

STUDENT QUICK GUIDE TO ENROLLMENT

Student Guides & Tutorials available at www.ncsu.edu/registrar/guides/students/tutorials.html

GET STARTED

- Open www.ncsu.edu/registrar in your computer's web browser.
- Click on the **MyPack Portal** link on the left side menu.
- Access to **MyPack Portal** requires a valid Unity ID and password.
- If you do not know your Unity ID and password, contact OIT at (919) 515-HELP (4357).
- Once you have entered your login and password, select **Enrollment** from the **Enrollment** menu under **Student Self Service** OR the **FOR STUDENTS** tab in **MyPack Portal**.
- Access to enrollment requires that you meet with your advisor who will then release the Advising Hold on your record so you will be eligible for enrollment during your assigned time. See your appointment by clicking on the Enrollment Dates link from the navigation menu.
- During your enrollment appointment, you may **Add a class** by entering the (4-5 digit) **Class ID Number** or, if you do not know this number, you can search for classes.

SEARCH USING THE ADD TAB

- Select **Search for classes** and click **SEARCH**.
- Enter the **Class Search Criteria**, which includes Course Subject and Number.
- Click **SEARCH**.



ADD

- Choose the **Select a class** button to the right of the course information.
- You will be prompted to select **Class Preferences**. Once all preferences are selected, click **NEXT**.
- The course has now been added to your cart. To continue, click **PROCEED TO STEP 2 OF 3** to complete enrollment in the class.
- You must confirm that you wish to enroll in the courses in your cart. Click **FINISH ENROLLING** to complete enrollment.

DROP

- Click the **drop** tab at the top or bottom of the screen.
- Find the course listed in your schedule and check the **Select** box to the left of the course.
- Click **DROP SELECTED CLASSES**.
- Confirm that you wish to drop a course by clicking **FINISH DROPPING**.

SWAP

To swap labs or problem sessions, use the Edit tab. See Edit tab help on Student Guides & Tutorials website.

- Click the **swap** tab to see the **Swap This Class** and the **With This Class** menu boxes.
- Select the course you want to drop from the drop down menu, **Select from your schedule**.
- Under **With This Class**, you may enter the Class ID Number of the course you want to add (if you know it) OR select **Search for Class** and click **search**.
- Select the **Course Search Criteria** and click **SEARCH**.
- View the search results and select the class you wish to add by clicking **select class** button.
- Review the **Enrollment Preferences** and click **NEXT**.
- Confirm your selection and click **FINISH SWAPPING**.

The screenshot shows the 'Swap a Class' interface. At the top, there are navigation tabs: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The main heading is 'Swap a Class' with a progress indicator showing step 1 of 3. Below the heading, it says '1. Select a class to swap' and 'Select the class you wish to swap then select the class you wish to replace it with.' The user is logged in as '2009 Spring Term | Undergraduate | NC State University'. There are two main sections: 'Swap This Class' and 'With This Class'. In 'Swap This Class', the 'Select from your schedule' dropdown menu is set to 'ES 100: Intro Environ Sci'. In 'With This Class', there is a 'Search for Class' dropdown menu with a 'search' button, and an 'Enter Class Nbr' field with an 'enter' button.

WISH LIST

- Using the Wish List is **OPTIONAL**.
- This feature allows you to **plan** classes before your enrollment appointment opens by saving them in your cart.
- A class saved in your cart is **NOT** added into your schedule until you go through the add steps and click **FINISH ENROLLING**.

The screenshot shows the 'Wish List' interface. At the top, there are navigation tabs: 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The main heading is 'Wish List'. Below the heading, it says 'Use the Wish List to temporarily save classes of interest until it is time to enroll for this term.' The user is logged in as '2009 Spring Term | Graduate | NC State University'. There is a 'Class Nbr' field with an 'add to list' button, and an 'OR Search' section with a 'Search for Classes' dropdown menu and a 'search' button. At the bottom, there is a section titled '2009 Spring Term Wish List' which displays the message 'Your wish list is empty.'

For more information and tips on using the Wish List, please visit www.ncsu.edu/registrar/guides/students/pdf/wishlist.pdf.