

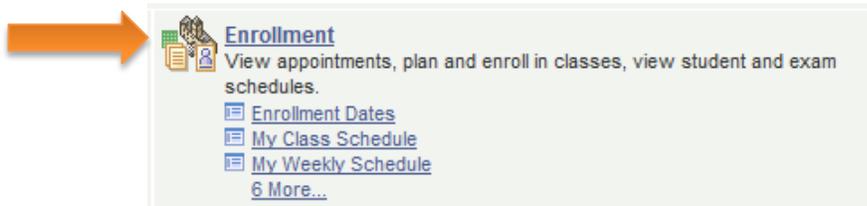
REGISTERING FOR CLASSES

Login to Connect ND

1. On the left hand column select the **SELF-SERVICE** option



2. Select the **ENROLLMENT** box

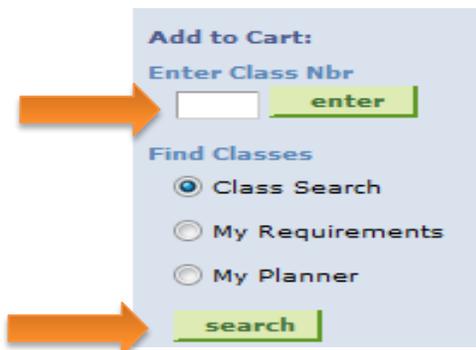


3. Select **ENROLLMENT: ADD CLASSES** box

Dropping a course is covered at the end of this document



4. To select a class, enter the number into the **CLASS NUMBER BOX**, or if you do not know the number hit the **SEARCH** box



HOW TO SEARCH CLASSES

After selecting the SEARCH box, this screen will load.

Begin by choosing the appropriate **COURSE SUBJECT**, and then click the **SEARCH** box.

Class Search Criteria

Course Subject

Course Number

*Course Career

Use Additional Search Criteria

Additional Search Criteria

Return to Add Classes

Search Plan Enroll My

My Class Schedule Add

go to ...

RIA SEARCH

Connect ND will show you all the available classes in that subject.

- To choose one of the options, click **SELECT CLASS**.

View All Sections First 1-3 of 3 Last

Section [01-LEC\(12831\)](#) Status **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	Main Bldg Classroom OM-306	Dale Nelson	08/22/2011 - 12/16/2011

- When registering for online classes, any special requirements will be posted on Connect ND. Select the blue class number link, under class notes copy and paste the link into your browser to view the requirements.

Mayville State University

Notes	
Class Notes	Online; Distance Education tuition rates apply; Pre-req: MATH103 and MATH 105. http://www.mayvillestate.edu/prospective-students/academics/extended-learning/register-classes/
Description	
Limits, continuity, differentiation, Mean Value Theorem, integration, Fundamental Theorem of Calculus, applications. Pre-req: Math 103 and Math 105. Spring. (CCN Course)	

7. This will bring you to class details; select **NEXT**.

Class Preferences

ENGL 100-02 Lecture ● Open

Session: Regular Academic Session
Career: Undergraduate

Wait List: Wait list if class is full

Permission Nbr:

Grading: Graded

Units: 3.00

 **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	MoWeFr 10:00AM - 10:50AM	Main Bldg Clsrm OM-307 w/ OM-3	Carolyn Baker	08/22/2011 - 12/16/2011

8. The class will be shown as “added to your shopping cart”



You may **Enter a Class Number** or **Search** to add more classes.

Once you have all your classes in your cart, click **PROCEED TO STEP 2 OF 3**.

Mayville State University

ISBN Number Open Closed Wait List

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Requirements
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGL 100-02 (12832)	MoWeFr 10:00AM - 10:50AM	Main Bldg Clsrm OM-307 w/ OM-3	C. Baker	3.00	

9. Move to **PROCEED TO STEP 3 OF 3**, scroll down and select **FINISH ENROLLING**.

ISBN Number Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUSN 336-01 (8157)	Applied Statistics I (Lecture)	TuTh 2:00PM - 3:15PM	Main Bldg South Lab OM-201	M. Skean	3.00	
CIS 200-01 (8172)	Computers In Society (Lecture)	TuTh 2:00PM - 3:15PM	Main Bldg Typing OM- 206	P. Nordine	1.00	

10. You may print your schedule by clicking **My Class Schedule**.

***Be sure to check the Right Hand column for either a green check or a red X.*

Success: enrolled Error: unable to add class

SPECIAL CASES

1. Time conflict

When proceeding to step 3 of 3, an **X** will appear if class times overlap.

Mayville State University

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ACCT 200	Success: This class has been added to your schedule.	✔
BOTE 347	Success: This class has been added to your schedule.	✔
BUSN 323	Success: This class has been added to your schedule.	✔
BUSN 491	Error: You cannot add this class due to a time conflict with class 14230. Select another class.	✘

MY CLASS SCHEDULE
ADD ANOTHER CLASS

Pre-requisite and Co-requisite

Some classes require that you have taken or are taking a class before enrolling in a more advanced class. Be sure to check class notes for this.

Pre-Req:

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 10:00AM - 10:50AM	Main Bldg Typing OM-206	Dustin Olson	08/22/2011 - 12/16/2011

NOTES

Class Notes Pre-req: ACCT 201

Co-Req:

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Science Bldg, South	Staff	08/22/2011 - 12/16/2011

Enrollment Information

Enrollment Requirements Co-Requisite Scnc 101L Natural Science Lab

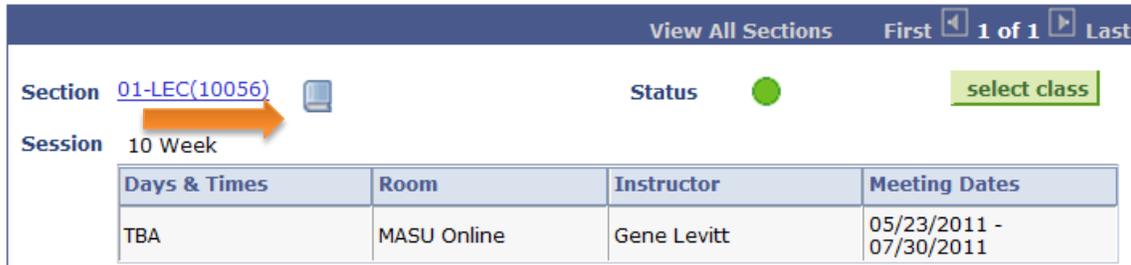
2. Closed class

When classes have reached their capacity, you will not be allowed to enroll via Connect ND. The blue box below will appear rather than a green check.



3. Bookstore link

Beside the class number, select the book icon to visit the MSU bookstore website.



The screenshot shows a course selection interface. At the top, there are navigation options: "View All Sections", "First", "1 of 1", and "Last". Below this, the "Section" is identified as "01-LEC(10056)" with a book icon to its right. An orange arrow points to this book icon. To the right of the section number is a "Status" indicator (a green dot) and a "select class" button. Below the section information, the "Session" is listed as "10 Week". A table below provides details for the class:

Days & Times	Room	Instructor	Meeting Dates
TBA	MASU Online	Gene Levitt	05/23/2011 - 07/30/2011

Once the bookstore link has opened, check the appropriate department box followed by continue, then select your course.

DROPPING A CLASS

To drop a class, select **ENROLLMENT: DROP CLASSES** box



The screenshot shows a menu item labeled "Enrollment: Drop Classes" with a subtext "Drop classes from your schedule." An orange arrow points to the left of the menu item.

Mayville State University

Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Drop Classes

1. Select classes to drop

Click on the Drop Tab

<input type="checkbox"/>	MATH 103-02 (1063)	College Algebra (Lecture)	TuTh 2:00PM - 3:15PM	C- 103 adjoining with C-104	B. Miess	3.00	✓
<input type="checkbox"/>	MUSC 215-01 (1228)	Concert Choir (Laboratory)	MoWeFr 12:00PM - 12:50PM	Classrm, Choir, C-101	M. Bakken	1.00	✓
<input checked="" type="checkbox"/>	PSYC 111-03 (1194)	Introduction To Psychology (Lecture)		MASU Online	C. Davis	3.00	✓

Select class by checking it off

Select this tab

DROP SELECTED CLASSES

✓ Enrolled | ✗ Dropped | ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYC 111-03 (1194)	Introduction To Psychology (Lecture)		MASU Online	C. Davis	3.00	✓

Continue by clicking this tab

CANCEL | PREVIOUS | FINISH DROPPING

✓ Success: dropped | ✗ Error: unable to drop class

Class	Message	Status
PSYC 111	Success: This class has been removed from your schedule.	✓