Summary: This student aid provides students and prospective students how to search for, add, and swap classes.

**Audience:** Students

**Training Material:** Student Aid

**Contact:** [http://mdconnectinfo.mdc.edu/students/](http://mdconnectinfo.mdc.edu/students/)

**Version Date:** 7/12/16
Academics: Searching for/Adding Classes

Step 1: From the Student Self Service landing page navigate to the Academics section. Click the 1 Search link OR Search For Classes button. The Search For Classes page appears which allows you to search for classes by 2 Subject, Course Number, Campus, and/or Location. You can also search for classes by selecting the Browse Course Catalog tab

Step 2: Write down the class number for the class you want to enroll

Note: It’s important to navigate using the breadcrumb path located at the top of MDConnect. If you have entered data in the system, MDConnect will prompt you to save your changes before navigating away from the webpage. Important reminder: DO NOT use the back arrow button on the internet browser

You can search classes by one or more search criteria – for example, you can search by location only
Step 3: Navigate to Enroll from the Academics section. Click the Enroll link OR Enroll button. The Select Classes to Add page appears. You can Add, Drop, Swap, or edit classes. You can also View Term Information.

Step 4: Enter the class number in the Enter Class Nbr field in your cart.

Note: Once you have added all your classes select Proceed to Step 2 of 3 button to confirm classes. Once you have confirmed your classes select the Finish Enrolling button.

If you want to change a class you can use the swap feature (located next to the drop button)
Academics: Swapping Classes

Step 1: Navigate to Enroll from the Academics section. Click the Enroll link or Enroll button. The Select Classes to Add page appears. Then click the swap tab.

Note: Select the class you wish to swap from the dropdown menu then select the class you wish to use to replace (through class search, shopping cart, or class number).
Step 2: Review your selection and click Finish Swapping to process your request, or click Cancel to exit without swapping.

Step 3: View the status of your request. A green check mark indicates a successful swap. A red “X” indicates that there was an error that prevented the swap to process. If there is an error, click Fix Errors to try to correct the problems listed or change the swap choices. Sample of errors: Time conflict; New class needs permission, etc.