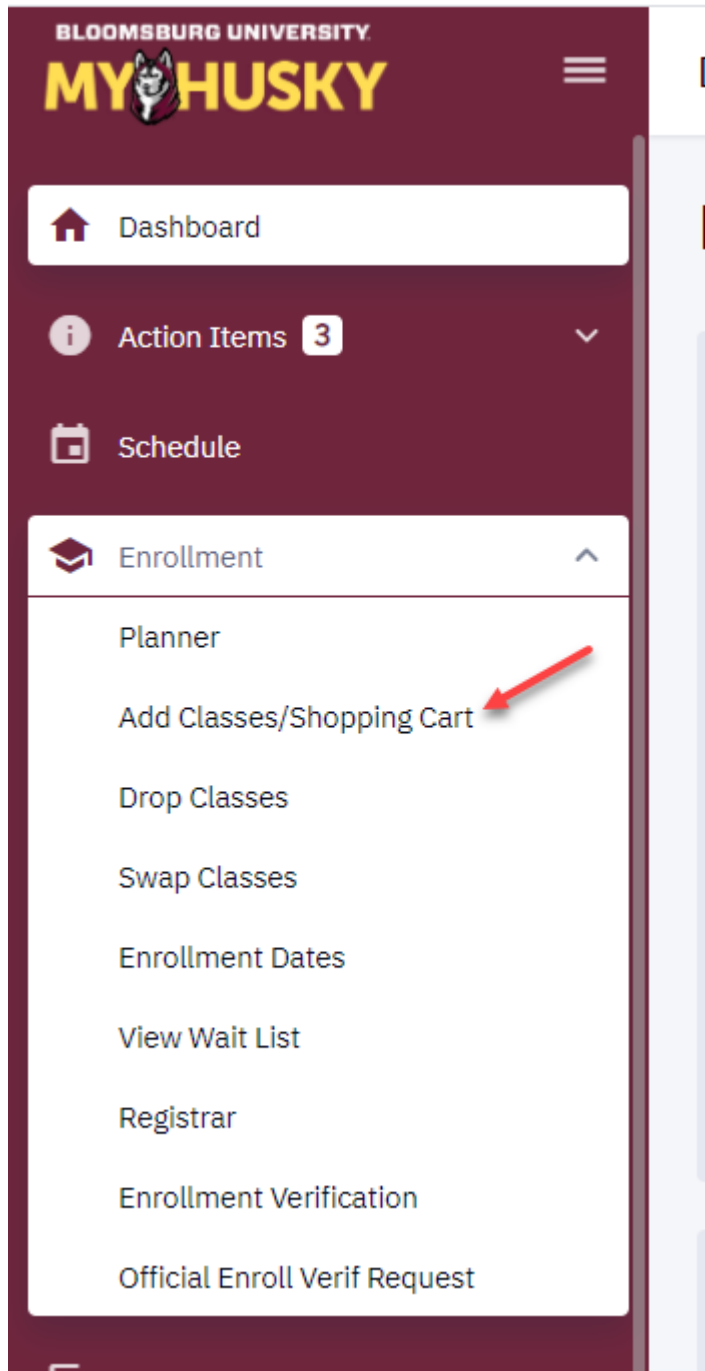


# How to Enroll in or ADD Courses via MyHusky



1. Log into MyHusky
2. Click the arrow next to Enrollment to expand the menu
3. Select "Add Classes/Shopping Cart" from the drop down



1. Choose the term in which you would like to enroll in a course.
2. Then expand the Add Class menu for options.

# Add a Course using CLASS SEARCH

Class Search



Click the arrows to expand menu options for desired search criteria

Select all the required (\*) search criteria.

Term: \* 2021 Spring ✓ Acad Career: \* Undergraduate ✓ Subject: Art History X ✓ Catalog # Keyword Instruction Mode: Online 100% X ✓

Fewer Filters 6

Start Time End Time Days Campus Location Acad Group

Requirement Designation Class Number Academic Organization Course Attribute: Fall 2012 and forwa... X ✓ Course Attribute Value: + Instructor Last Name

Session: Regular Session 2 X ✓ Units

Search Reset Filters

- Any Course Attribute Value
- GEP Goal 1 - 1 GEP PT
- GEP Goal 1 - 2 GEP PTS
- GEP Goal 1 - 3 GEP PTS
- GEP Goal 1 - 4 GEP PTS
- GEP Goal 10 - 1 GEP PT
- GEP Goal 10 - 2 GEP PTS
- GEP Goal 10 - 3 GEP PTS
- GEP Goal 10 - 4 GEP PTS
- GEP Goal 2 - 1 GEP PTS
- GEP Goal 2 - 2 GEP PTS
- GEP Goal 2 - 3 GEP PTS

Use Course Attribute and Course Attribute Value to search for courses approved for GEP's

Show Open Classes Only **Unchecking the box to "Show Open Classes Only" will return all course offering in the selected term including those that are closed and waitlisted.**

**Once desired search criteria is entered click SEARCH**

Select search criteria to view classes.

SMALL GROUP COMMUNICATION | COMMSTUD 106

Search Result will display:

| SECTION         | TOPIC | SESSION | DAYS       | START    | END      | ROOM   | DATES         | INSTRUCTOR   | STATUS |
|-----------------|-------|---------|------------|----------|----------|--------|---------------|--------------|--------|
| > 28-LEC (2183) | -     | R2      | MoTuWeThFr | 9:30 am  | 10:30 am | Online | 02/01 - 03/23 | Paula Hopeck | 12/25  |
| > 29-LEC (2184) | -     | R2      | MoTuWeThFr | 11:00 am | 12:00 pm | Online | 02/01 - 03/23 | Paula Hopeck | 6/25   |
| > 39-LEC (2185) | -     | R3      | MoTuWeThFr | 12:30 pm | 1:30 pm  | Online | 03/24 - 05/13 | Paula Hopeck | 3/25   |

Click the menu at the end of the course info to display enrollment options

- Enroll
- Add to Cart
- Add to Planner
- Share

COMMUNICATING EMOTION | COMMSTUD 155

| SECTION | TOPIC | SESSION | DAYS | START | END | ROOM | DATES | INSTRUCTOR | STATUS |
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|

If the chosen course is available to enroll in, you will have these options:

- Enroll
- Add to Cart
- Add to Planner
- Share

Enrollment options ✕

COMMSTUD 106: SM GROUP COMM| 39 - 2185

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class:

Enrollment options ✕

COMMSTUD 106: SM GROUP COMM| 39 - 2185

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class:

*None*

ECONOMIC 256: BUS & ECON STAT 1

THEATRE 102: INTRO TO THEATRE

ACCT 223: MANAGERIAL ACCTG

MGMT 457: MGR ETHICS & CSR

ITM 302: BUSINESS APPS DEV

MKTG 310: MARKETNG PRIN & PRAC

Close popup

**Un-check this box if you DO NOT wish to be placed on the waitlist for a closed course. If you DO wish to be placed on the waitlist leave it checked.**

If you choose to Enroll in the course you will have these Enrollment Options.

You can click SAVE to continue –OR–

You can opt to drop a course you are already enrolled in if enrollment in the chose course is successful. (This will be a SWAP)

Once an Enrollment Option is chosen and all criteria is entered click SAVE

If the course cannot be scheduled, you will receive a message in Enrollment Results with an explanation. Below is an example of a time conflict with another course:

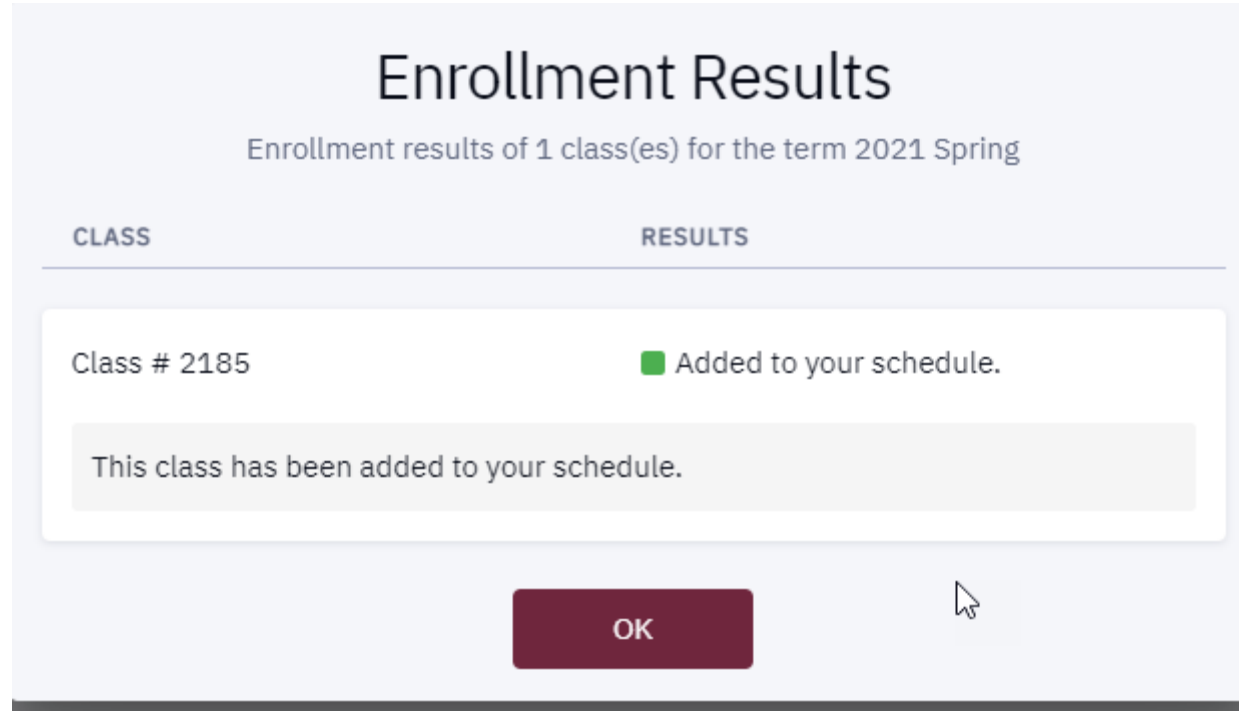
The image shows a dialog box titled "Enrollment Results" with a subtitle "Enrollment results of 1 class(es) for the term 2021 Spring". It features a table with two columns: "CLASS" and "RESULTS". The table contains one row for "Class # 2185" with a red error icon and the text "Error". A mouse cursor is positioned over the error text. Below the table is a light gray box containing the message: "You cannot add this class due to a time conflict with class 2448. Select another class." At the bottom center of the dialog is a dark red "OK" button.

| CLASS        | RESULTS                                  |
|--------------|--|
| Class # 2185 | <span style="color: red;">■</span> Error |

You cannot add this class due to a time conflict with class 2448. Select another class.

OK

If enrollment is successful and the course has been added to your schedule, you will receive the message below:



The image shows a screenshot of a web interface titled "Enrollment Results". Below the title, it says "Enrollment results of 1 class(es) for the term 2021 Spring". There are two columns: "CLASS" and "RESULTS". Under "CLASS", it says "Class # 2185". Under "RESULTS", there is a green square icon followed by the text "Added to your schedule.". Below this, there is a light gray box containing the text "This class has been added to your schedule.". At the bottom center, there is a dark red button labeled "OK". A mouse cursor is visible near the button.

| CLASS        | RESULTS  |
|--------------|--|
| Class # 2185 | <span style="color: green;">■</span> Added to your schedule. |





This class has been added to your schedule.

OK





If the course you are searching for is available in the TERM of your search, but not allowed to be scheduled in current SESSION, you will still have the ability to add the course to your planner:

SMALL GROUP COMMUNICATION | COMMSTUD 106

| SECTION   | TOPIC | SESSION | DAYS       | START    | END      | ROOM   | DATES         | INSTRUCTOR   | STATUS               |   |
|---|-------|---------|------------|----------|----------|--------|---------------|--------------|----------------------|---|
| > 28-LEC (2183)   | -     | R2      | MoTuWeThFr | 9:30 am  | 10:30 am | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 12/25 |  |
| > 29-LEC (2184)   | -     | R2      | MoTuWeThFr | 11:00 am | 12:00 pm | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 6/    |  |
| > 39-LEC (2185)  | -     | R3      | MoTuWeThFr | 12:30 pm | 1:30 pm  | Online | 03/24 - 05/13 | Paula Hopeck | <span>0</span> 3/25  |  |

Add to Planner  
Share

You will receive this message once the course has successfully been added to your planner:

 **SUCCESS** 

The course has been added to your planner.

[Got It](#)

To add a course to your shopping cart click “Add to Cart”

### SMALL GROUP COMMUNICATION | COMMSTUD 106


| SECTION         | TOPIC | SESSION | DAYS       | START    | END      | ROOM   | DATES         | INSTRUCTOR   | STATUS               |   |
|-----------------|-------|---------|------------|----------|----------|--------|---------------|--------------|----------------------|---|
| > 28-LEC (2183) | -     | R2      | MoTuWeThFr | 9:30 am  | 10:30 am | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 12/25 | ⋮ |
| > 29-LEC (2184) | -     | R2      | MoTuWeThFr | 11:00 am | 12:00 pm | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 6/25  | ⋮ |
| > 39-LEC (2185) | -     | R3      | MoTuWeThFr | 12:30 pm | 1:30 pm  | Online | 03/24 - 05/13 | Paula Hopeck | <span>0</span> 3/25  | ⋮ |

- Enroll
- Add to Cart
- Add to Planner
- Share

### COMMUNICATING EMOTION | COMMSTUD 155

| SECTION | TOPIC | SESSION | DAYS | START | END | ROOM | DATES | INSTRUCTOR | STATUS |
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|

**You will receive this message once the course has successfully been added to your cart:**

 **SUCCESS**

Successfully added class to the cart

Got It

**BLOOMSBURG UNIVERSITY MY HUSKY**

Dashboard | Action Items 3 | Schedule

Enrollment | Planner | **Add Classes/Shopping Cart** | Drop Classes | Swap Classes | Enrollment Dates

### Add Classes/Shopping Cart

**TO ADD COURSES FROM YOUR SHOPPING CART do this:**

Term: 2021 Spring

3. Click Enroll

Search

Delete | Validate | Enroll

| CLASS                           | DESCRIPTION  | DAYS | START | END | INSTRUCTOR       | UNITS | STATUS |                                       |
|---------------------------------|--------------|------|-------|-----|------------------|-------|--------|---------------------------------------|
| > COMMSTUD 155<br>39-LEC (2191) | COMM EMOTION | APPT | -     | -   | Angela La Valley | 1     | 0 1/25 | <input checked="" type="checkbox"/> ⋮ |

1. Click Add Classes/Shopping Cart

2. Check the box

### Enrollment Results

Enrollment results of 1 class(es) for the term 2021 Spring

| CLASS        | RESULTS                                  |
|--------------|--|
| Class # 2185 | <span style="color: red;">■</span> Error |

You cannot add this class due to a time conflict with class 2448. Select another class.

OK

You will receive a message of the Enrollment Results; either a message stating why the course could not be added or a message stating the course has been added to your schedule.

### Enrollment Results

Enrollment results of 1 class(es) for the term 2021 Spring

| CLASS        | RESULTS  |
|--------------|--|
| Class # 2185 | <span style="color: green;">■</span> Added to your schedule. |

This class has been added to your schedule.

OK

## SMALL GROUP COMMUNICATION | COMMSTUD 106

| SECTION         | TOPIC | SESSION | DAYS       | START    | END      | ROOM   | DATES         | INSTRUCTOR   | STATUS               |   |
|-----------------|-------|---------|------------|----------|----------|--------|---------------|--------------|----------------------|---|
| > 28-LEC (2183) | -     | R2      | MoTuWeThFr | 9:30 am  | 10:30 am | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 12/25 | ⋮ |
| > 29-LEC (2184) | -     | R2      | MoTuWeThFr | 11:00 am | 12:00 pm | Online | 02/01 - 03/23 | Paula Hopeck | <span>0</span> 6/25  | ⋮ |
| > 39-LEC (2185) | -     | R3      | MoTuWeThFr | 12:30 pm | 1:30 pm  | Online | 03/24 - 05/13 | Paula Hopeck | <span>0</span> 3/25  | ⋮ |

- Enroll
- Add to Cart
- Add to Planner
- Share

## COMMUNICATING EMOTION | COMMSTUD 155

| SECTION | TOPIC | SESSION | DAYS | START | END | ROOM | DATES | INSTRUCTOR | STATUS |
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|
|---------|-------|---------|------|-------|-----|------|-------|------------|--------|





### Share Class

Copy link to share the class with friends.

<https://sispdev.buad.bloomu.edu:8255/psc/cspdev/>

Copy Link

Share on social media networks.

If you opt to Share the course, this option will display. You can copy the link or share via social media and email links.