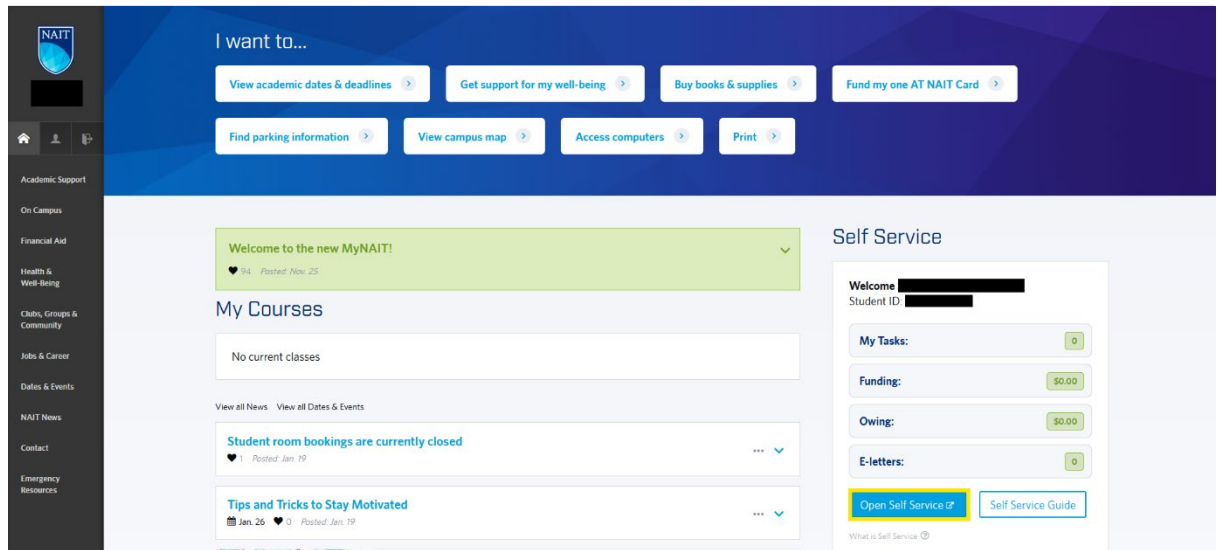


Course Enrolment – Student Guide

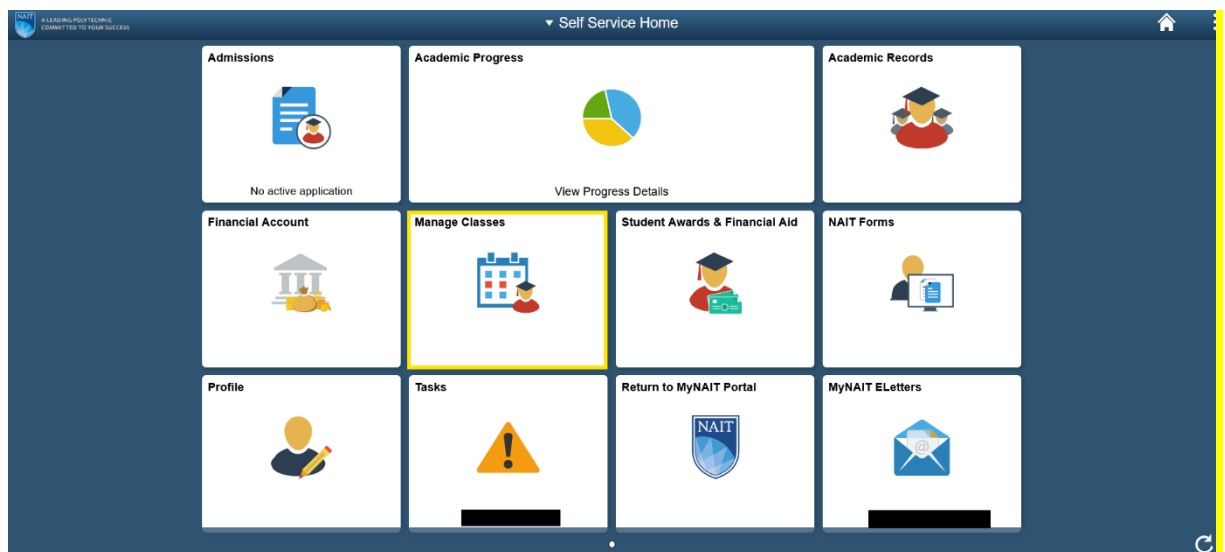
How to add a course	2
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How to add a course

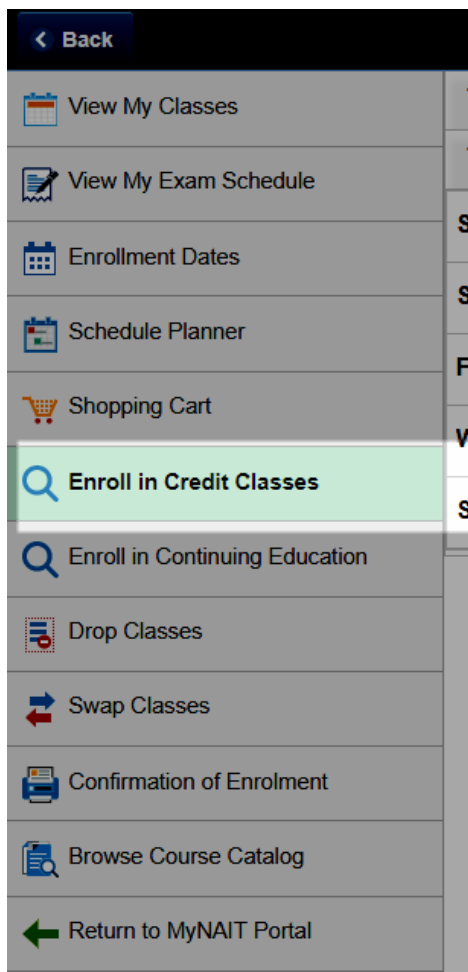
1. Once logged in to your [MyNAIT Portal](#), select the **Open Self Service** button on the right.



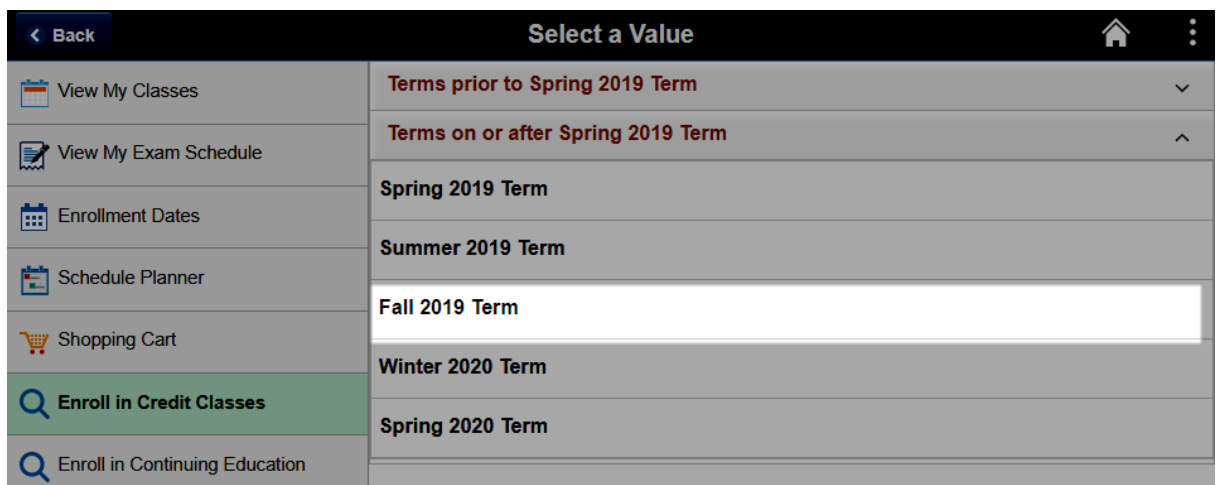
2. Select **Manage Classes**



3. Go to the **Enroll in Credit Classes** tab.



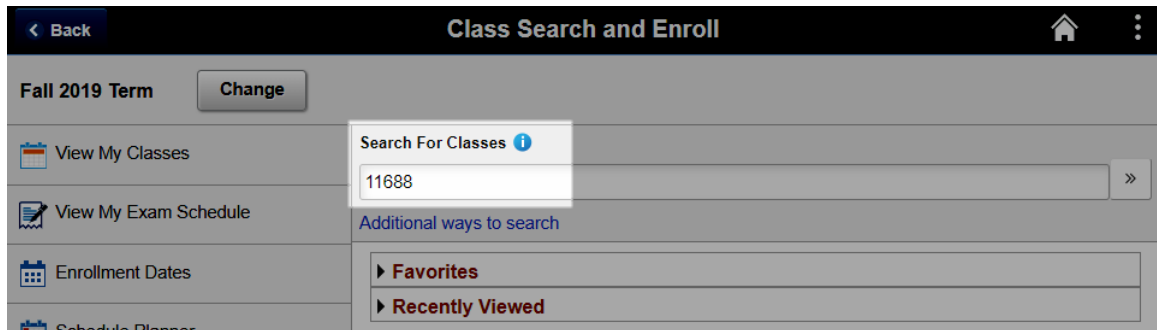
4. Select the term you want to register for (e.g. Fall 2019).



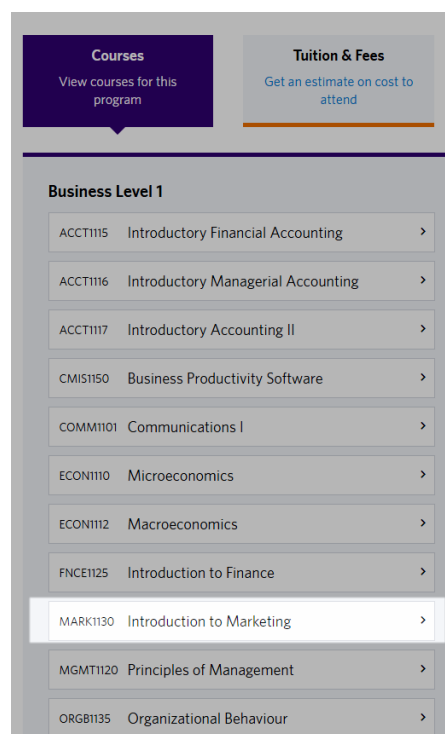
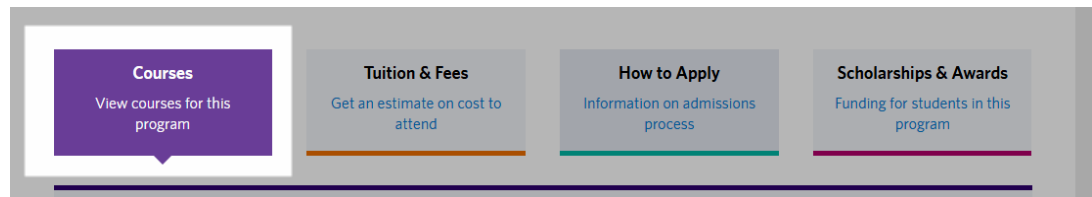
5. To **Search For Classes**, you can search by any of the following:
- the abbreviated course name (eg. MARK1130)
 - the complete course name (eg. Introduction to Marketing)
 - the 5-digit class code (this is found by selecting 'Courses', then select a course (e.g. ACCT1115), then select the View Course Scheduling link)

Note: as this search bar is very sensitive, please ensure your spelling and spacing are correct.

Once you have the course in the search bar, select the arrow button.



- To find the course name, abbreviation, or 5-digit class code, go to your Courses under your Program Page on the nait.ca website.



6. Select the chosen course.

Class Search Results

View Search Results

1 Course with keyword: 11688

MARK 1130
Introduction to Marketing
1 Option Available for Class Number 11688

7. If there is a related class, you will see

- the class automatically selected with the main course chosen (enrolling in the course will automatically enroll you in the related class), or

Class Search and Enroll

Fall 2019 Term
Credit Programs
The Northern Alberta Institute of Technology

Step 1 of 4: Review Class Selection

You have selected
BIO 30 Biology 30
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture A03 - 13612	Regular Session	09/03/2019 - 12/09/2019	Thursday 8:00AM to 9:50AM	Open Seats 42 of 42
		09/03/2019 - 12/09/2019	Wednesday 8:00AM to 9:50AM	
		09/03/2019 - 12/09/2019	Tuesday 8:00AM to 9:50AM	
		12/10/2019 - 12/13/2019	To be Announced	
Laboratory X05 - 13613	Regular Session	09/03/2019 - 12/09/2019	Monday 8:00AM to 9:50AM	Open Seats 22 of 22

- available sections of the related class – select one.

Course Information

Fall 2019 Term

MARK 1130
Introduction to Marketing
★ Add to favorite courses
▶ Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Session	LLB E01 - 11688	09/03/2019 - 12/06/2019	Wednesday 6:00PM to 9:50PM	CAT237	Open Seats 45 of 45

- Review the courses listed in this view and check that they match the schedule you intended. Check the description, days/times and availability status.

Exit

Class Search and Enroll

Next >

Fall 2019 Term
Credit Programs
The Northern Alberta Institute of Technology

1
Review Class Selection
Visited

2
Review Class Preferences
Not Started

3
Enroll or Add to Cart
Not Started

4
Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected

MARK 1130 Introduction to Marketing

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
LLB E01 - 11688	Regular Session	09/03/2019 - 12/06/2019	Wednesday 6:00PM to 9:50PM	Open Seats 45 of 45

Class Information

×

Meeting Information

Enrollment Information

Class Details

Class Availability

MARK 1130 Introduction to Marketing

LLB E01 - 11688

Status : Open

Meeting Dates	Days	Times	Room	Instructor
09/03/2019 - 12/06/2019	Wednesday	6:00PM to 9:50PM	CAT237	To be Announced

- If you need to add or delete courses, click “Exit” to return to the course information or to search for a different course.

Exit

Class Search and Enroll

Fall 2019 Term
Credit Programs
The Northern Alberta Institute of Technology

1
Review Class Selection
Visited

Step 1 of 4: Review Class Selection

- To complete your enrolment, select **Next**.

Exit

Class Search and Enroll

Next >

Fall 2019 Term
Credit Programs
The Northern Alberta Institute of Technology

1
Review Class Selection
Visited

Step 1 of 4: Review Class Selection

11. Select **Accept** if you do not have a permission number.

The screenshot shows a web interface titled "Class Search and Enroll". At the top left, there is a link "Exit". At the top right, there is a "Previous" button and a menu icon. Below the header, the text "Fall 2019 Term", "Credit Programs", and "The Northern Alberta Institute of Technology" is displayed. On the left side, there is a progress bar with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled "Step 2 of 4: Review Class Preferences". It displays the course "ECON 1110 Microeconomics" and "LLB A04 - 11392 - Open". Below this, there is a label "Permission Number" with an information icon and an empty input field. In the top right corner of the main content area, there is a green "Accept" button.

12. Select whether to enroll in the course in the next step or add the class to your Shopping Cart. Adding the class to your Shopping Cart will allow you to enroll in your selected courses all at once.

Note: adding a class to your shopping cart does not grant you a seat in the course. To ensure a seat, you will need to go into your **Shopping Cart** and select enroll – see page 10 of this document.

To confirm that you are enrolled in a class, select View My Classes.

Finalizing your enrolment

1. Select **Next**.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Exit', 'Class Search and Enroll', and buttons for '< Previous' and 'Next >'. Below the navigation bar, the page header indicates 'Fall 2019 Term', 'Credit Programs', and 'The Northern Alberta Institute of Technology'. On the left, a progress bar shows four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' (selected) and 'Add to Shopping Cart'.

2. Then select **Submit**.

The screenshot shows the 'Class Search and Enroll' interface at Step 4 of 4: Review and Submit. The progress bar on the left shows steps 1 through 3 as complete and step 4 as visited. The main content area is titled 'Step 4 of 4: Review and Submit' and states 'You have selected to enroll in'. Below this, it says 'ENDS 1130 Computer Applications I - CAD'. A table displays the class details:

Class	Session	Meeting Dates	Days and Times	Seats
Laboratory X01 - 12406	Regular Session	09/03/2019 - 12/13/2019	Wednesday 12:00PM to 1:50PM Tuesday 12:00PM to 1:50PM	Open Seats 25 of 25

A green 'Submit' button is located in the top right corner of the main content area.

3. To confirm your submission, select **Yes**.

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to submit?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a white border.

4. If you need to add additional courses, return to the **Enroll in Credit Classes** tab and repeat the add process.

Adding a class to your shopping cart:

1. Select **Next**.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Exit', 'Class Search and Enroll', and buttons for '< Previous' and 'Next >'. Below this, the header indicates 'Fall 2019 Term', 'Credit Programs', and 'The Northern Alberta Institute of Technology'. On the left, a progress sidebar shows four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited), and 4. Review and Submit (Not Started). The main content area is titled 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?'. There are two radio button options: 'Enroll' and 'Add to Shopping Cart', with 'Add to Shopping Cart' being selected.

2. Then select **Submit**.

The screenshot shows the 'Class Search and Enroll' interface at Step 4 of 4: Review and Submit. The progress sidebar on the left now shows Step 3 as 'Complete' and Step 4 as 'Visited'. The main content area is titled 'Step 4 of 4: Review and Submit' and states 'You have selected to add to your shopping cart'. It lists the selected class: 'ENDS 1130 Computer Applications I - CAD'. Below this is a table with the following data:

Class	Session	Meeting Dates	Days and Times	Seats
Laboratory X01 - 12406	Regular Session	09/03/2019 - 12/13/2019	Wednesday 12:00PM to 1:50PM Tuesday 12:00PM to 1:50PM	Open Seats 25 of 25

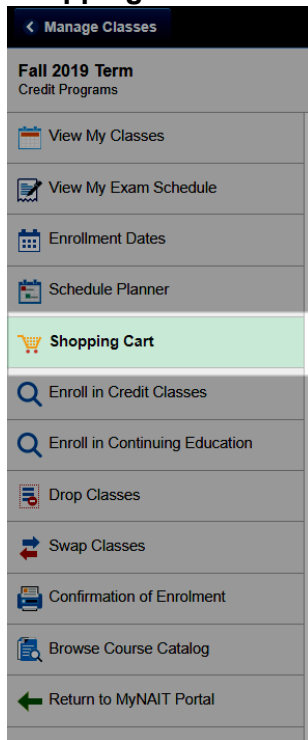
A green 'Submit' button is located in the top right corner of the main content area.

3. To confirm your submission, select **Yes**.

A confirmation dialog box is shown with the text 'Are you sure you want to submit?'. It contains two buttons: 'Yes' and 'No'.

4. The class has now been added to your Shopping Cart. If you need to add additional courses, return to the **Enroll in Credit Classes** tab and repeat the add process.

- Once you add your courses to your Shopping Cart, enroll in your courses by selecting the **Shopping Cart** tab.



- Review the courses listed in this view and check that they match the schedule you intended. Check the description, days/times and availability status.

<div>Enroll Delete Validate</div>										
Your Shopping Cart										
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	LLB A19 - 21356	COMM 1101 Communications I	Regular Session	Tuesday 5:00PM to 8:50PM	CAT101	Staff	3.00	Open Seats 24 of 24	Change Preferences

Your Shopping Cart

Class Information

Meeting Information

Enrollment Information

Class Details

Class Availability

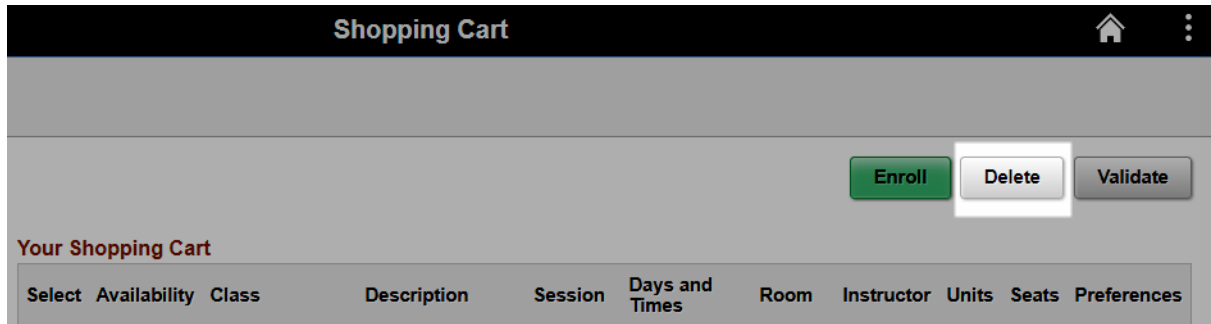
COMM 1101 Communications I

LLB A19 - 21356

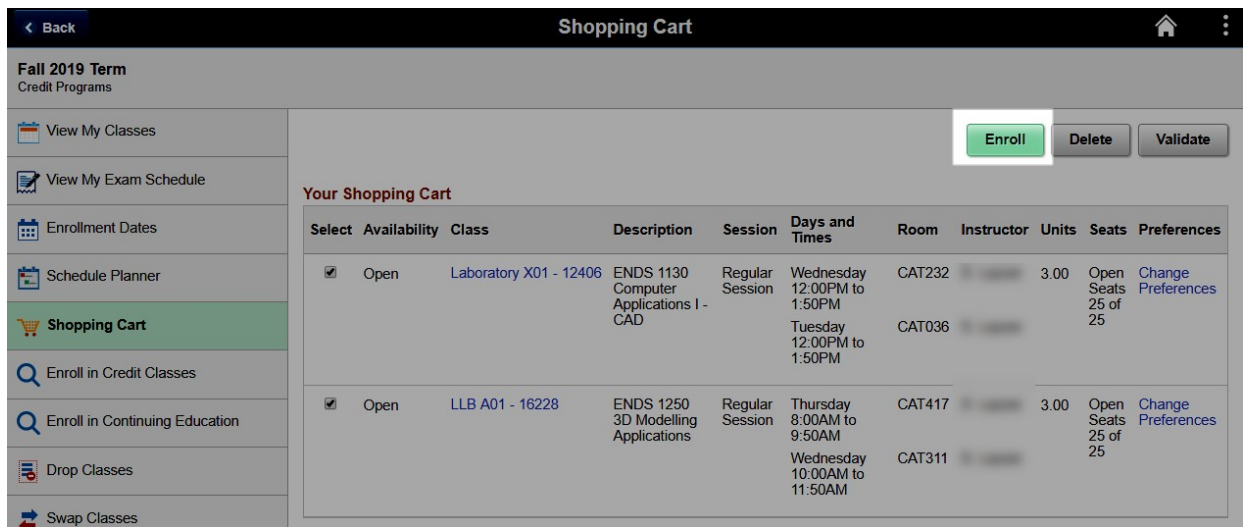
Status : Open

Units	Grading	Instruction Mode	Location	Campus
3.00	50% Pass	Face to Face	Main Campus	Main Campus

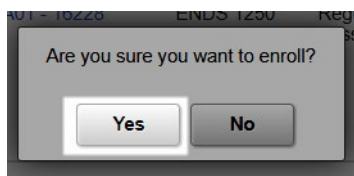
- a. If you need to delete courses, select the course and click **Delete**.



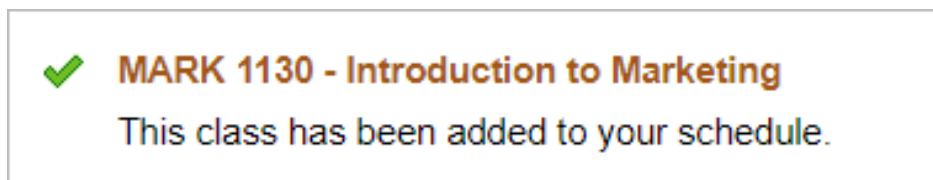
7. Select the courses you wish to enroll in and select **Enroll**.








8. To confirm your submission, select **Yes**.



9. The class(es) has now been added to your schedule.



11. After you have finished enrolling for both terms, review the courses added to your schedule under **View My Classes**.

< Back		Select a Value
 View My Classes	Spring 2019 Term	
	Credit Programs	
	Fall 2019 Term	
	Credit Programs	
 View My Exam Schedule		
 Enrollment Dates		
 Schedule Planner		
 Shopping Cart		

Potential error messages

Error messages may appear if there are any conflicts in your schedule, or any requirements you have not met. Examples of error messages:

✖ **ECON 1110 - Microeconomics**
You cannot add this class due to a time conflict with class 11520. Choose another class.

✖ **ACCT 1117 - Introductory Accounting II**
Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

✖ **ACCT 1117 - Introductory Accounting II**
Unable to add this class - requisites have not been met. This course is not available to Open Studies students. Prerequisite: ACCT1115.

- If the message states "Unable to add this class – requisites have not been met", check the enrolment requirements in the description.
- If the message states that you've exceeded the permitted number of retake attempts for a course, please reach out to your program area as they will need to grant you permission to retake the course.
 - Your program area's contact information can be found under the Contact tab of the program page on nait.ca.
- If the message states that available seats are currently reserved, please try to select a different section or view the section's Class Details to check if the section is reserved for a specific student group. For more information on this error, please contact your program area or the [Student Service Centre](#).