**Online**

* Log in to enroll. Enter your username and password.
* Select Add/Drop Classes
* Select the term Credit Fall for first semester and year-long enrollment or Credit Spring for second semester enrollment.
* Select the Enter CRNs tab, enter the five-digit CRN number, and click Add.
* Select Agree & Submit to update the status from Pending to Registered.
* To view a summary of your class schedule to print or email, select the Schedule and Options
* If your status shows errors, you are NOT registered. Error messages show at the top right under Notifications.
* Click Agree & Submit to remove the class from your schedule.

**By Phone**

Call 913-469-3803, and select option 2

**In Person**

Visit the Success Center, 2nd floor of the Student Center in the Registration Lab