

You can self-enroll via your <u>MyCSC Account</u> by following the steps illustrated below. If you have any questions or concerns regarding the enrollment process, please contact the START office at <u>start@csc.edu</u>.

1. Log in to <u>MyCSC</u> using the NUID and password created at the time of application. If you've forgotten your password, please follow the "Forgot Password" link.

MvCSC Loo	ain
NUID	
Password	
Enable Acce	Log In
	Forgot Password
elated Links	
Q 🚞	

2. Once logged in, click on the "Enrollment" tab in the menu at the top of your Dashboard.

MyCSC ∺∘	me Enrollment	Academics Profile Financial Aid Accounts More Links Logout	
Message Center		What I Owe Financial Aid Current Balance: View Financial Aid	
<u>Messages</u>		Make a Payment Accept/Decline Awards	
Communications	4	Summer Aid Application	
<u>To Dos</u>		Classes	1
Academic Requirements	;	No Enrolled Classes for this term	

3. In the middle of the Enrollment screen, select the term for which you wish to enroll by clicking on the corresponding tab. *The term will be "white" rather than "maroon" once you have selected it.*

MyCSC Home Enrollment	Academics Profile Financial Aid	Accounts Logout				
Message Center	Terms	4				
Holds	Summer 2017 Fall 2	017 Spring 2018				
Messages	Shopping Cart	View Term				Checkout and Enro
Communications	2 Shopping Cart is Empty					
To Dos	Chopping carrie Empty					
	Search by Class Nbr., Si	ubject or Catalog Nbr.				Q <u>Searc</u>
inks						
	Enrolled Classes					
Class Search			Enrolled - Fall 2017			
Enrollment Summary	Regular Academic Ses	sion Aug 21 - Dec 15	Help			
Enrollment Checkout	Course	Title	Day/Time	Location	Credits	Instructor
Enrollment Verification	<u>CA - 336 0100</u> -	CONSTRUCTING DIGITAL CITIZENS	MWF 10:00AM - 10:50AM	C-ADM 326	3	Janice Haynes
	MATH - 151 8901 -	CALCULUS I	MW 09:00AM - 09:50AM	C-SCI 227	5	TBA
			TR 08:00AM - 09:15AM	C-SCI 227		ТВА
nportant Dates	₩ <u>MATH - 237 8901</u> -	HIST & FOUND OF MATHEMATICS	MWF 11:00AM - 11:50AM	C-SCI 227	3	Robert Stack
Student Academic Calendar	MATH - 331 8901.	PROBABILITY & STATISTICS	MWF 08:00AM - 08:50AM	C-SCI 227	3	ТВА
						Total Credits

Use the "Search" feature to find available courses.
You can search by course title and/or catalog number. For example: "FCS 247" or "Nutrition".
Please note if a term has not been selected as described in step 3, your search will be inaccurate.

MyCSC Home Enrollment	Academics Profile Financial Aid	Accounts Logout				
Message Center	Summer 2017 Fall	2017 Spring 2018				P
Messages Communications	Shopping Cart Shopping Cart is Empt	у				Checkout and Enroll
Links	Vocal Jazz	IBLE				Q <u>Search</u>
Class Search	VOCAL JAZZ ENSEM	<u>18LE</u>	Enrolled - Fall 2017 Help			
Enrollment Summary	Regular Academic Ses	ssion Aug 21 - Dec 15				
Enrollment Checkout	Course CA - 336 0100 -	CONSTRUCTING DIGITAL CITIZENS	MWF 10:00AM - 10:50AM	C-ADM 326	3 Credits	Janice Haynes
Enroliment verification	MATH - 151 8901 -	CALCULUS I	MW 09:00AM - 09:50AM	C-SCI 227	5	ТВА

5. Once you see the course you'd like, click on the course from the search list. A dialogue box will appear with course sections. Click on the course to add it to your "shopping list."

it	Academics	Profile	Financial Aid	Accounts	More Links	Logout		1
	Class Sec	tions					×	
	ENG 137: TE		WRITING					
	Class Nbr	:10024		Stat	us:Open			
	Section:79	9 <mark>81</mark>		Date	es:Jun 05-Jul 28			
	Days/Time	s:TBA TBA	A - TBA	Loc	ation:TBA			
	Instructor	:Matthew E	Evertson					
	Credits:3							
							<u>Close</u>	
	Enrolled (Classes						

NOTE: Courses which are section **79** are fully online courses. Courses which are section **89** are offered fully online OR fully on-campus (for campus based students). Fully online students should disregard the class dates/time associated with section **89** courses. Letters in the section number (A or B) indicate the course is offered in an 8-week session—1st 8-week is "A", 2nd 8-week is "B".

6. When you have added all the courses for which you want to enroll to your "shopping list" click "Checkout and Enroll". *If there's a class on your list that you do not want, click on the red minus sign next to the course number before proceeding to step 7.*

MyCSC Home	Enrollment Academic	s Profile Financial Aid	Accounts Logout				
Message Center		Terms					Print
Holds		Summer 2017 Fall 201	17 Spring 2018				
Messages		Shopping Cart					Checkout and Enroll
Communications	12			Fall 2017			
To Dos		Dec - Dec 15		нер			
		Course	Title	Day/Time	Location	Credits	Instructor
Links	98	G HIST - 151 0100	US HISTORY TO 1877	TR 09:30AM - 10:45AM	TBA	3	David Christensen
Class Search		C MUS - 104 0100	VOCAL JAZZ ENSEMBLE	TR 03:30PM - 04:20PM	C-MEM 125	1	Joel Schreuder
Enrollment Summary		Search by Class Nbr., Sul	bject or Catalog Nbr.				Q <u>Search</u>
Enrollment Checkout							
Enrollment Verification		Enrolled Classes					
				Enrolled - Fall 2017 <u>Help</u>			

7. In your "Shopping Cart", you must first click the check mark next to each class.

essage Center		Enrol	ment Check	out								
Holds		Sho	pping Ca	art Class	es - Fa	II 2017						
Messages			🗹 Open									
Communications	1		Class Nbr.	Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
To Doc			10139	HIST - 151	0100	LEC	UGRD	US HISTORY TO 1877	TR	09:30AM - 10:45AM	TBA	David Christensen
			🗹 Open									
iks	9		Class Nbr.	Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
	•		10407	MUS - 104	0100	LEC	LIGRD	VOCAL JAZZ ENSEMBLE	TR	03:30PM - 04:20PM	C-MEM 12	5 Joel Schreude

8. Then, click "Enroll Selected".

essage Center		Enrollment C	Checkout								
Holds		Shoppin	g Cart Class	es - Fa	II 2017						
Messages		C ope	n								
Communications		Class	Nbr. Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
communications		10139	HIST - 151	0100	LEC	UGRD	US HISTORY TO 1877	TR	09:30AM - 10:45AM	ТВА	David Christensen
<u>To Dos</u>			n								
aks	Q.	Class	Nbr. Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
	•	10407	MUR 104	0100	LEC	LIGPD	VOCAL JAZZ ENSEMBLE	тр	03:30PM - 04:20PM	C-MEM 125	loel Schreuder

9. The next screen is the Enrollment Disclaimer. Read it thoroughly. If you agree, click "I Understand".

Message Center	Enrollment Checkout
Holds	Enrollment Disclaimer
<u>Messages</u>	
Communications	Read the Statement Below Carefully
	l agree to the following:
nks	 It is your responsibility to register for, drop, or withdraw from classes at CSC in accordance with stated policies, and with timeliness listed in the <u>Academic Calendi</u>. 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 your records and all applicable charges will remain on your student account. Tuttion and fee billing statements are published on your MyCSC Student Services Center. It is your responsibility to review them for accuracy and make payment: by the due dates. Additional billing and payment information is available on the CSC <u>Business Office website</u>. Students who fail to pay tuition on time may be subject to late fees and a reinstatement fee should an administrative withdrawal be processed.
Class Search	It is the responsibility of each student to maintain and update your address via MyCSC when necessary.
Enrollment Summary	Cancel I Understand
Enrollment Checkout	

10. You have arrived at "Enrollment Checkout", which will show you a summary of the results ✓ A green check mark means you are enrolled in the course(s). <u>Congratulations!</u>

*If you receive other messages such as waitlist or not enrolled (with error message – most common are pre-requisites or instructor permission), please contact START for assistance at <u>start@csc.edu</u>.

MyCSC Home Enrollment Acad	emics Profile Financial Aid Accounts Logout
Message Center 🖂	Enrollment Checkout
Holds	Enrollment Messages
Messages	Success10139: HIST-151 (LEC) This class has been added to your schedule.
<u>Communications</u> [12]	
To Dos	You are required to take this requirement designation for this class. The requirement designation option has been set to yes. <u>Close</u>
Links 🗞	

You can double check that you are enrolled by navigating back to your "Enrollment" menu to see your class schedule. If a class is not on your schedule, you are not enrolled.

CSC Home	Enrollment Academics	Profile Financial Aid	Accounts Logout				
olds		Summer 2017 Fair 2	Spring 2016				
es		Shopping Cart					Checkout and Enrol
ommunications	12	Shopping Cart is Empty	/				
<u>o Dos</u>		Search by Class Nbr., S	ubject or Catalog Nbr.				Q <u>Searct</u>
5	∞	Enrolled Classes					
ass Search		7		Enrolled - Fall 2017 Help			
nrollment Summary		Regular Academic Ses	sion Aug 21 - Dec 15				
nrollment Checkout		Course	Title	Day/Time	Location	Credits	Instructor
nrollment Verification		CA - 336 0100 -	CONSTRUCTING DIGITAL CITIZENS	MWF 10:00AM - 10:50AM	C-ADM 326	3	Janice Haynes
		HIST - 151 0100 -	US HISTORY TO 1877	TR 09:30AM - 10:45AM	TBA	3	David Christensen
ortant Datas	•	MATH - 151 8901 -	CALCULUS I	MW 09:00AM - 09:50AM	C-SCI 227	5	TBA