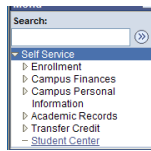


ADDING CLASSES

STEP 1: Point your browser to the Current Students Landing Page at http://www.gettysburg.edu/current_students/

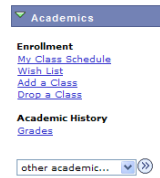
STEP 2: Click on the *Student Center* link on the left menu

STEP 3: Log in using your ID and Password; the same ID and Password used to access email and CNAV



STEP 4: Click on *Self Service/Student Center*

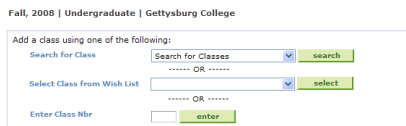
STEP 5: Click the "Add a Class" link



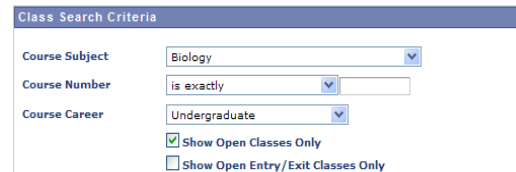
STEP 6: Enter the 5-digit class number that can be found in the registration materials, click enter and skip to step 10. Otherwise, continue with step 7.

1. Select classes to add
Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

STEP 7: Click the "SEARCH" button.



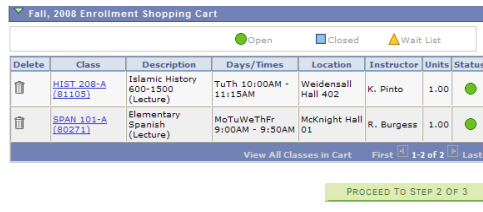
STEP 8: Select a Course Subject, enter any other criteria and click "SEARCH."



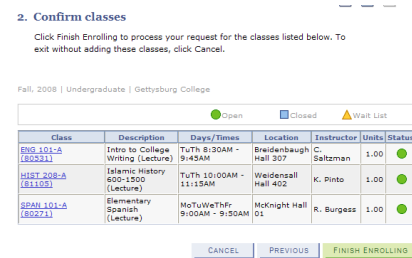
STEP 9: Click the "SELECT CLASS" button beside the desired class.

STEP 10: Confirm that this is the correct class and click the "NEXT" button.

STEP 11: The classes will be display in the Enrollment Shopping cart. Click the "PROCEED TO STEP 2 OF 3" button.



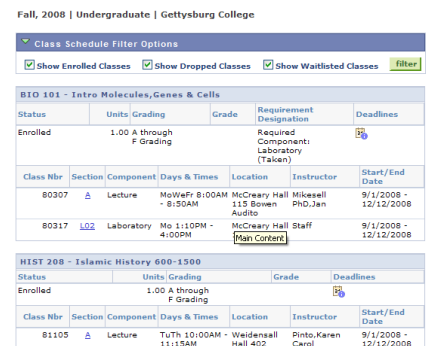
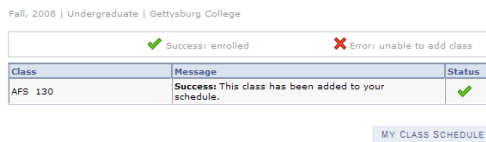
STEP 12: Select the "FINISH ENROLLING" Button to add the class or classes to your schedule



STEP 13: A status will be shown for each selected class.



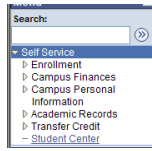
STEP 14: Select the "MY CLASS SCHEDULE" Button to review the courses added to your schedule.



DROPPING A CLASS FROM THE SCHEDULE

STEP 1: Point your browser to the Current Students Landing Page at http://www.gettysburg.edu/current_students/

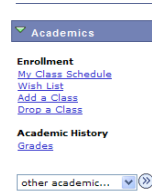
STEP 2: Click on the *Student Center* link on the left menu



STEP 3: Log in using your ID and Password; the same

STEP 4: Click on *Self Service/Student Center* ID and Password used to access email and CNAV

STEP 5: Click the "Drop a Class" link



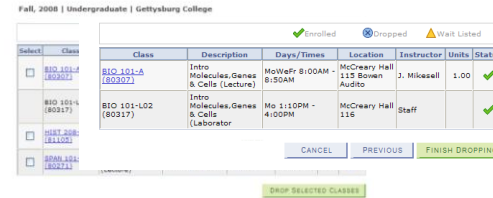
STEP 6: Select the class or classes that should be dropped from your schedule

STEP 7: Click the "DROP SELECTED CLASSES" button

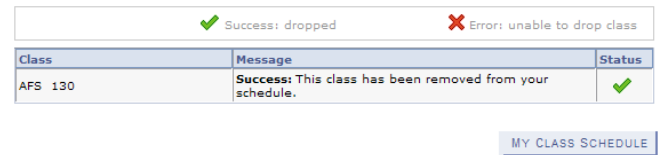
STEP 8: Review selected courses to be dropped

STEP 9: Click the "FINISH DROPPING" button

STEP 10: The class or classes have been dropped from your Schedule. A status will be shown for each selected class.



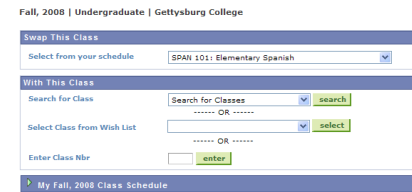
STEP 11: Return to your "My Class Schedule" to review your schedule.



SWAPPING COURSES

STEP 1: Select the Swap Tab at the Top of the page

STEP 2: Select the class from your schedule that should be swapped from another class



STEP 3: Enter the 5-digit class number that can be found in the registration materials, click "enter" and skip to step 8. Otherwise, continue with step 4.

STEP 4: Select a Class from Wish List click "select" and skip to step 8. Otherwise, proceed to step 5.

STEP 5: Select Search for Classes and click "SEARCH."

STEP 6: Select a Course Subject, enter any other

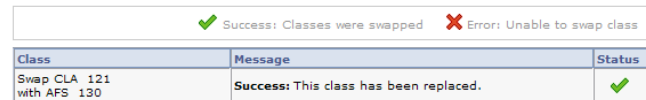
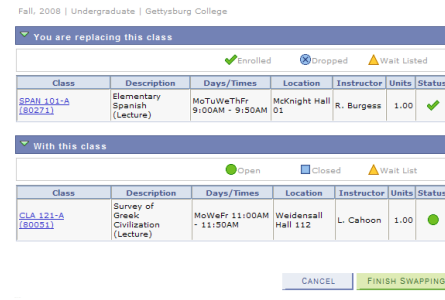
criteria and click "SEARCH."

STEP 7: Click the "SELECT CLASS" button beside the desired class.

STEP 8: Confirm that this is the correct class and click the "NEXT" button.

STEP 9: Click the "FINISH SWAPPING" button

STEP 10: A status will be shown for each selected class.



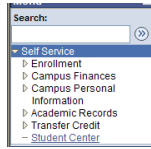
STEP 11: Return to your "My Class Schedule" to review your schedule.

ADDING CLASSES TO THE WISHLIST

STEP 1: Point your browser to the Current Students landing page at http://www.gettysburg.edu/current_students/

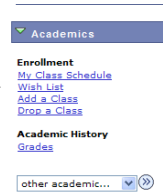
STEP 2: Click on the *Student Center* link on the left menu

STEP 3: Log in using your ID and Password; the same ID and Password used to access email and CNAV



STEP 4: Click on *Self Service/Student Center*

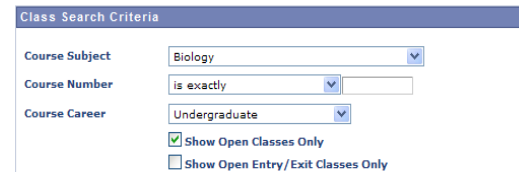
STEP 5: Click the "Wish List" link



STEP 6: Enter the 5-digit class number that can be found in the registration materials, click add to list and skip to step 10. Otherwise, continue with step 7.

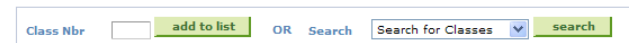
STEP 7: Click the "SEARCH" button.

STEP 8: Select a Course Subject, enter any other criteria and click "SEARCH."



Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

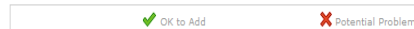
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STEP 9: Click the "SELECT CLASS" button beside the desired class.

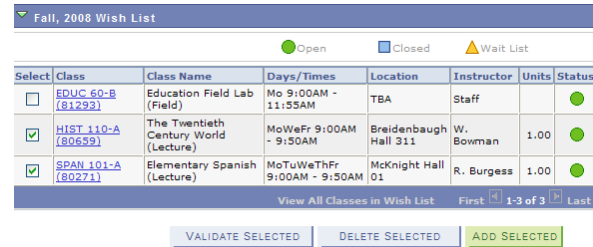
STEP 10: Confirm that this is the correct class and click the "NEXT" button.

STEP 11: The class has been added to your Wish List. Select a class or classes and click "VALIDATE SELECTED." A status will be shown for each selected class.



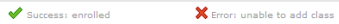
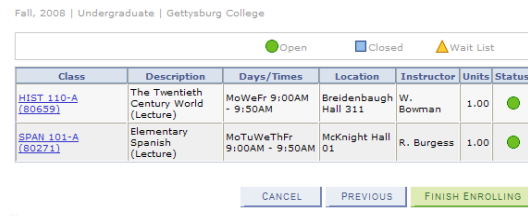
ENROLLING IN CLASSES FROM THE WISHLIST

STEP 1: Select the Class or Classes and then click the "Add Selected" Button



STEP 2: Confirm the courses are correct.

STEP 3: Select the "FINISH ENROLLING" button



STEP 4: A status will be shown for each selected class.

STEP 5: Select the "MY CLASS SCHEDULE" Button to review the courses added to your schedule.

