Enrolling Process/Adding a Class

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:

Logon to MyBGSU and click on the Student Center Card. In the Student Center, click on the Classes & Registration Tile.

Click on Add Classes from the Classes & Registration menu.

Select the term for which you wish to enroll and click Continue.

Prepare to add classes to your shopping cart by entering the 5 digit class number and clicking Enter.

You can also search for classes by clicking on Search.

After you click Enter, any additional components associated with the class selected will be displayed. These components will be automatically enrolled when the enrollment process is completed.

Click Next to proceed.
Course specific information will be displayed on the Enrollment Preferences screen.

If applicable:

Check the box to put yourself on a waitlist if the class is full when you attempt to register.

Enter the permission number provided by academic department.

Update the grading option using the Grading drop-down menu.

Credit hours can be adjusted on this screen for variable credit courses.

Click Next to proceed with putting the course in your shopping cart.

Continue to add courses as needed, set enrollment preferences as needed per course, and then click Proceed to Step 2 of 3 when you are satisfied with your class selections.

Review the classes in your shopping cart.

Click Previous to return and remove or add additional courses.

Click Finish Enrolling to process your request.
View Results

Classes that were successful enrolled will display a green check mark in the Status column.

Classes that are not added will display a red X in the Status Column. The error message will be displayed in the Message column.