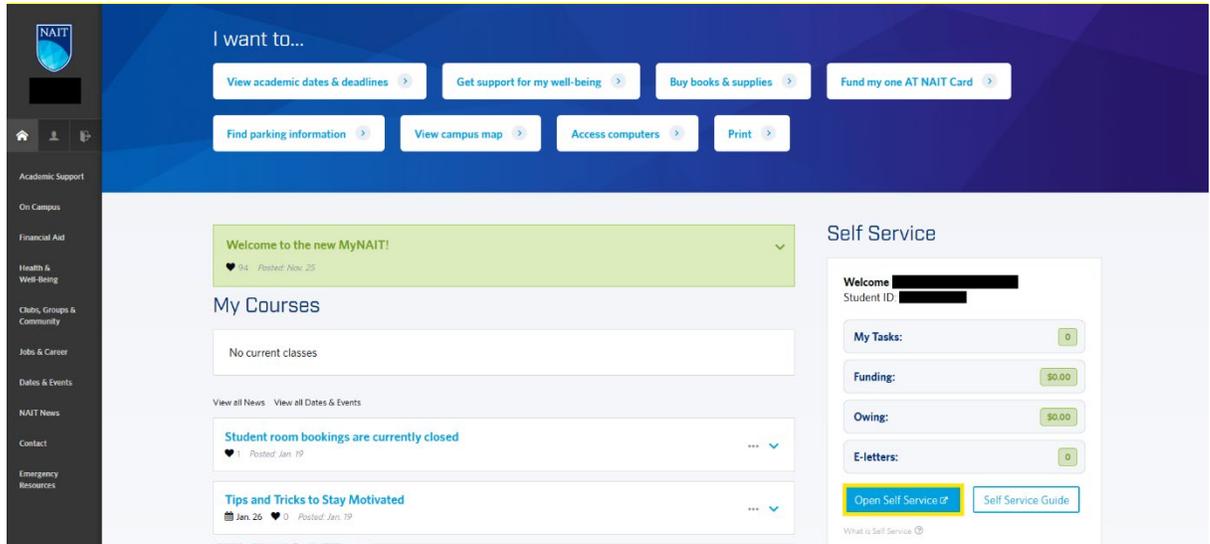


Course Enrolment – Student Guide

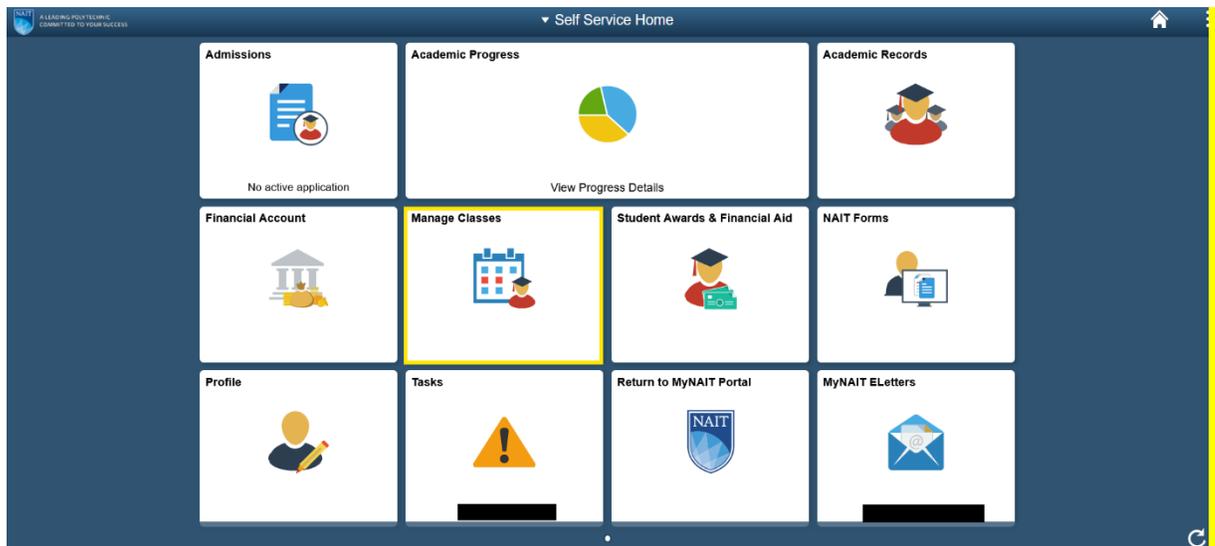
- How to add a course 2
- Finalizing your enrolment..... 8
- Adding a class to your shopping cart: 9
- Potential error messages 12

How to add a course

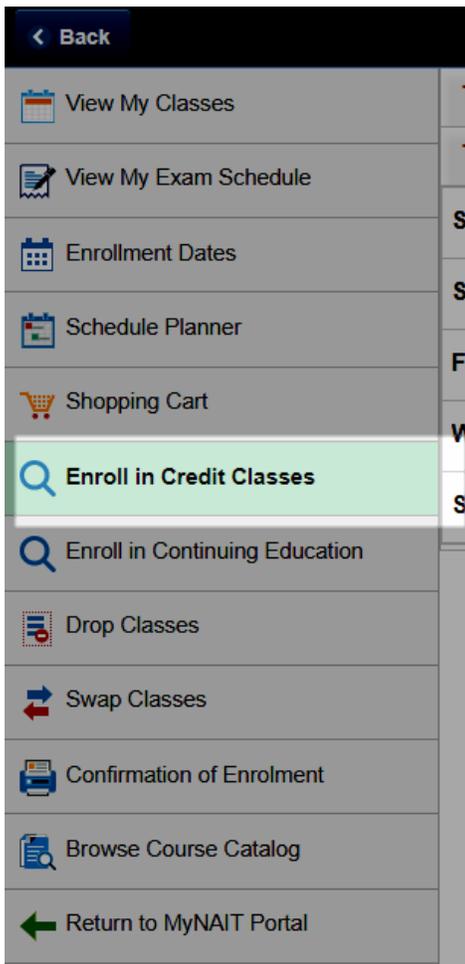
1. Once logged in to your [MyNAIT Portal](#), select the **Open Self Service** button on the right.



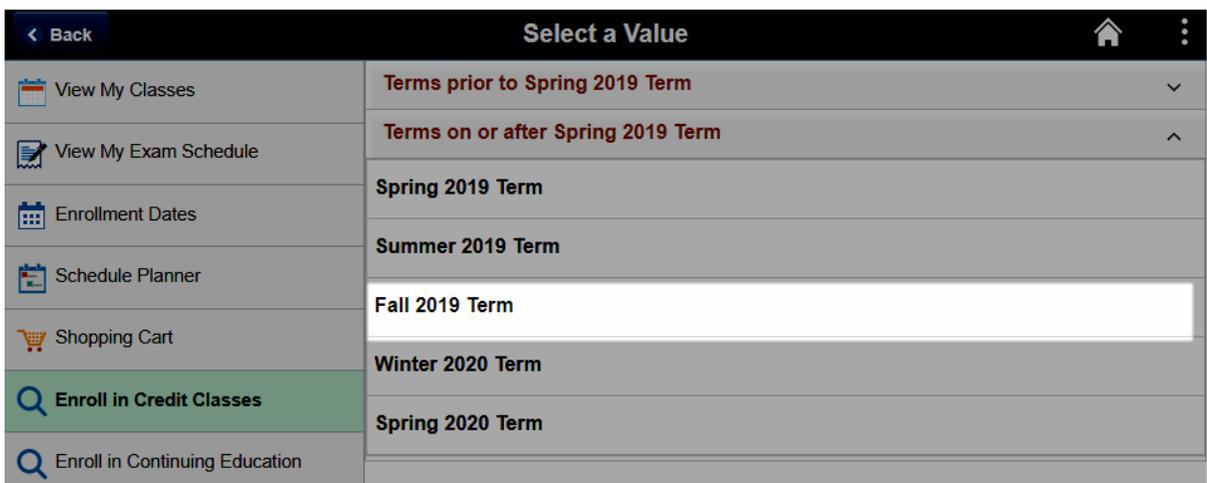
2. Select **Manage Classes**



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



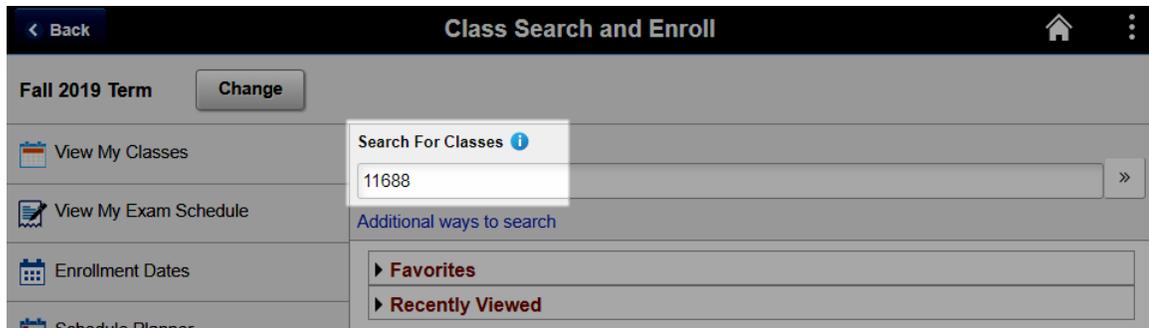
4. Select the term you want to register for (e.g. Fall 2019).



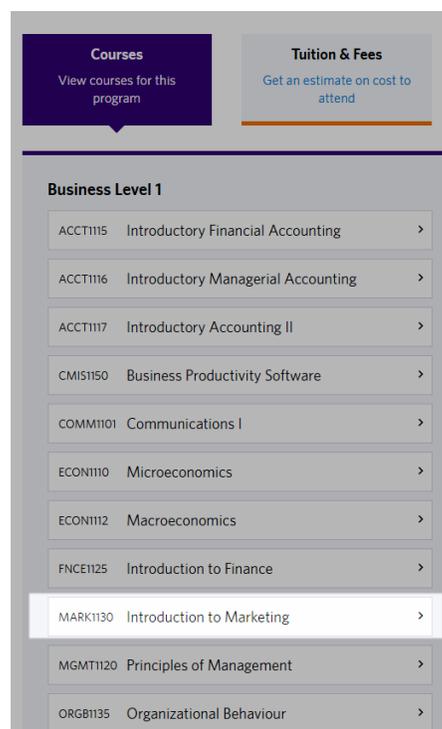
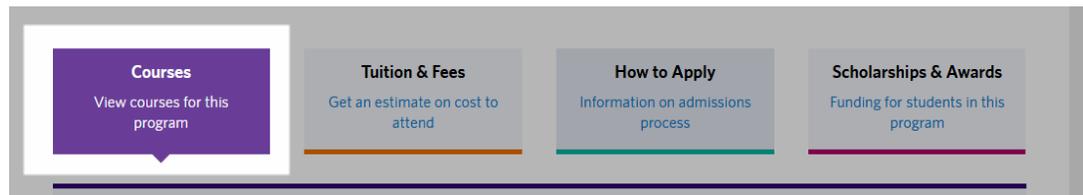
5. To **Search For Classes**, you can search by any of the following:
- the abbreviated course name (eg. MARK1130)
 - the complete course name (eg. Introduction to Marketing)
 - the 5-digit class code (this is found by selecting 'Courses', then select a course (e.g. ACCT1115), then select the View Course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

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

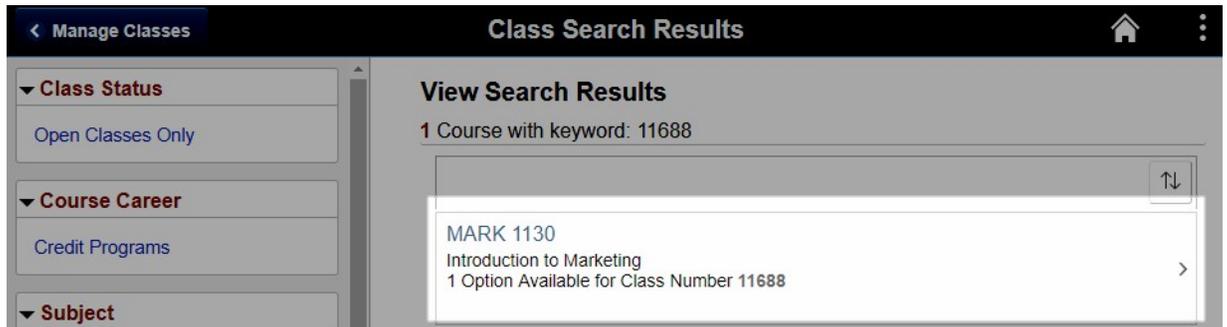
Once you have the course in the search bar, select the arrow button.



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

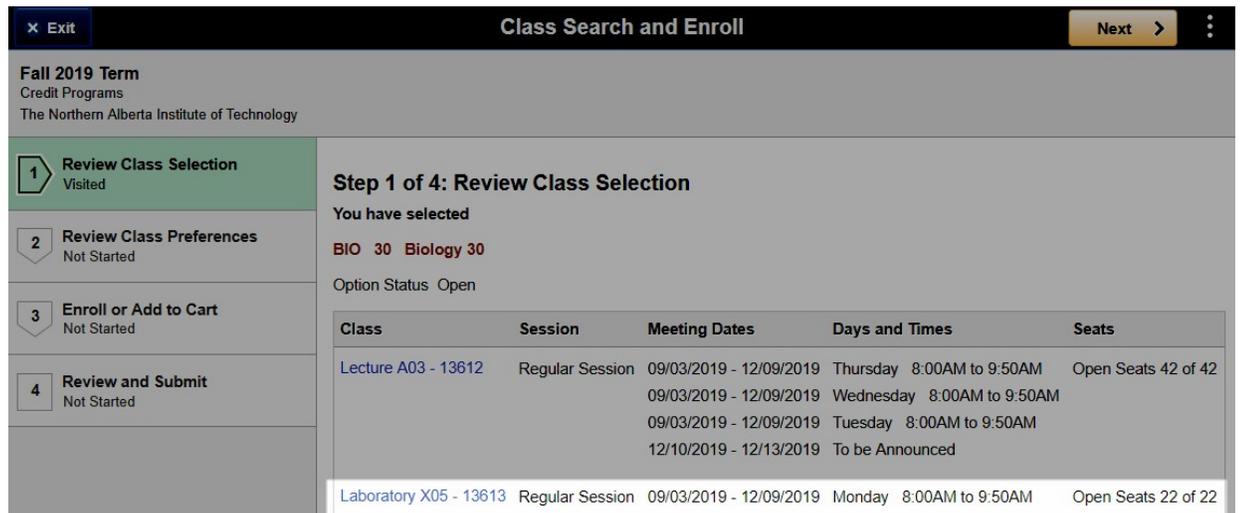


6. Select the chosen course.

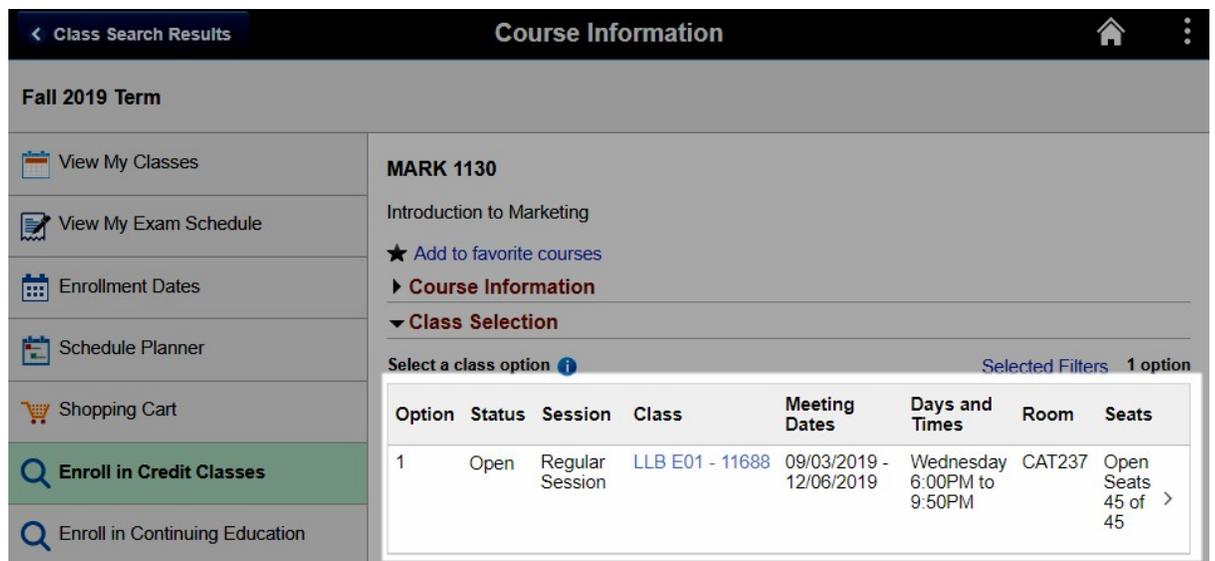


7. If there is a related class, you will see

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



- available sections of the related class – select one.



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

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

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.

- To complete your enrolment, select Next.

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

The screenshot shows a web interface titled "Class Search and Enroll" for the "Fall 2019 Term" at "The Northern Alberta Institute of Technology". The interface is divided into a left sidebar and a main content area. The sidebar contains a progress indicator 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 displays "Step 2 of 4: Review Class Preferences" for the course "ECON 1110 Microeconomics" (LLB A04 - 11392 - Open). It includes a "Permission Number" field with an information icon and a green "Accept" button in the top right corner.

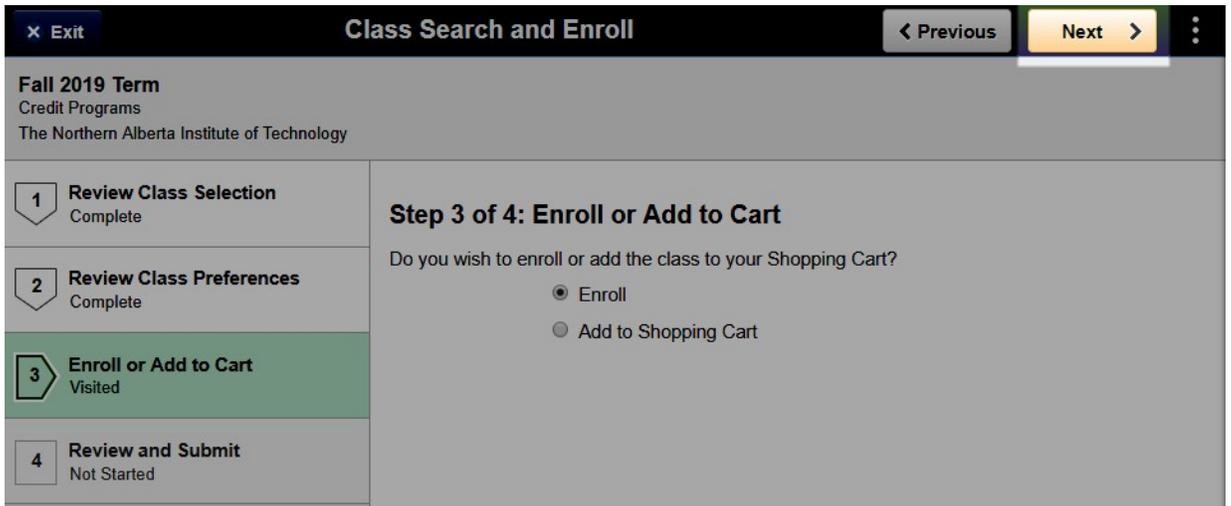
12. Select whether to enroll in the course in the next step or add the class to your Shopping Cart. Adding the class to your Shopping Cart will allow you to enroll in your selected courses all at once.

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 'Previous' and 'Next' buttons. Below this, the term 'Fall 2019 Term' and 'Credit Programs' are listed. A progress indicator on the left shows four steps: 'Review Class Selection' (Complete), 'Review Class Preferences' (Complete), 'Enroll or Add to Cart' (Visited), and 'Review and Submit' (Not Started). The main content area displays 'Step 3 of 4: Enroll or Add to Cart' and asks 'Do you wish to enroll or add the class to your Shopping Cart?' with two radio button options: 'Enroll' (selected) and 'Add to Shopping Cart'.

2. Then select **Submit**.

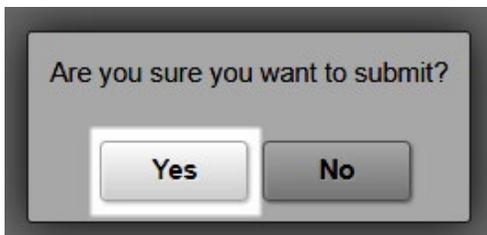


The screenshot shows the 'Class Search and Enroll' interface at Step 4 of 4: Review and Submit. The progress indicator on the left shows 'Review and Submit' as 'Visited'. The main content area displays 'Step 4 of 4: Review and Submit' and 'You have selected to enroll in' followed by 'ENDS 1130 Computer Applications I - CAD'. A table below lists 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 'Submit' button is visible 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?' and two buttons: 'Yes' and 'No'.

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 'Previous' and 'Next' buttons. Below this, the page header indicates 'Fall 2019 Term', 'Credit Programs', and 'The Northern Alberta Institute of Technology'. A progress indicator on the left 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' selected.

2. Then select **Submit**.

The screenshot shows the 'Class Search and Enroll' interface at Step 4 of 4: Review and Submit. The progress indicator on the left shows steps 1, 2, and 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'. Below this, the class details are displayed: 'ENDS 1130 Computer Applications I - CAD'. A table shows 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

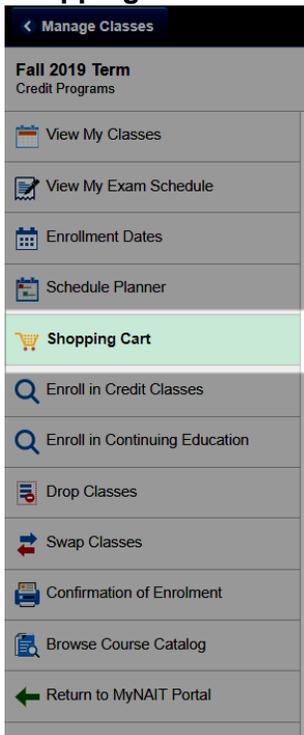
A 'Submit' button is visible in the top right corner of the main content area.

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'.

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.

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

Class Information ×

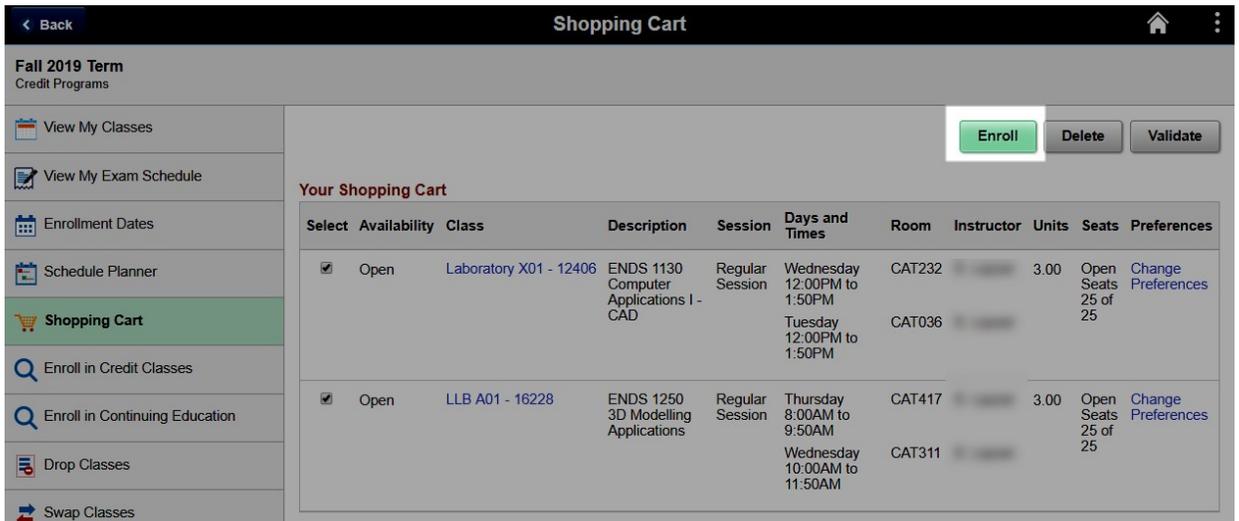
COMM 1101 Communications I
LLB A19 - 21356 **Status : Open**

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

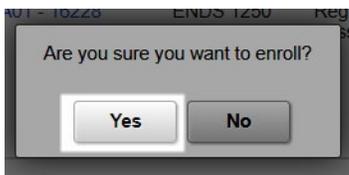
- a. If you need to delete courses, select the course and click **Delete**.



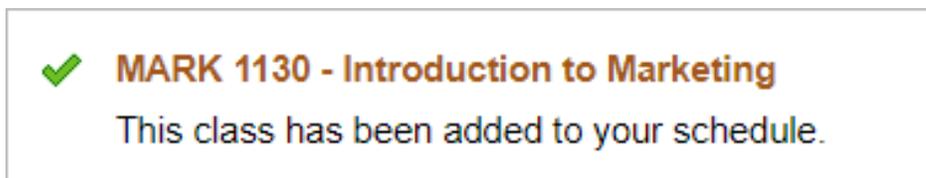
7. Select the courses you wish to enroll in and select **Enroll**.



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
View My Exam Schedule	Fall 2019 Term Credit Programs
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](#).