

On-line Enrollment Instructions

Online enrollment can only be done by degree seeking students *(Special, concurrent students, & first-time degree seeking NEO students are not eligible. Schedule changes can be completed online for first-time degree seeking students.)*

Steps for Online Enrollment:

1. Make sure there are no Registration Enrollment holds at the Admissions Office. *All official transcripts and immunization records must be on file and deficiency holds must be bumped to the next semester.*
2. Make sure there are no holds from the Business Office. *Any unpaid balance (unpaid parking fines, tuition and fees, housing payments, etc.) will result in a hold.*
3. Visit with advisor and have the advisor hold cleared
4. Login to the Web Product for Students
Use your GoldKey Account ID and password
5. Select Drop and Add Classes *(located under Registration)*
6. Select the term which enrollment is desired
7. Enter the call number of the course in the boxes available. Click SUBMIT when finished. *(Enrollment can be accomplished by entering one class at a time or entering all call numbers all at once.)*
8. To drop a class once enrolled, choose drop from the pull down menu for the course to be dropped. Click SUBMIT when finished.

If there are time conflicts, unmet pre-requisites, or other issues with classes, a message will be received indicating why enrollment did not occur.

Classes may only be added online until the end of the first week of classes (fall/ spring semester).

Drops can be completed online until the end of the second week of classes (fall/ spring semester). Payment is still required and no refunds can be issued after the Add/Drop period (see catalog for date).