



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.

 **CHADRON STATE COLLEGE**

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!

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

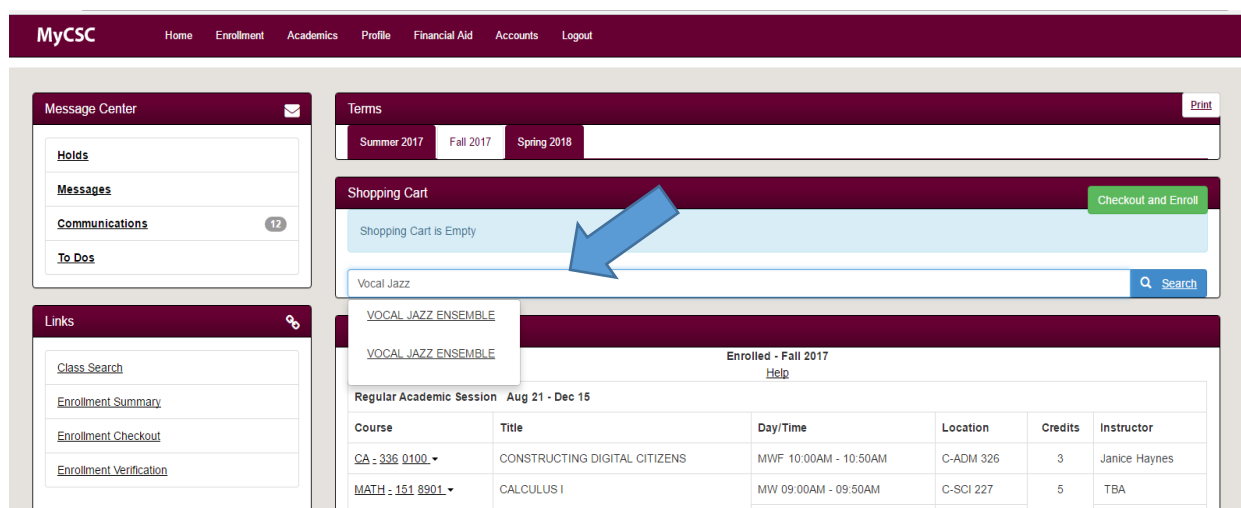
The screenshot shows the MyCSC dashboard with the 'Enrollment' tab selected in the top navigation bar. A blue arrow points to the 'Enrollment' tab. The dashboard layout includes a left sidebar with 'Message Center' (Holds, Messages, Communications, To Dos) and 'Academic Requirements' (Degree Audit). The main content area has 'What I Owe' (Current Balance: 0.00, Make a Payment button), 'Financial Aid' (View Financial Aid, Accept/Decline Awards, Summer Aid Application), and 'Classes' (No Enrolled Classes for this term, Print button).

- 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.*

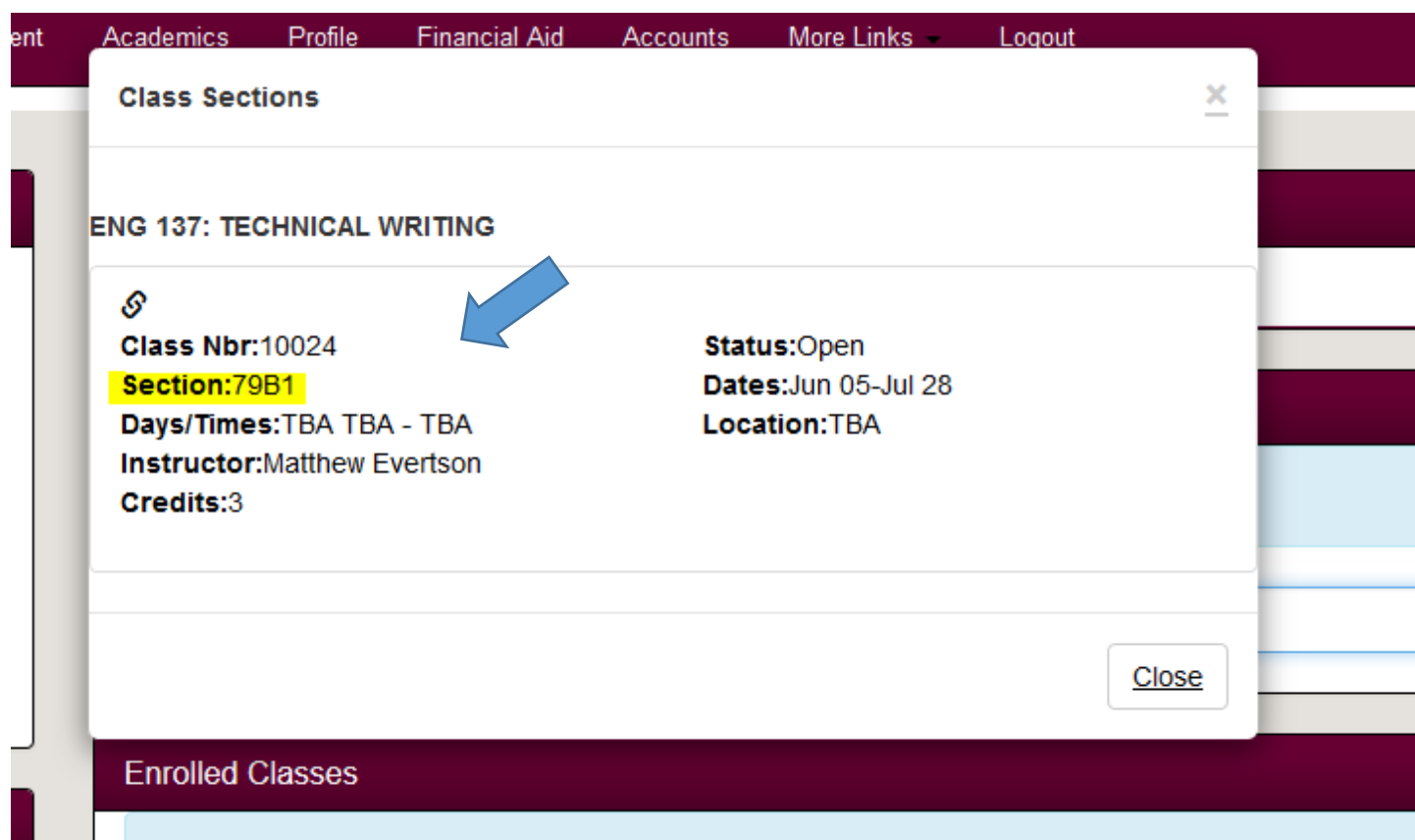
The screenshot shows the MyCSC Enrollment screen. The 'Enrollment' tab is selected in the top navigation bar. A blue arrow points to the 'Spring 2018' term tab, which is highlighted in white. The page layout includes a left sidebar with 'Message Center' (Holds, Messages, Communications, To Dos), 'Links' (Class Search, Enrollment Summary, Enrollment Checkout, Enrollment Verification), and 'Important Dates' (Student Academic Calendar). The main content area has 'Terms' (Summer 2017, Fall 2017, Spring 2018, View Term button, Print button), 'Shopping Cart' (Shopping Cart is Empty, Checkout and Enroll button, Search by Class Nbr., Subject or Catalog Nbr. search bar), and 'Enrolled Classes' (Enrolled - Fall 2017, Help button, Regular Academic Session Aug 21 - Dec 15, table of enrolled classes, Total Credits 14).

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

- 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.

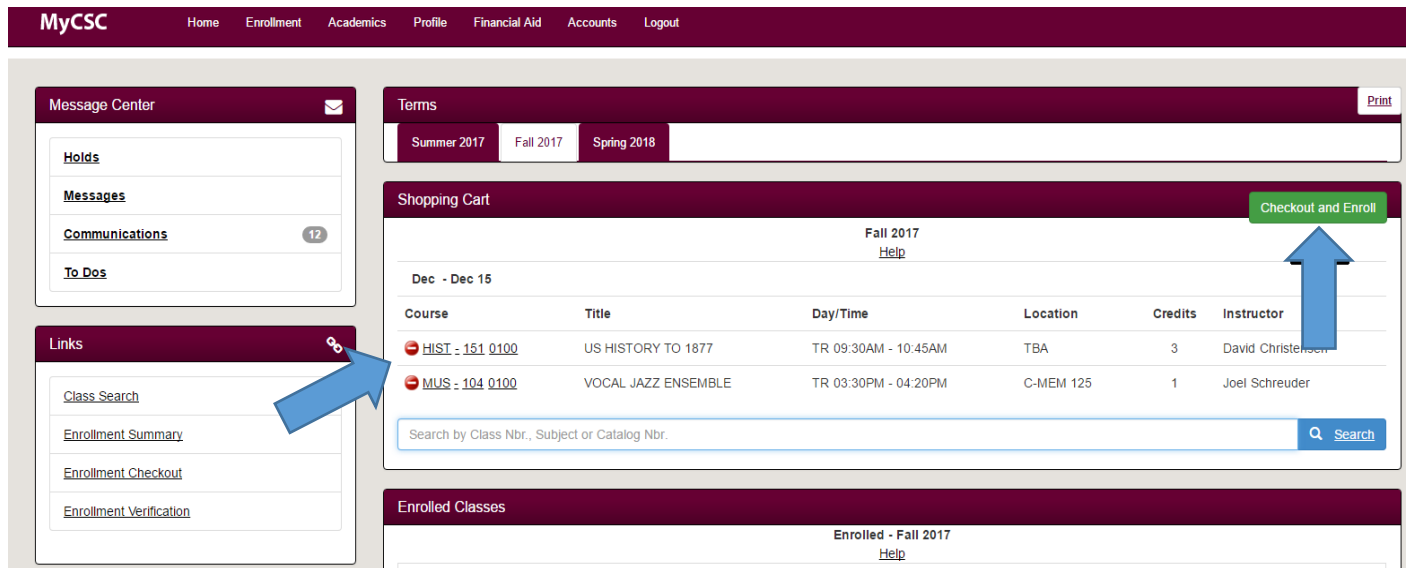


- Once you see the course you'd like, click on the course from the search list. A dialogue box will appear with course sections. Click on the course to add it to your "shopping list."



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.*



MyCSC Home Enrollment Academics Profile Financial Aid Accounts Logout

Message Center

Holds
Messages
Communications (12)
To Dos

Links

Class Search
Enrollment Summary
Enrollment Checkout
Enrollment Verification

Terms Summer 2017 Fall 2017 Spring 2018

Shopping Cart Checkout and Enroll

Fall 2017 Help

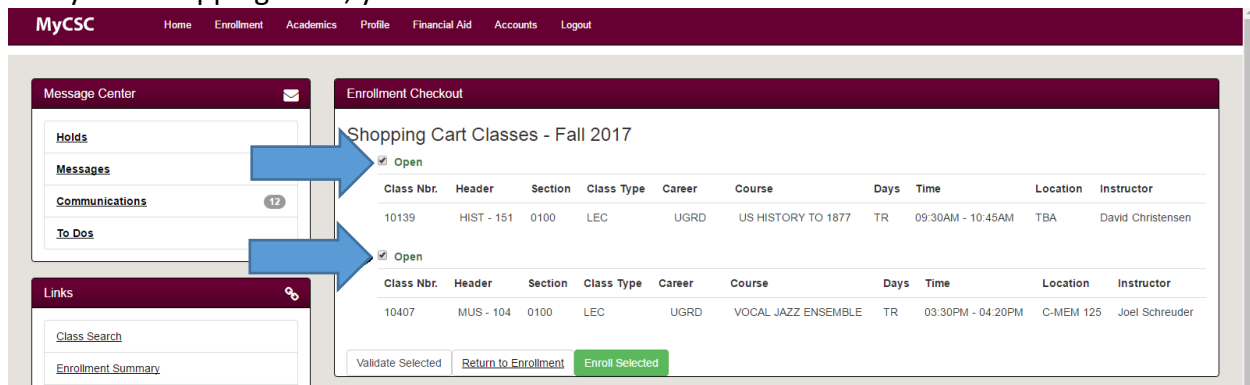
Dec - Dec 15

Course	Title	Day/Time	Location	Credits	Instructor
HIST : 151 0100	US HISTORY TO 1877	TR 09:30AM - 10:45AM	TBA	3	David Christensen
MUS : 104 0100	VOCAL JAZZ ENSEMBLE	TR 03:30PM - 04:20PM	C-MEM 125	1	Joel Schreuder

Search by Class Nbr., Subject or Catalog Nbr. Search

Enrolled Classes Enrolled - Fall 2017 Help

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



MyCSC Home Enrollment Academics Profile Financial Aid Accounts Logout

Message Center

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Communications (12)
To Dos

Links

Class Search
Enrollment Summary

Enrollment Checkout

Shopping Cart Classes - Fall 2017

☒ Open

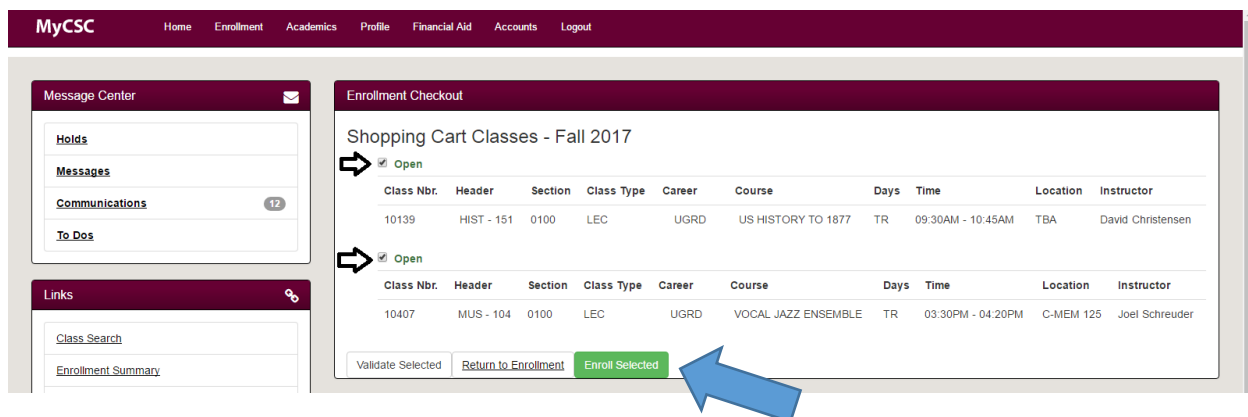
Class Nbr.	Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
10139	HIST - 151	0100	LEC	UGRD	US HISTORY TO 1877	TR	09:30AM - 10:45AM	TBA	David Christensen

☒ Open

Class Nbr.	Header	Section	Class Type	Career	Course	Days	Time	Location	Instructor
10407	MUS - 104	0100	LEC	UGRD	VOCAL JAZZ ENSEMBLE	TR	03:30PM - 04:20PM	C-MEM 125	Joel Schreuder

Validate Selected Return to Enrollment Enroll Selected

- Then, click “Enroll Selected”.



MyCSC Home Enrollment Academics Profile Financial Aid Accounts Logout

Message Center

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Class Search
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Shopping Cart Classes - Fall 2017

☒ Open

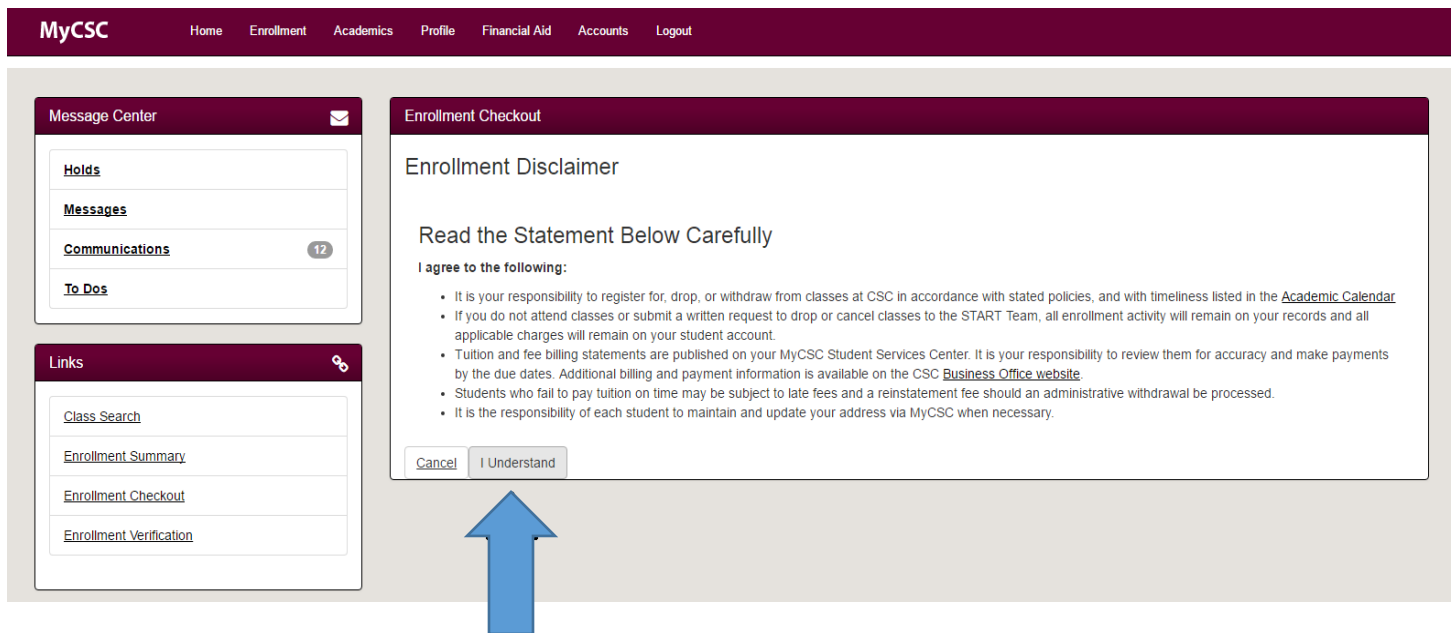
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Validate Selected Return to Enrollment Enroll Selected

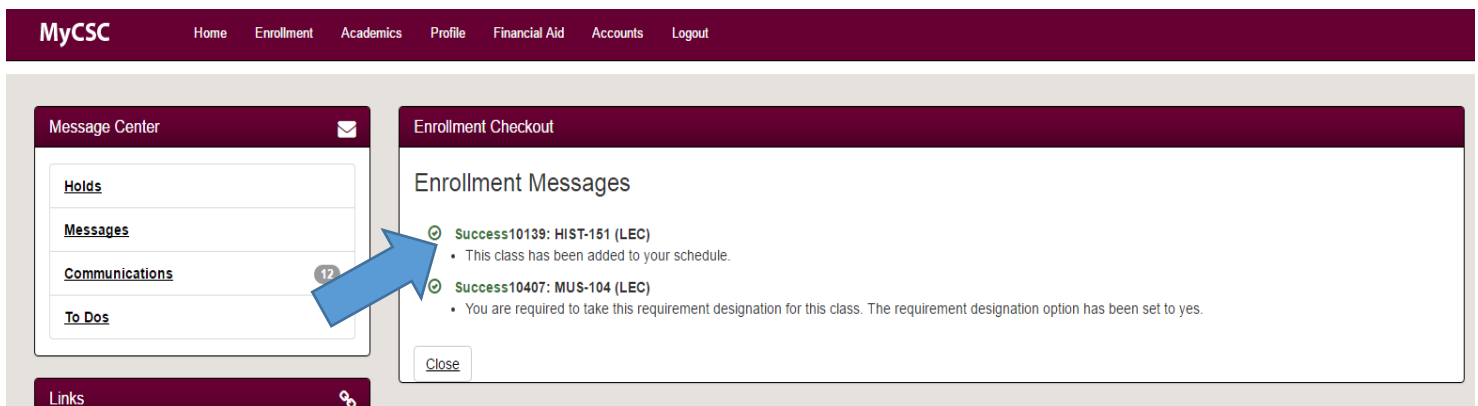
9. The next screen is the **Enrollment Disclaimer**. Read it thoroughly. If you agree, click “I Understand”.



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.

