSES AND THE DSM

Class Preferences

COUN 523-79B1 Lecture Open Permission Nbr

Grading Graded

Session Eight Week - Second

Career Graduate Units 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
79B1	Lecture		TBA	Catherine Jones-Hazledine	06/03/2013 - 07/26/2013

NOTES

9) Now click on "Proceed to Step 2 of 3"

CHADRON STATE COLLEGE MyCSC

Favorites | Main Menu

Student | Staff | College Life

CSC

SELF-SERVICE

Dashboard -Home

Enrollment -Enroll: Add -Enroll: Drop

Academics -View Unofficial Transcript -View My Grades -My Advisors -My Course History -My Class Schedule -My Weekly Schedule

Financial Aid -View Financial Aid -Accept/Decline Awards

Student Accounts -Make a Payment -Account Activity -Charges Due

Personal Information -Addresses -Phone Numbers -Email Addresses -Emergency Contacts

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ COUN 523 has been added to your Shopping Cart.

Summer 2013 | Graduate | Chadron State College change term

Open Closed

Add to Cart: Enter Class Nbr [] enter

Delete	Class	Days/Times	Room	Instructor	Units	Status
	COUN 523-79B1 (10060)		TBA	C. Jones-Hazledine	3.00	

Find Classes

Class Search

My Requirements

search

PROCEED TO STEP 2 OF 3

10) Now "Finish Enrolling"

CHADRON STATE COLLEGE MyCSC

Favorites | Main Menu

Student | Staff | College Life

CSC

SELF-SERVICE

Dashboard -Home

Enrollment -Enroll: Add -Enroll: Drop

Academics -View Unofficial Transcript -View My Grades -My Advisors -My Course History -My Class Schedule -My Weekly Schedule

Financial Aid -View Financial Aid -Accept/Decline Awards

Student Accounts -Make a Payment -Account Activity -Charges Due

Personal Information -Addresses -Phone Numbers -Email Addresses -Emergency Contacts

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2013 | Graduate | Chadron State College

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
COUN 523-79B1 (10060)	DIAGNOSES AND THE DSM (Lecture)		TBA	C. Jones-Hazledine	3.00	

CANCEL PREVIOUS FINISH ENROLLING

11) You will get a screen that says you have successfully registered.

CHADRON STATE COLLEGE MyCSC

Favorites | Main Menu

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CSC

SELF-SERVICE

- Dashboard
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-Enroll: Drop
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go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Summer 2013 | Graduate | Chadron State College

Success: enrolled Error: unable to add class

Class	Message	Status
COUN 523	Success: This class has been added to your schedule.	Success

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Term Information

go to ...