


# Course Enrollment Instructions

## Course Enrollment

During a current semester, each student with remaining degree completion requirements will enroll in courses for the following semester via the MySouthe@st portal. Instructions have been provided below to ensure successful course enrollment. In addition, a sample grid has been provided for students looking to plan their next semester, in advance, and keep record of the course information they will need when their enrollment date comes and they go into the portal to register.

**Please Note:** Prior to course enrollment, each student should meet with their academic or faculty advisor (1-3 weeks prior to their enrollment date) to review academic progress and ensure they are set to register for appropriate courses which will keep them on track/schedule for degree completion.

### Course Enrollment – Portal

- ◆ Sign Into the MySouthe@st portal
  - Username: SE Key (first part of SE e-mail)
- ◆ Select the **Student SS** tab
- ◆ Within **Registration Tools**, select **Add/Drop Classes** 
- ◆ Identify the appropriate term from the drop down
- ◆ Enter the Alternate Enrollment PIN
  - Provided by the advisor at the advising meeting
- ◆ At the enrollment screen, enter a course CRN and click **Submit Changes** OR select **Class Search** and search for courses by academic departments
- ◆ When courses appear, check the box next to the specific desired section
- ◆ Scroll to the bottom of the screen and select **Register**
- ◆ Repeat this process until all courses have been enrolled in

For students planning their next semester courses in advance, select *Look Up Courses*, then *Advanced Search*. Take note of the individual course *CRNs* and write them in the grid provided below, along with the other grid information.

Planning ahead will put students in a great position going into their meeting with their academic/faculty advisor!

CRN	Course Title	Section	Day	Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____