How to add a course

BY ENCOUNTER TO EXCELLENCE
Step 1

- Visit my.csudh.edu and sign in by using your campus username and password.
Step 2

- Once you are signed in, locate the **Student Center** and click on it.
Step 3

- Under the Academics tab, locate the **Enroll** option and click on it.
Step 4

- Select the term you would like to enroll into by clicking the bubble on the left side of the term.
- After selecting the term, click continue on the bottom right.
Step 5

- To search for a course, simply click on the search button.
Step 6

- To search for a course, insert the abbreviation of the subject where it says **subject**.
- Ex. English would be “ENG”
- Note: do not click the search button yet.
Step 7

- After entering the subject, insert the exact course number under **course number**.
- Ex: The course number for ENG 110 would be **110**.
Step 8

- Click the **Search** button to find open courses.
Step 9

- To add a course to your shopping cart, click the green select button to the right of the appropriate course you have chosen.
Step 10

- Click on **Next** to add the course to your shopping cart.
Step 11

- After clicking next, you will be taken back to the shopping cart screen, but this time your selected course will be in your shopping cart.
- Ensure that the course you are enrolling in has a checkmark under the select section.
- Click the enroll button to continue enrolling in the course.
Step 12

- To finish enrolling in the course, click the Finish Enrolling button.
Step 13

- If you have successfully enrolled into your course, then you will see a **green checkmark** status symbol under status.

- If there is a **red x** status symbol, then you have *not* enrolled into the course. Please read the error message carefully because it may be due to a variety of reasons. Reasons include, but are not limited to: time conflict with your class schedule, account Holds, or the class is full.