

Preparing for Self-Enrollment

Step 1

What you need to do before you can self-enroll:

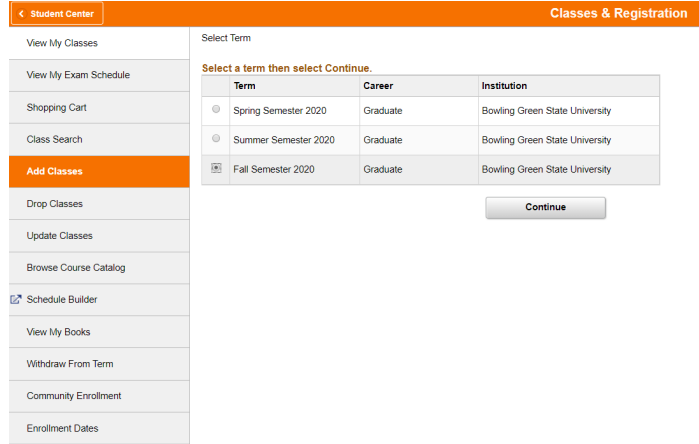
Search for classes using Search for Classes or Browse Catalog options and have your class numbers ready for enrolling.

Adding Classes:

Logon to MyBGSU and click on the Student Center Card. In the Student Center, click on the Classes & Registration Tile.

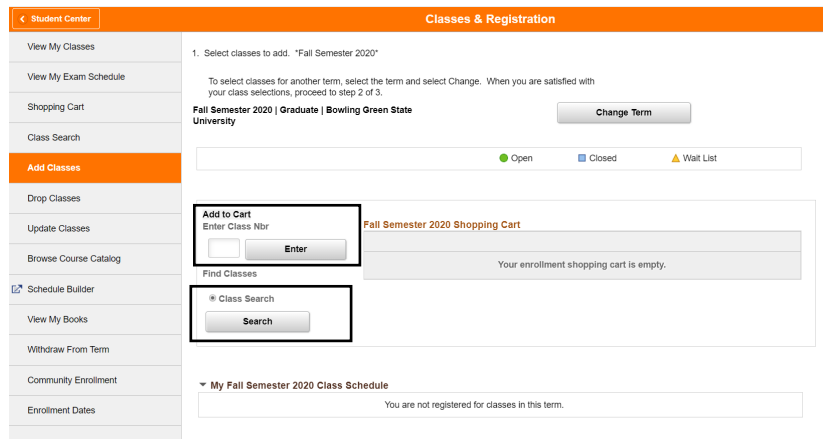
Click on Add Classes from the Classes & Registration menu.

Select the term for which you wish to enroll and click Continue.



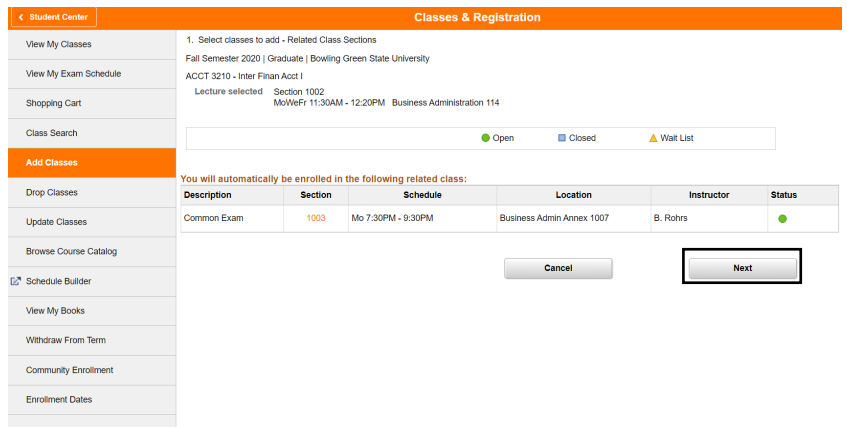
Prepare to add classes to your shopping cart by entering the 5 digit class number and clicking Enter.

You can also search for classes by clicking on Search.



After you click Enter, any additional components associated with the class selected will be displayed. These components will be automatically enrolled when the enrollment process is completed.

Click Next to proceed.



Enrolling Process/Adding a Class

Student Center/Enrollment Process

Course specific information will be displayed on the Enrollment Preferences screen.

If applicable:

Check the box to put yourself on a waitlist if the class is full when you attempt to register.

Enter the permission number provided by academic department.

Update the grading option using the Grading drop-down menu.

Credit hours can be adjusted on this screen for variable credit courses.

Click Next to proceed with putting the course in your shopping cart.

1. Select classes to add - Enrollment Preferences

Fall Semester 2020 | Graduate | Bowling Green State University
SOC 1010 - Principles Sociology

Class Preferences

SOC 1010-1002 Lecture ● Open

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Social & Behavioral Sciences-Admit before Fa 2015
- Social & Behavioral Sci-Admit Fa 2015 & After

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 3.00

Cancel Next

Section	Component	Days & Times	Location	Instructor	Start/End Date
1002	Lecture	MoWeFr 8:30AM - 9:20AM	Olcscamp Hall 223	Staff	08/31/2020 - 12/18/2020

Continue to add courses as needed, set enrollment preferences as needed per course, and then click Proceed to Step 2 of 3 when you are satisfied with your class selections.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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● Open ■ Closed ▲ Wait List

Change Term

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search Search

Fall Semester 2020 Shopping Cart

Delete	Class	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	ACCT 3210-1002 (70708)	MoWeFr 11:30AM - 12:20PM	Business Administration 114	B. Rohrs	3.00	●
<input type="checkbox"/>	ACCT 3210-1003 (70719)	Mo 7:30PM - 9:30PM	Business Admin Annex 1007	B. Rohrs	3.00	●
<input type="checkbox"/>	SOC 1010-1001 (70051)	TuTh 8:00AM - 9:15AM	Olcscamp Hall 219	L. Sanchez	3.00	▲

Proceed to Step 2 of 3

Review the classes in your shopping cart.

Click Previous to return and remove or add additional classes.

Click Finish Enrolling to process your request.

3. Finish Enrolling

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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● Open ■ Closed ▲ Wait List

Fall Semester 2020 Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 3210-1002 (70708)	Inter Finan Acct I (Lecture)	MoWeFr 11:30AM - 12:20PM	Business Administration 114	B. Rohrs	3.00	●
ACCT 3210-1003 (70719)	Inter Finan Acct I (Com Exam)	Mo 7:30PM - 9:30PM	Business Admin Annex 1007	B. Rohrs	3.00	●
SOC 1010-1001 (70051)	Principles Sociology (Lecture)	TuTh 8:00AM - 9:15AM	Olcscamp Hall 219	L. Sanchez	3.00	▲

By registering for classes at Bowling Green State University, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that failure to be fiscally responsible may result in service holds, late fees, collection actions by BGSU, the Ohio Attorney General's Office or other third party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

Cancel Previous Finish Enrolling

View Results

Classes that were successful enrolled will display a green check mark in the Status column.

Classes that are not added will display a red X in the Status Column. The error message will be displayed in the Message column.

< Student Center
Classes & Registration

- View My Classes
- View My Exam Schedule
- Shopping Cart
- Class Search
- Add Classes
- Drop Classes
- Update Classes
- Browse Course Catalog
- Schedule Builder
- View My Books
- Withdraw From Term
- Community Enrollment
- Enrollment Dates

3. View results

View the following status report for enrollment confirmations and errors

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✔ Success: enrolled
 ✘ Error: unable to add class

Fall Semester 2020 Enrollment Shopping Cart

Class	Message	Status
ACCT 3210	Success: This class has been added to your schedule.	✔
SOC 1010	Error: Class 70051 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✘

My Class Schedule
Add Another Class