

Preparing for Self-Enrollment
Step 1

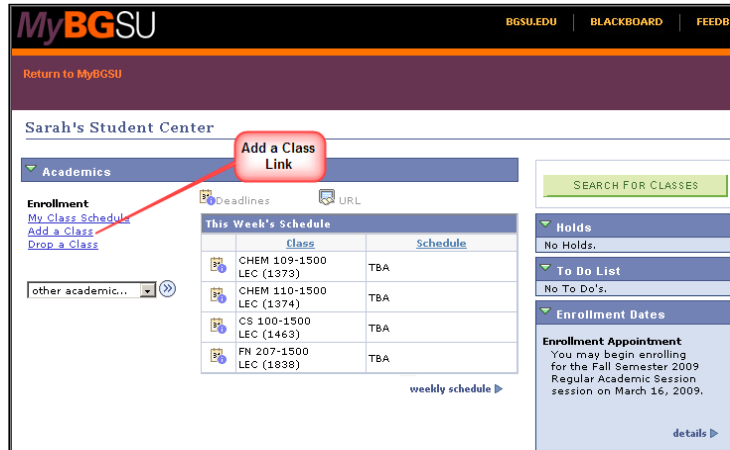
What you need to do before you can self-enroll:
Search for classes using Search for Classes or Browse Catalog options and have your class numbers ready for enrolling.

Adding Classes:

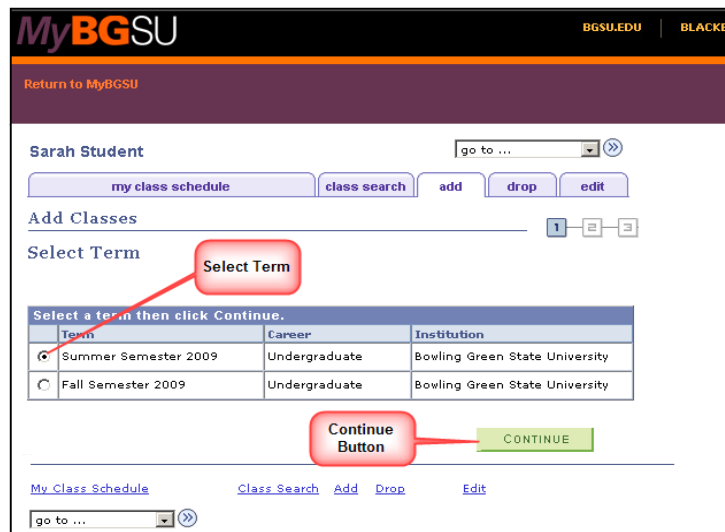
Log on to MyBGSU and click the link for Student Center under left-hand navigation headings. You will be navigated to your Student Center page.

Click the "Add a Class" link.

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



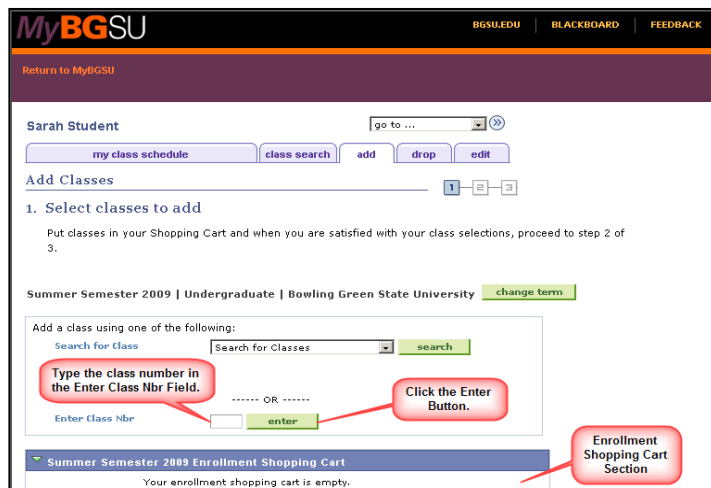
If you are navigated to the "Select Term" page select the appropriate "Term" for enrollment and then click the "Continue" button.



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.

The screenshot shows the 'Add Classes' page for Sarah Student. It displays details for POPC 1650 - Popular Culture & Media. The 'Class Preferences' section includes fields for Session (Six Week - Second), Career (Undergraduates), Enrollment Information (Humanities and Arts), Permission Nbr, Grading (Graded), and Units (3.00). A 'Wait List' checkbox is present with the label 'Wait list if class is full'. A 'Next' button is highlighted with a red callout. Below the form is a table with columns: Section, Component, Days & Times, Location, Instructor, and Start/End Date. A 'Class Notes' section is also visible.

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.

The screenshot shows the 'Add Classes' page after a class has been added to the shopping cart. A green message box states: 'POPC 4600 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.' Below this is a search bar for classes. An 'Enter Class Nbr' field is highlighted with a red callout, and an 'enter' button is also highlighted. The 'Summer Semester 2009 Enrollment Shopping Cart' section shows a table with columns: Delete, Class, Description, Days/Times, Location, Instructor, Units, and Status. The cart contains one item: POPC 4600-1001 (40292) Pop Cult Adv Studies (Lecture) MoWe 1:00PM - 4:10PM TBA M. Miller 3.00. A 'PROCEED TO STEP 2 OF 3' button is highlighted at the bottom.

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.

MyBGSU BGSU.EDU | BLACKBOARD | FEEDBACK

Return to MyBGSU

Sarah Student [go to ...]

my class schedule class search add drop edit

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 Semester 2009 | Undergraduate | Bowling Green State University

Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
ACS 2000-1001 (40472)	Intro American Stds (Lecture)		TBA	J. Philpot	3.00	▲
POPC 1600-1001 (40918)	Intro Popular Culture (Lecture)	MoTuWeTh 4:30PM - 6:05PM	TBA	Staff	3.00	■
POPC 1650-1001 (40997)	Popular Culture & Media (Lecture)	TuTh 4:30PM - 7:40PM	TBA	C. Coletta	3.00	●

By registering for classes at Bowling Green State University, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that failure to be fiscally responsible may result in service holds, late fees, collection actions by BGSU, the Ohio Attorney General's Office or other third party agency; unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

CANCEL PREVIOUS FINISH ENROLLING

My Class Schedule Class Search Add Drop Edit

[go to ...]

Review the classes in your Shopping Cart. Make note of any classes with a Status of Closed or Wait List.

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.

MyBGSU BGSU.EDU | BLACKBOARD | FEEDBACK | CUSTOMER PAGE

Return to MyBGSU

Sarah Student [go to ...]

my class schedule class search add drop edit

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Summer Semester 2009 | Undergraduate | Bowling Green State University

Success: 2/0/0 Error: 2/0/0 Wait List: 0/0/0

Class	Message	Status
POPC 1600	Error: Class 40918 is full. If a wait list is available, click Fix Error to return to step 2. Click the class link, select the wait list option and resubmit your request.	✗
ACS 2000	Error: Class 40472 is full. If a wait list is available, click Fix Error to return to step 2. Click the class link, select the wait list option and resubmit your request.	✗
POPC 1650	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS FIX ERRORS

My Class Schedule Class Search Add Drop Edit

[go to ...]

Note the Status of your Enrollment

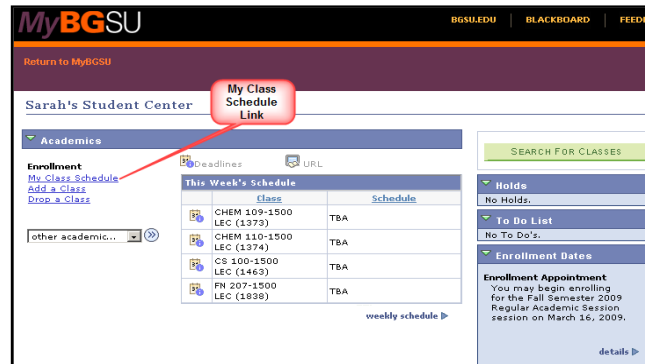
If classes are on a Wait List, click the Fix Errors Button. You will then be able to click the Add to Wait List checkbox.

If you need to add another class, click the Add Another Class Button.

Editing a Class / Changing the Grading Option

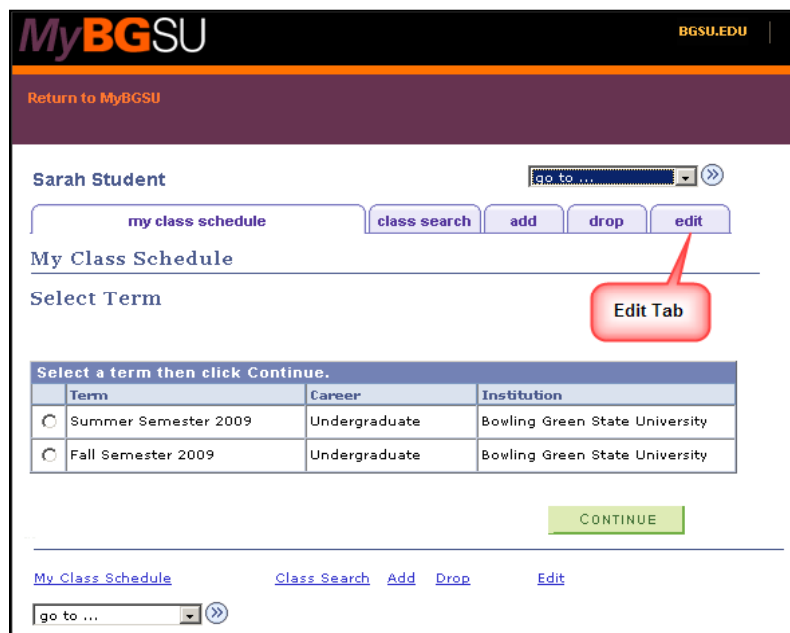
Student Center / Edit a Class

Click the "My Class Schedule" link on your Student Center Welcome page.

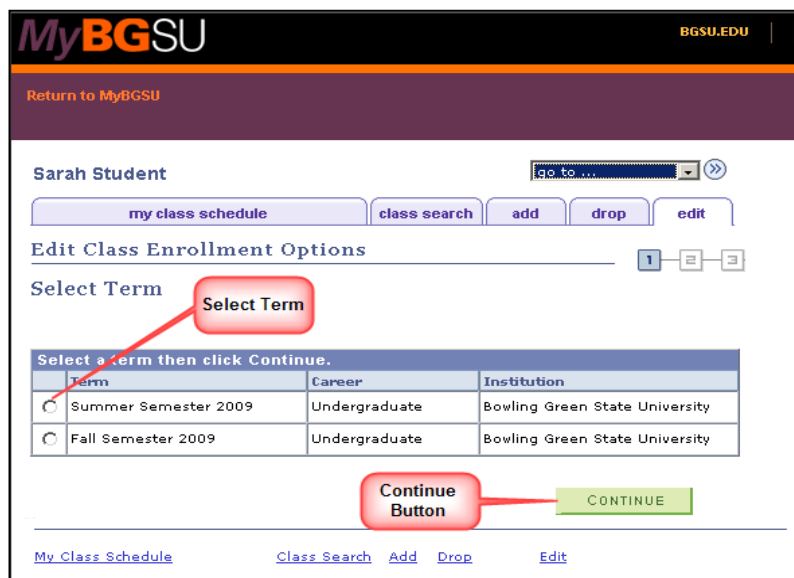


You will navigate to the "My Class Schedule" page where the "edit" option appears as a tab.

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.

The screenshot shows the 'Edit Class Enrollment Options' page for Sarah Student. The page title is '2. Confirm your selections'. Below the title, there is a message: 'Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.' A table with three columns is displayed: 'Class Attribute', 'Original Value', and 'New Value'. The first row shows 'Grade Option' with 'Graded' in the 'Original Value' column and 'Audit' in the 'New Value' column. Below the table are 'CANCEL' and 'FINISH EDITING' buttons. A red callout box labeled 'Original Value' points to the 'Graded' cell, and another red callout box labeled 'New Value' points to the 'Audit' cell. At the bottom right, a red callout box labeled 'Finish Editing Button' points to the 'FINISH EDITING' button. The page also includes navigation links like 'my class schedule', 'class search', 'add', 'drop', and 'edit', and a 'go to ...' dropdown menu.

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.

The screenshot shows the 'Edit Class Enrollment Options' page for Sarah Student, step 3: View results. The page title is '3. View results'. Below the title, there is a message: 'View the results of your enrollment request. Click fix errors to try and correct the problems listed below.' A table with three columns is displayed: 'Class', 'Message', and 'Status'. The first row shows 'POPC 4240' with 'Success: This class has been updated.' in the 'Message' column and a green checkmark in the 'Status' column. Below the table is a 'MY CLASS SCHEDULE' button. A red callout box labeled 'Status Message' points to the 'Status' column. The page also includes navigation links like 'my class schedule', 'class search', 'add', 'drop', and 'edit', and a 'go to ...' dropdown menu.