How to Enroll, Drop and Swap Courses

1. Open “Campus Connection” - found at www.minotstateu.edu
2. Sign On using your User ID and Password.

3. Click on "Register for Classes."
4. To register for classes, click on “Enroll in a Class.”
5. Select the enrollment term (i.e. Spring 2007).
   - Only the term(s) you are eligible to register for will appear.
6. Click on “Add Classes.”
   - If you have the unique class number for the chosen class, enter it here and **proceed to Step 9**.
   - If you don't have the unique class number, click on the look up tool to locate the course and **proceed to step 7**. *(Refer to the directions “Viewing the Term Schedule of Classes,” for additional instructions to navigate the schedule).*

7. Locate the class for which you wish to register.
8. Click on the checkmark to the left of the class.
9. Note that the unique class number and associated information populated in your screen.

10. Click "submit" or continue adding classes then click "submit."

11. If your request was processed without errors, “Success” will appear in the “Add Status” column. If you are unable to add a specific class, you will receive the message “Errors found”. Click on the link to review the error message.
- View your schedule by clicking on "View My Schedule."
- Click on "Add Another Class" to add additional classes.
- Click on "Drop/Update Classes to drop a class. Remember to check the "Add Status" of your request.
- Click on the class link "ENGL 110" to view course detail from the catalog.

Note: When looking at your schedule, be sure to pay close attention to the "status" column to ensure your schedule is accurate.
* Print a copy of your schedule.