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

**Search for Classes**

**Step 1.** From the 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 Course Subject dropdown menu to select the subject. If you want to complete a search by subject
only, click the search button now.

**Step 4.** Choose the appropriate condition type from the drop-down menu next to ‘Course Number’, ex. ‘is exactly’, ‘greater
than or equal to’. Enter the course number in the Course Number box, ex. ‘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 Section number from the class you selected or click the ‘Select Class’ button, if available.

**Add a Class**

**Step 1.** From the Student Center, select the Enroll link in the ‘Academics’ section.

**Step 2.** If multiple terms are available, select the term.

**Step 3.** Click the ‘add’ tab at the top of the page.

**Step 4.** Click the Search button to search for a class or enter the Class Number in the ‘Enter Class Nbr’ Box and click Enter.

**Step 5.** Find the course and click the ‘Select Class’ button.

**Step 6.** Click ‘Next’ to continue with the enrollment process.

**Step 7.** Repeat steps 4-6 to add additional classes.

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

**Step 9.** Click the ‘Finish Enrolling’ button to complete the 3-step process.

**Step 10.** View your class schedule. Click ‘My Class Schedule’ button.

**Swap a Class**

**Step 1.** From the Student Center, view your schedule.

**Step 2.** Select ‘Enrollment: Swap’ from the “other academic” drop down area. Click the Go button.

**Step 3.** Select the appropriate term, if prompted. Click Continue. 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.** From the Student Center, view your schedule.

**Step 2.** Select ‘Enrollment: Drop’ from the “other academic” drop down area. Click the Go button.

**Step 3.** Select the Term, if prompted. Click Continue on the right-hand side.

**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.