How to Enroll in Classes

1) Select My Academics>Enrollment>Enrollment: Add Classes from the drop down menu on the My.DaytonaState.edu portal. **NOTE: Video Tutorial is Available**
2) Select ‘My Requirements’ then select ‘Search’.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>my class schedule</td>
<td>add</td>
<td></td>
</tr>
<tr>
<td></td>
<td>drop</td>
<td>swap</td>
</tr>
<tr>
<td></td>
<td></td>
<td>farm information</td>
</tr>
</tbody>
</table>

**Add Classes**

1. **Select classes to add**

   To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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**Fall 2017 | College Credit Programs | Daytona State College**

<table>
<thead>
<tr>
<th>Add to Cart:</th>
<th>Find Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017 Shopping Cart</td>
<td></td>
</tr>
</tbody>
</table>

- Your enrollment shopping cart is empty.

- **(My Requirements)**

- **My Planner**

- **search**
3) Select a class you have not taken or have not yet successfully completed from any of the ‘Not Satisfied’ areas.

Select a class. In this example, the student is selecting to enroll into ENC1102.
4) Select an open section.

Status symbol that indicates whether the class is Open, Closed (full), or if there's a Waitlist option for a class that is currently closed/full.

Select an Open section.

In this example, the student selected the class that meets on Tue & Thu from 11am-12:20pm during the semester dates of 8/28/17 thru 12/15/17.

Select View All or scroll one page at a time to view availability for all campus locations (in alphabetical order) and online classes.
5) Select 'Next' to continue.

If you would like to be placed onto a Wait List for a class that is currently full and has a waitlist option, select this box.

Select NEXT to continue.
6) Select 'Search' if you would like to add more classes to your Shopping Cart. When you are finished adding classes to your cart, select the 'Proceed to Step 2 of 3' button.

If you would like to add more classes to your Shopping Cart, select 'Search' Otherwise, select 'Proceed to Step 2 of 3' to enroll into classes

INC 1102 has been added to your Shopping Cart.

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Add to Cart:
Find Classes
   - My Requirements
   - My Planner

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Open Closed Wait List

Fall 2017 Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC 1102-104F</td>
<td>TuTh 11:00AM - 12:20PM</td>
<td>Daytona Baker (250) 220</td>
<td>S. Offiah-Hawkins</td>
<td>3.00</td>
</tr>
</tbody>
</table>
7) Read the terms then check the box and select 'I agree to submit changes' if you agree to the terms.

8) Confirm classes then select the 'Finish Enrolling' button.
9) View the Results page to see your selections. The ‘Success’ message indicates you are now enrolled in classes.

- Classes that were added to your schedule successfully display with a green check mark and a success message. The Enroll process is now complete. You can add another class or view your class schedule.
- Classes that were not added to your schedule display with a red 'X' and an error message. Review any error messages for an explanation of why a class was not added to your schedule.

The ‘success’ message indicates you are now enrolled into the class(es).

*Please Note: to secure your enrollment, payment must be received by the bill due date.