After successful login to MyNIU at http://myniu.niu.edu:

**Search for Classes**

**Step 1.** Go to Self Service > Student Center. Click the Search for Classes button in top right corner of the page.

**Step 2.** Use the dropdown arrow to select the term.

**Step 3.** Use the dropdown arrow to select the subject in the Course Subject box. If you want to complete a search by subject only, click the search button now.

**Step 4.** Choose the course number in the Course number box. Example: Enter 206.

**Step 5.** Select the Course Career – Undergraduate, Graduate or Law.

**Step 6.** Click the Search button located on the bottom right-hand side.

**Step 7.** Record the entire course number from the class you selected.

**Add a Class**

**Step 1.** Go to Self Service > Student Center. Select the Enroll link.

**Step 2.** Select the term > Click continue.

**Step 3.** If you do not know the class number, click the Search tab, follow the above instructions.

**Step 4.** If you know the class number, enter the Class Number in the Class Number Box and click Enter.

**Step 5.** Select class search criteria and click search.

**Step 6.** Find the course and click the ‘Select Class’ button.

**Step 7.** Click ‘Next’ to continue with the enrollment process.

**Step 8.** When finished adding classes, click ‘Proceed to Step 2 of 3’ in bottom right-hand corner.

**Swap a Class**

**Step 1.** Go to the Self Service > Student Center. View your schedule.

**Step 2.** Select Enroll link. Click the Swap tab.

**Step 3.** Select the class for swapping from your Schedule area.

**Step 4.** Search for the new class for which you wish to swap and select the class. Click Next in bottom right-hand corner.

**Step 5.** Confirm that the outgoing and incoming classes are correct.

**Step 6.** Click on the ‘Finish Swapping’ button.

**Step 7.** View your results. Click ‘My Class Schedule’ button.

**Drop a Class**

**Step 1.** Go to the Self Service > Student Center. View your schedule.

**Step 2.** Select the Enroll link on the left-hand side.

**Step 3.** Select the Drop tab.

**Step 4.** Select the checkbox for the class to be dropped.

**Step 5.** Click the ‘Drop Selected Classes’ button. Confirm your status.

**Step 6.** Click the ‘Finish Dropping’ button.

**Step 7.** View your results. Click ‘My Class Schedule’ button.

This information is valid during Enrollment periods only.