Preparing for Self-Enrollment

Step 1

Adding a Class/Editing

Student Center / Enrollment Process

What you need to do before you can self-enroll:

Search for classes using Search for Classes or Browse Catalog options and have your class numbers ready for enrolling.

Adding Classes:

Log on to MyBGSU and click the link for Student Center under left-hand navigation headings. You will be navigated to your Student Center page.

Click the "Add a Class" link.

Adding Classes:

When you click the "Add a Class" link on the Student Center page, you may be navigated to the "Select Term" page.

If you are navigated to the "Select Term" page select the appropriate "Term" for enrollment and then click the "Continue" button.

When you click the "Continue" button, you will navigate to the "Select classes to add" page.

This page will allow you to put classes in to a Shopping Cart until you are satisfied with your selections.

To add classes to your Shopping Cart, click in the "Enter Class Nbr" field, type in the Class Number, and click the "Enter" button.
When you click the "Enter" button you will navigate to the "Add Classes - Select classes to add - Enrollment Preferences" page.

View the "Class Preferences":

Check the class status to determine if the class is Open, Closed, or Waitlisted.

Click the Wait List checkbox if this class is full and you would like to be added to the waitlist.

Read any Class Notes that may be applicable to any attendance policy.

Click the "Next" button.

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When you click the "Next" button you will navigate to the "Add Classes - 1. Select classes to add" page.

Click in the "Enter Class Nbr" field and type in the next class number.

Click the Enter button.

Click the Next button.

Repeat the steps above until all desired classes are added to your Shopping Cart.
Enrolling in Classes at BGSU:

Click the "Proceed to Step 2 of 3" button.

At the "Add Classes - 2. Confirm classes" page, verify that your selection of classes is accurate.

Note the Status of the classes in your Shopping Cart.

If no changes are necessary, click the "Finish Enrolling" button.

You will navigate to the "Add Classes - View results" page.

Notice the classes that had a status of Full and Wait List are not allowing you to enroll.

If you click the "Fix Error"s button you will be able to click the "Wait List" checkbox to be added to the wait list.

At this time you can click the "Add Another Class" button to add a class. If you are unsure of what courses to take to stay on track with graduation, contact your advisor or college office.

Click the "My Class Schedule" button to view your class schedule for the term.
Click the "My Class Schedule" link on your Student Center Welcome page.

You will navigate to the "My Class Schedule" page where the "edit" option appears as a tab.

Click the "edit" tab to navigate to "Edit Class Enrollment Options - Select Term" page.

In the "Edit Class Enrollment Options - Select Term" page, click to select the appropriate term then click the "Continue" button.
You will be navigated to the "Edit Class Enrollment Options - 1. Select a class to edit" page.

In the "Classes you are allowed to edit" section, click the drop-down arrow in the "Select from your schedule" field to choose the class in which you want to edit the grading option.

To view your current schedule, you may want to click the link on the heading "My Summer Semester 2009 Class Schedule"

This view may be helpful when you want to review your current class schedule before editing any classes.

Click the "Proceed to Step 2 of 3" button.

You will be navigated to the "Edit Class Enrollment Options - Select a class to edit - Enrollment Preference" page. Review the selected class information to make sure you are editing the appropriate class.

You have the ability to change the grading options for this class. Click the drop-down arrow in the "Grading" field and select from Audit, Grading, Satisfactory/Unsatisfactory.

Click the "Next" button.
You will navigate to the "Edit Class Enrollment Options - 2. Confirm your selections" page.

Note the changes made in the "Original Value" field and the "New Value" field.

If these changes are correct, click the "Finish Editing" button to complete the editing process.

You will be navigated to the "Edit Class Enrollment Options - 3. View Results" page.

Make sure you see a checkmark in the Status field.

If you see this error message, please contact your college office for further assistance if you were unable to delete this class from your schedule.

Click the "My Class Schedule" button to view your new class schedule for the current term.

To go back to the Student Center page, click the drop-down arrow in the "go to" field select Student Center and click the blue arrow.