

Beginning in Fall 2020, all students at all levels are responsible for enrolling themselves into classes. The Department will no longer handle enrollment. We will still provide a detailed Course Descriptions Brochure, which can be found at the link below about a month prior to the beginning of the enrollment period. Once you have gone through the brochure and made your selections, you will navigate to your MyBGSU Student Center to enroll as described below.








<https://www.bgsu.edu/arts-and-sciences/english/graduate-programs/ma-english-online/course-descriptions.html>

You will need to know the **five-digit course codes** for your class selections. Enrollment is on a first-come, first-served basis. When a course is full, you can choose to be added to the Wait List. Please confirm that your account is free from any holds of any kind to prevent issues with enrolling and/or moving off of the Wait List automatically should a seat become available. The course descriptions brochure can also be downloaded here:

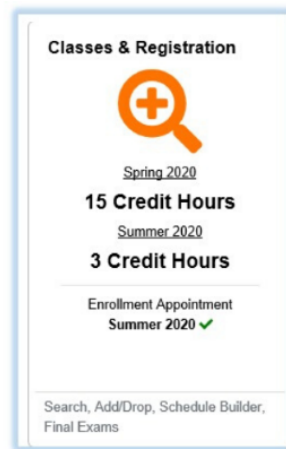
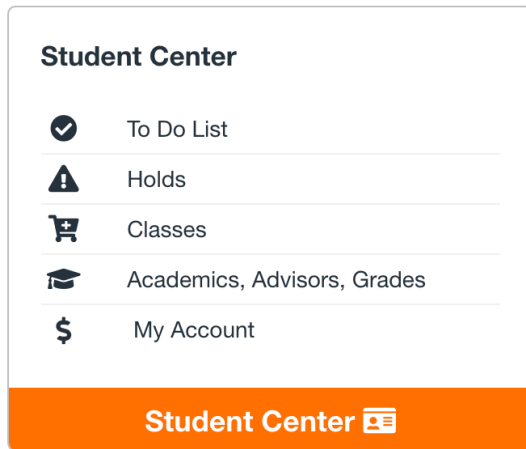
<https://www.bgsu.edu/arts-and-sciences/english/graduate-programs/ma-english-online/course-descriptions.html>.

## TO ENROLL IN CLASSES:

Login to MyBGSU with your username (email address before the @ sign) and password.

<p><b>Profile</b> <small>FERPA: No Restrictions</small></p>  <p><b>Welcome, USERNAME</b> Student ID: 000000000</p>	<p><b>Action Items</b></p>  <p>All clear! You have no To Do's or Holds. To Do's, Holds, Agreements</p>	<p><b>My Account</b></p> <p>Account Balance <b>\$ 0.00</b></p> <p>Billing, Payments, Refund</p>	<p><b>Financial Aid</b></p>  <p>Accept/Decline Aid</p>
<p><b>Degree Progress</b></p>  <p>Total Earned Hours <b>24.0</b></p> <p>Select "My Degree Audit" to track your degree progress.</p> <p>Transfer Credit, Apply for Graduation, Degree Audit</p>	<p><b>Academics</b></p>  <p>Cumulative GPA <b>3.068</b></p> <p>Fall 2019 <b>Good Standing</b></p> <p>Spring 2020 Grades Mid Term: Not Available Final: Not Available</p> <p>Transcripts, Grades, Course History</p>	<p><b>Classes &amp; Registration</b></p>  <p>Spring 2020 <b>6 Credit Hours</b></p> <p>Enrollment questions? Contact your college office or advisor.</p> <p>Search, Add/Drop, Schedule Builder, Final Exams</p>	<p><b>Advisors</b></p> 

Click on the Student Center tile and double-check that your To-Do List is free of any holds or items to complete. A green check mark indicates that you are eligible to enroll for the upcoming term. *Note: Your 10-digit BGSU Student ID number is prominently displayed below your username on the Profile Tile. You can find and complete the Financial Responsibility Agreement under To Do or Holds. You only have to do this once.*



Click on the Classes & Registration tile. Click “Shopping Cart” in the left-hand sidebar. Click the radio button next to the term in which you wish to enroll, then click “Continue”:

← Student Center
Classes & Registration

**View My Classes**

- View My Exam Schedule
- Shopping Cart
- Class Search
- Add Classes
- Drop Classes
- Update Classes
- Browse Course Catalog
- Schedule Builder
- View My Books
- Withdraw From Term
- Community Enrollment
- Enrollment Dates

**Select a term then select Continue.**

Term	Career	Institution
<input type="radio"/> Spring Semester 2020	Undergraduate	Bowling Green State University
<input type="radio"/> Summer Semester 2020	Undergraduate	Bowling Green State University

Continue

**EXPLANATION OF SIDEBAR ITEMS:**

*Note: for selections that bring up term options, choose the appropriate term and click Continue.*

**View My Classes**—displays classes in which you are currently enrolled.

**View My Exam Schedule**—(applicable to undergraduates only)

**Shopping Cart**—this is where you'll initially enroll for any term. See "Enrolling with Shopping Cart" below for more details.

**Class Search**—allows you to look for classes in and outside of English. See "Searching for Classes Outside of English", below.

**Add Classes/Drop Classes**—if it is during Open Enrollment, you may add or drop courses after you've already enrolled into other classes using the Shopping Cart.

**Update Classes**—not sure what this does.

**Browse Course Catalog**—to read generic descriptions of courses within or outside of English, you may browse the entire undergraduate and graduate course catalog. Clicking on Course Attribute produces a drop-down menu, of which the selection "Web Based" would be most helpful to you.

**Schedule Builder**—launches a new tab and allows those who take on-campus classes to find courses that fit around their other schedules.

**View My Books**—launches the Bookstore in a new tab. Will automatically show book lists for courses in which you have already enrolled. See "Textbooks" below.

**Withdraw From Term**—**USE ONLY IF YOU WISH TO DROP ALL CLASSES FOR THE TERM. If you only want to drop one or two, use Drop Classes.** Note: after completing the Withdrawal, ignore the sentence in the big box below the terms that says "Again, we are sorry to hear that you are considering not returning to BGSU, and we wish you the best of luck in your future endeavors." This gives the impression that you are withdrawing from the University and Degree Program itself. You are not. You are only withdrawing from that specific term, and will be eligible to enroll in upcoming terms. The caveat is, if this is your very first enrollment term, you should contact our office prior to initiating the withdrawal to ensure you aren't inadvertently dropped from the program.

**Community Enrollment**—is for undergraduate learning communities.

**Enrollment Dates**—displays the Open Enrollment dates for the chosen term.

## ENROLLING WITH SHOPPING CART

Add courses to your Shopping Cart by typing into the box the five-digit course number shown in the Course Descriptions Brochure.

1. Select classes to add. \*Summer Semester 2020\*

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

Summer Semester 2020 | Undergraduate | Bowling Green State University Change Term

Open   
  Closed   
  Wait List

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**Add to Cart**

Enter Class Nbr **Summer Semester 2020 Shopping Cart**

Enter

Find Classes

Class Search Search

Your enrollment shopping cart is empty.

In the box below **Add to Cart**, enter the five-digit course code for the desired class. Click “Enter”. The course information will appear. Check **Wait List** if class is full to be automatically enrolled when a seat opens up:

1. Select classes to add - Enrollment Preferences

Summer Semester 2020 | Undergraduate | Bowling Green State University  
ACS 3000 - Interp Amer Culture

**Class Preferences**

ACS 3000-104W    Lecture     Open

Session    Six Week - Second    Wait List  Wait list if class is full

Career    Undergraduate

Permission Nbr

**Enrollment Information**

- Humanities and Arts-Admit before Fa 2015
- 100% Web Based

Grading

Units    3.00

Cancel Next

Section	Component	Topic	Days & Times	Location	Instructor	Start/End Date
104W	Lecture	Sex Gender and the Cold War		Web Based - Main Campus	Diana DePasquale	07/06/2020 - 08/14/2020

**NOTES**

Class Notes    A link to the Web Based Course should appear in MyBGSU around the date the class should begin. To access: click on CANVAS, click COURSES, then click the class link you are enrolled in. Combined w/WS 3000

Click "Next". This returns you to the main Shopping Cart screen, and displays the course currently waiting in your Cart:

1. Select classes to add. \*Summer Semester 2020\*

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

✓ ACS 3000 has been added to your Shopping Cart.

Summer Semester 2020 | Undergraduate | Bowling Green State University Change Term

Open
  Closed
  Wait List

**Add to Cart**  
Enter Class Nbr  Enter

Find Classes  Class Search Search

Summer Semester 2020 Shopping Cart						
Delete	Class	Days/Times	Location	Instructor	Units	Status
✕	ACS 3000-104W (41067)		Web Based - Main Campus	D. DePasquale	3.00	●

Proceed to Step 2 of 3

Repeat these steps until you have added all of your desired courses to the Cart. Please see below for how to Search for Classes outside of English. When you have finished adding all of your courses, click "Proceed to Step 2 of 3":

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer Semester 2020 | Undergraduate | Bowling Green State University

Open
  Closed
  Wait List

**Summer Semester 2020 Enrollment Shopping Cart**

Class	Description	Days/Times	Room	Instructor	Units	Status
ACS 3000-104W (41067)	Interp Amer Culture (Lecture)		Web Based - Main Campus	D. DePasquale	3.00	●
WS 4600-101W (42944)	Sociology of Gender (Lecture)		Web Based - Main Campus	B. Cragin	3.00	●
WS 4600-102W (42951)	Sociology of Gender (Recitation)		Web Based - Main Campus	B. Cragin		●

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

Ensure that your selections are correct, and click "Finish Enrolling". If you need to make changes, click "Previous", or click "Cancel" to reset the cart. Your classes will remain in your Shopping Cart BUT you will not be ENROLLED in them until you click "Finish".

You can delete items from your Cart by clicking the trashcan icon next to the class information.

**Note: you'll be able to put classes into your Shopping Cart as soon as the schedule for that term is live on the internet, but you will not be able to finish the enrollment process until enrollment actually opens for that term.**

### SEARCHING FOR CLASSES OUTSIDE OF ENGLISH

If you are interested in taking a course outside of English, you may also Search for Classes by clicking "Search" below the course number entry box. The only fields with which to be concerned are the *Mode of Instruction*, *Subject*, *Course Career*, and *Campus* fields. Match the selections to what is shown below for *Mode of Instruction*, *Course Career*, and *Campus* to limit it to web-only graduate-level classes.

#### Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Mode of Instruction

Subject  English

Course Number

Course Career

Campus

Course Attribute

Course Attribute Value

Show Open Classes Only

Use “select subject” to view a list of all of the areas available at BGSU. NOTE: All Linguistics courses that formerly began with the ENG prefix have been changed. ENG 6150 is now LING 6150, and so on. The course content is the same; only the prefix has changed.

**Course Subject Lookup**

Enter Search Criteria

Bowling Green State University | Fall Semester 2020

<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a> <a href="#">0</a> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a>
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<a href="#">Select</a>	A ED	
<a href="#">Select</a>	A&S	
<a href="#">Select</a>	ABR	Study Abroad
<a href="#">Select</a>	ACC	
<a href="#">Select</a>	ACCT	Accounting
<a href="#">Select</a>	ACCY	
<a href="#">Select</a>	ACEN	Academic Enhancement
<a href="#">Select</a>	ACG	
<a href="#">Select</a>	ACS	American Culture Studies
<a href="#">Select</a>	ACT	Accounting Technology
<a href="#">Select</a>	AD&S	
<a href="#">Select</a>	ADE	
<a href="#">Select</a>	ADM	
<a href="#">Select</a>	ADMN	
<a href="#">Select</a>	ADMS	
<a href="#">Select</a>	ADS	
<a href="#">Select</a>	ADU	
<a href="#">Select</a>	ADV	Advertising
<a href="#">Select</a>	AEC	Associate Early Childhood
<a href="#">Select</a>	AED	
<a href="#">Select</a>	AERO	Aerospace Studies
<a href="#">Select</a>	AERT	Aviation Studies
<a href="#">Select</a>	AFRS	Africana Studies
<a href="#">Select</a>	AGEC	

Click "Select" to pick an area. This returns you to the previous screen. Scroll down and click "Search". This brings up a list of all courses available for you to enroll into.

**Search Results**  
Bowling Green State University | Summer Semester 2020

[My Class Schedule](#)

You are not registered for classes in this term.

Shopping Cart Show All

ACS 3000

The following classes match your search criteria Course Subject: **Popular Culture**, Course Career: **Undergraduate**, Show Open Classes Only: **No**, Campus: **Distance Learning**

● Open   
 ■ Closed   
 ▲ Wait List

[Return to Add Classes](#)    New Search    Modify Search

**9 class section(s) found**

▼ POPC 1600 - Introduction to Popular Culture

**POPC 1600 - Introduction to Popular Culture**

Class	Section	Days & Times	Location	Instructor	Meeting Dates	Status		Book List
41136	101W-LEC E-Camp 6W1	Arrange with Instructor	Web Based - Main Campus	Kristen Rudisill	05/20/2020 - 07/01/2020	●	Select	Book List

**POPC 1600 - Introduction to Popular Culture**

Class	Section	Days & Times	Location	Instructor	Meeting Dates	Status		Book List
41345	105W-LEC E-Camp 6W2	Arrange with Instructor	Web Based - Main Campus	Kristen Rudisill	07/06/2020 - 08/14/2020	●	Select	Book List

Click "Select" to add the course to your Cart. Continue enrolling as described in "Enrolling Using Shopping Cart".

*NOTE: Some non-English graduate courses are open to enrollment and students can enroll themselves. Others may be kept closed to limit outside enrollment. If you run into this, you can either contact that department's secretary to be enrolled, or ask Danielle Burkin, Graduate English Secretary, if she can enroll you. If you run into any issues related to enrolling into ENG or LING courses, please contact Danielle at 419-372-2576 or dburkin@bgsu.edu*