



CHADRON STATE COLLEGE

MyCSC Self-Enrollment Instructions

You can self-enroll via your [MyCSC Account](#) by following the steps illustrated below. If you have any questions or concerns regarding the enrollment process, please contact the START office at start@csc.edu.

1. Log in to [MyCSC](#) using the NUID and password created at the time of application. If you've forgotten your password, please follow the "Forgot Password" link.

MyCSC Login

NUID

Password

Enable Accessibility Mode

Log In

[Forgot Password](#)

Related Links

 For security reasons please log out and exit your web browser when you are finished accessing services that require authentication!

2. Once logged in, click on the “Enrollment” tab in the menu at the top of your Dashboard.

The screenshot shows the MyCSC dashboard with the 'Enrollment' tab selected in the top navigation menu. A blue arrow points to the 'Enrollment' tab. The dashboard includes several sections: 'Message Center' with 'Holds' (1), 'Messages', 'Communications' (4), and 'To Dos'; 'What I Owe' showing a 'Current Balance: 0.00' and a 'Make a Payment' button; 'Financial Aid' with links for 'View Financial Aid', 'Accept/Decline Awards', and 'Summer Aid Application'; and 'Academic Requirements' with a 'Degree Audit' link. A 'Classes' section at the bottom indicates 'No Enrolled Classes for this term' with a 'Print' button.

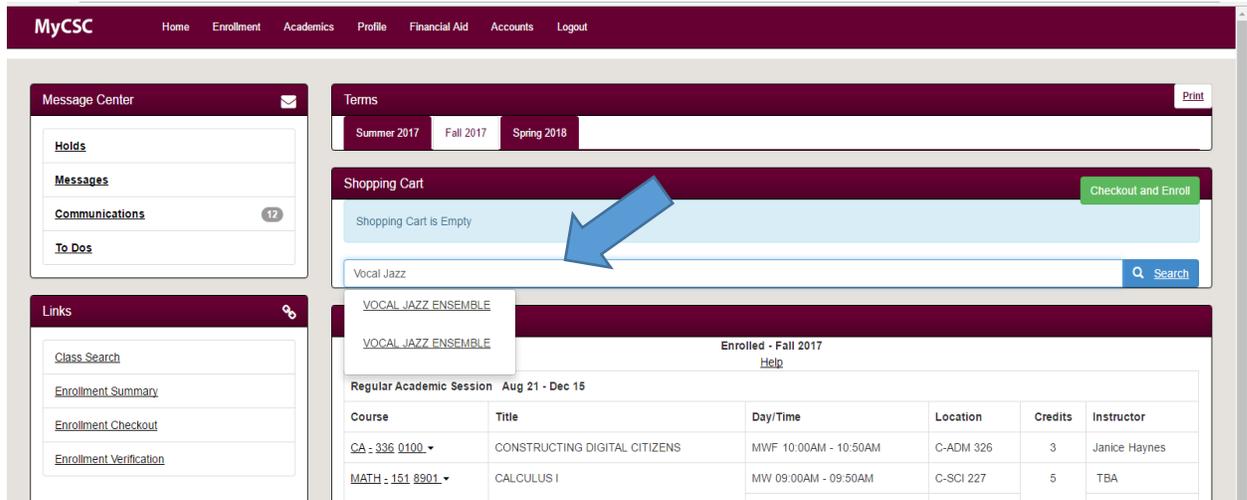
3. In the middle of the Enrollment screen, select the term for which you wish to enroll by clicking on the corresponding tab. *The term will be "white" rather than "maroon" once you have selected it.*

The screenshot shows the MyCSC Enrollment screen. The 'Spring 2018' term tab is selected and highlighted in white, with a blue arrow pointing to it. The screen includes a 'Terms' section with tabs for 'Summer 2017', 'Fall 2017', and 'Spring 2018'. Below this is a 'Shopping Cart' section with a 'Checkout and Enroll' button and a search bar. The 'Enrolled Classes' section displays a table for the 'Fall 2017' session (Aug 21 - Dec 15).

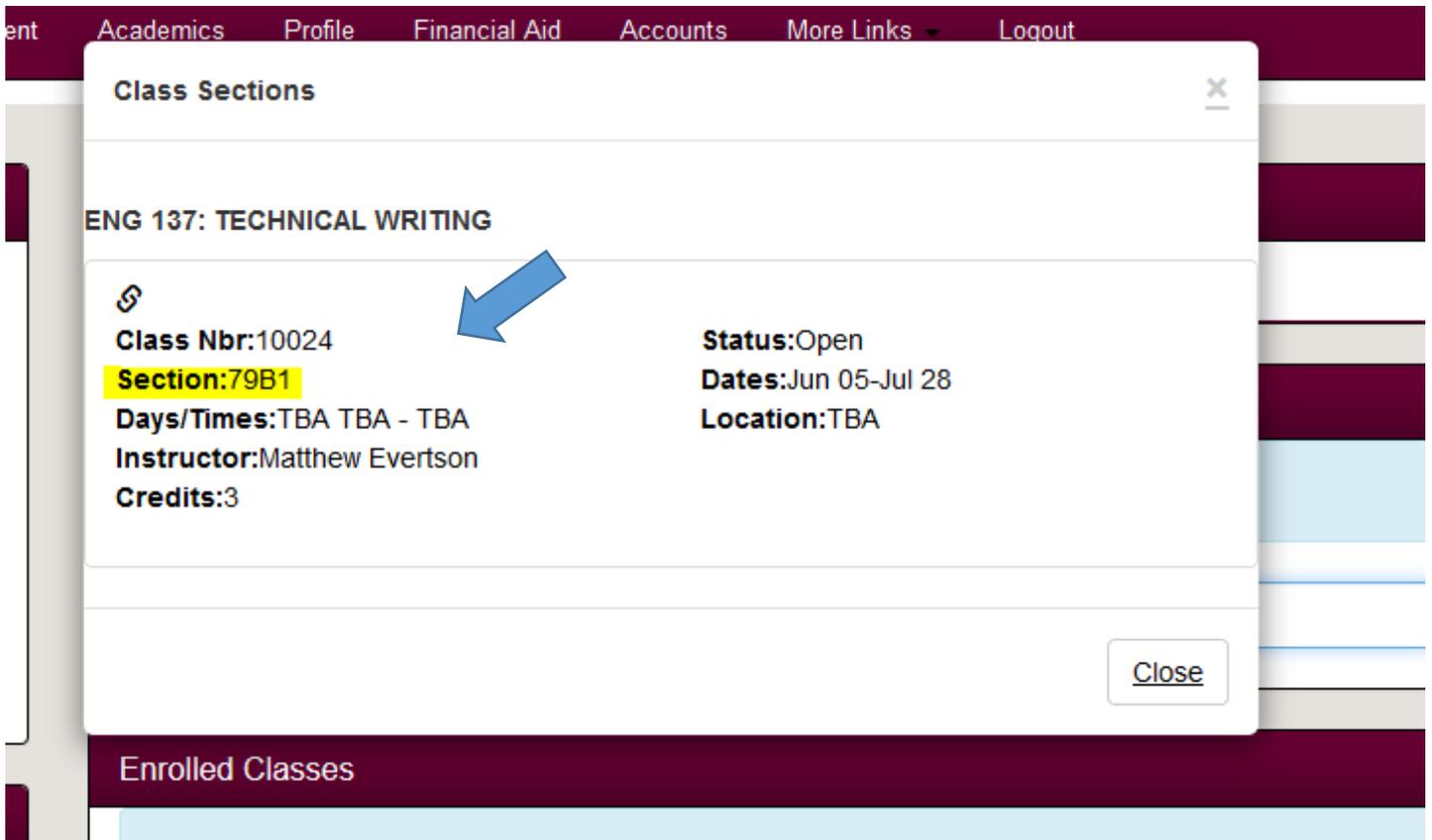
Course	Title	Day/Time	Location	Credits	Instructor
CA - 336 0100	CONSTRUCTING DIGITAL CITIZENS	MWF 10:00AM - 10:50AM	C-ADM 326	3	Janice Haynes
MATH - 151 8901	CALCULUS I	MW 09:00AM - 09:50AM	C-SCI 227	5	TBA
		TR 08:00AM - 09:15AM	C-SCI 227		TBA
MATH - 237 8901	HIST & FOUND OF MATHEMATICS	MWF 11:00AM - 11:50AM	C-SCI 227	3	Robert Stack
MATH - 331 8901	PROBABILITY & STATISTICS	MWF 08:00AM - 08:50AM	C-SCI 227	3	TBA

Total Credits 14

- Use the "Search" feature to find available courses.
 You can search by course title and/or catalog number. For example: "FCS 247" or "Nutrition".
 Please note if a term has not been selected as described in step 3, your search will be inaccurate.



- Once you see the course you'd like, click on the course from the search list. A dialogue box will appear with course sections. Click on the course to add it to your "shopping list."



NOTE: Courses which are section **79** are fully online courses. Courses which are section **89** are offered fully online OR fully on-campus (for campus based students). Fully online students should disregard the class dates/time associated with section **89** courses. Letters in the section number (A or B) indicate the course is offered in an 8-week session—1st 8-week is "A", 2nd 8-week is "B".

- When you have added all the courses for which you want to enroll to your “shopping list” click “Checkout and Enroll”. *If there’s a class on your list that you do not want, click on the red minus sign next to the course number before proceeding to step 7.*

- In your “Shopping Cart”, you must first click the check mark next to each class.

Class Nbr.	Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
10139	HIST - 151	0100	LEC	UGRD	US HISTORY TO 1877	TR	09:30AM - 10:45AM	TBA	David Christensen
10407	MUS - 104	0100	LEC	UGRD	VOCAL JAZZ ENSEMBLE	TR	03:30PM - 04:20PM	C-MEM 125	Joel Schreuder

- Then, click “Enroll Selected”.

9. The next screen is the **Enrollment Disclaimer**. Read it thoroughly. If you agree, click "I Understand".

10. You have arrived at "Enrollment Checkout", which will show you a summary of the results

✓ **A green check mark means you are enrolled in the course(s). Congratulations!**

*If you receive other messages such as waitlist or not enrolled (with error message – most common are pre-requisites or instructor permission), please contact START for assistance at start@csc.edu.

You can double check that you are enrolled by navigating back to your "Enrollment" menu to see your class schedule. If a class is not on your schedule, you are not enrolled.

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