HOW TO
ENROLL FOR CLASSES

Peru State College MyPSC Tutorial
Start by signing into MyPSC with your NUID and password.
https://mypsc.nebraska.edu/psp/mypsc/NBP/ENTP/h/?tab=NBP_NVT_GUEST
Once you have logged into MyPSC, this home page will appear. To enroll for classes, click on the enrollment tab.

Click here to enroll for classes
The enrollment tab allows you to view your schedule and academic alerts. To enroll for classes, start by clicking the **Class Search** tab.
A new window will appear, this will allow you to search for the classes you wish to enroll in.

For this example, the search will be for all Business classes in Fall 2014.

Scroll down and select
After clicking the search button, all the Business classes offered in that term will appear.

Class Title

Class Section – click here to review course description

Class Section
000A – On Campus 16 week course
049X – 1st 8 week course
049Y – 2nd 8 week course

Date/Time/Location

Instructor

select class

000A-LEC(12150)
Section
Regular
Days & Times
Room
Instructor
Meeting Dates
TuTh 9:30AM - 10:45AM
TJ Majors 301
Judy A Grotrian
08/19/2013 - 12/13/2013

049X-LEC(12150)
Section
Regular
Days & Times
Room
Instructor
Meeting Dates
TBA
TBA
Mary Jane Green
10/21/2013 - 12/13/2013

000A-LEC(12155)
Section
Regular
Days & Times
Room
Instructor
Meeting Dates
TuTh 12:30PM - 1:45PM
TJ Majors 225
Judy A Grotrian
08/19/2013 - 01/09/2014

BUS 201 - Organizational Communications

BUS 231 - Principles of Financial Accounting
Once you have decided on a class to enroll in click **select class**

Select the Class
The next window will ask if you want to add the class to your shopping cart.
The next window will show if the class has successfully been added to your Shopping Cart.

Click here to go to Shopping Cart and enroll for selected classes.
Enrolling for classes is done from your shopping cart.

Select the Classes

Click enroll
How to search for specific classes

Select at least 2 search criteria. Click Search to view your search results.

- Institution: Peru State College
- Term: Fall 2014
- Course Subject
- Course Number
- Session
- Days of Week: include only these days

Scroll down to view additional search criteria.
### Additional Search Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Start Time</td>
<td>greater than or equal to</td>
<td></td>
</tr>
<tr>
<td>Meeting End Time</td>
<td>less than or equal to</td>
<td></td>
</tr>
<tr>
<td>Instructor Last Name</td>
<td>begins with</td>
<td></td>
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<tr>
<td>Course Keyword</td>
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<tr>
<td>Minimum Units</td>
<td>greater than or equal to</td>
<td></td>
</tr>
<tr>
<td>Maximum Units</td>
<td>less than or equal to</td>
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<tr>
<td>Course Component</td>
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<tr>
<td>Mode of Instruction</td>
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</tr>
<tr>
<td>Campus</td>
<td></td>
<td></td>
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<tr>
<td>Location</td>
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</tbody>
</table>

**Actions:**
- **Search by class time**
- **Search by Instructor**
- **Search for all online or all on campus classes**

**Buttons:**
- CLEAR
- SEARCH