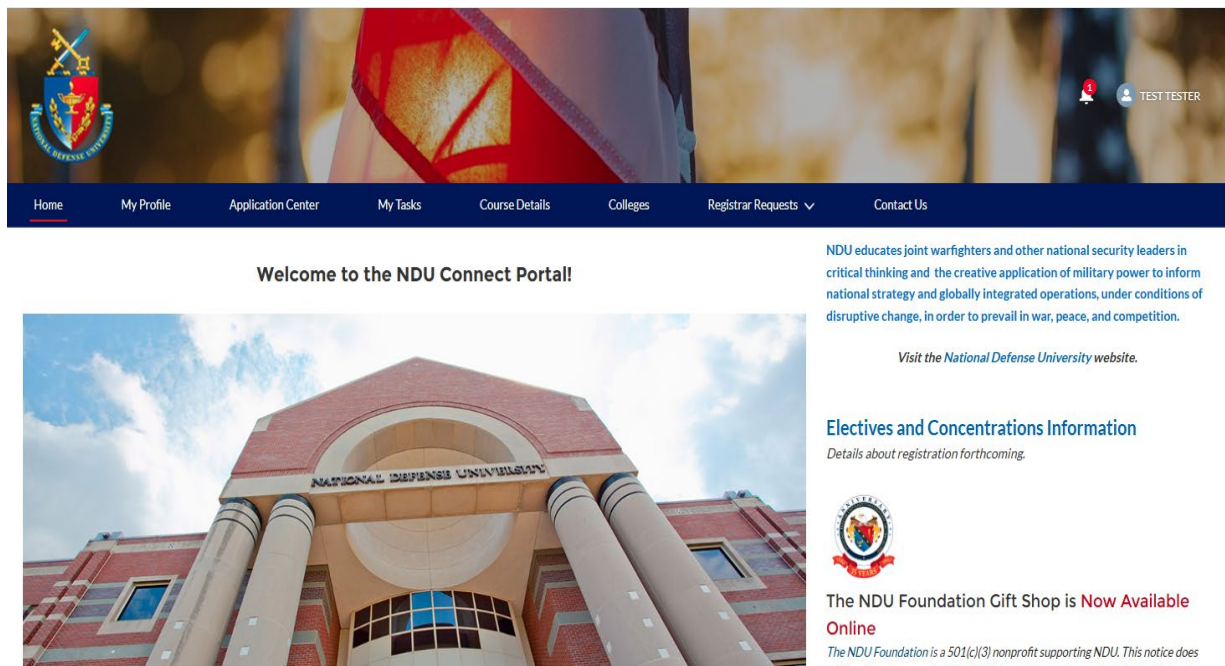# Enrollment Process Guide

This document outlines the **enrollment process** at CIC. It provides step-by-step instructions on how students can:

- **Enroll in a course** and

- **Add themselves to a waitlist** if the course is at full capacity

Follow the steps below to navigate the NDU Connect Portal and manage your course selections effectively.

Students will log into the NDU Connect Student Portal: https://ndu.my.site.com/login

Click the link in the blue navigation bar to view Course Details.
On the **left side of the screen**, you'll see a list of all available courses open for enrollment.
On the **right side**, you'll find the courses in which you are currently **enrolled, requested or waitlisted**.

To view a course offering click the radio button next to your desired course offering, then click **Next.**

The next screen will display the course offering details.
Before continuing, make sure to review the **Capacity Status**

Click the **Register** button

After clicking Register, select the appropriate program from the list and click **next**:

 Strategic Information and Cyberspace Studies

Chief Data Officer

Chief Financial Officer
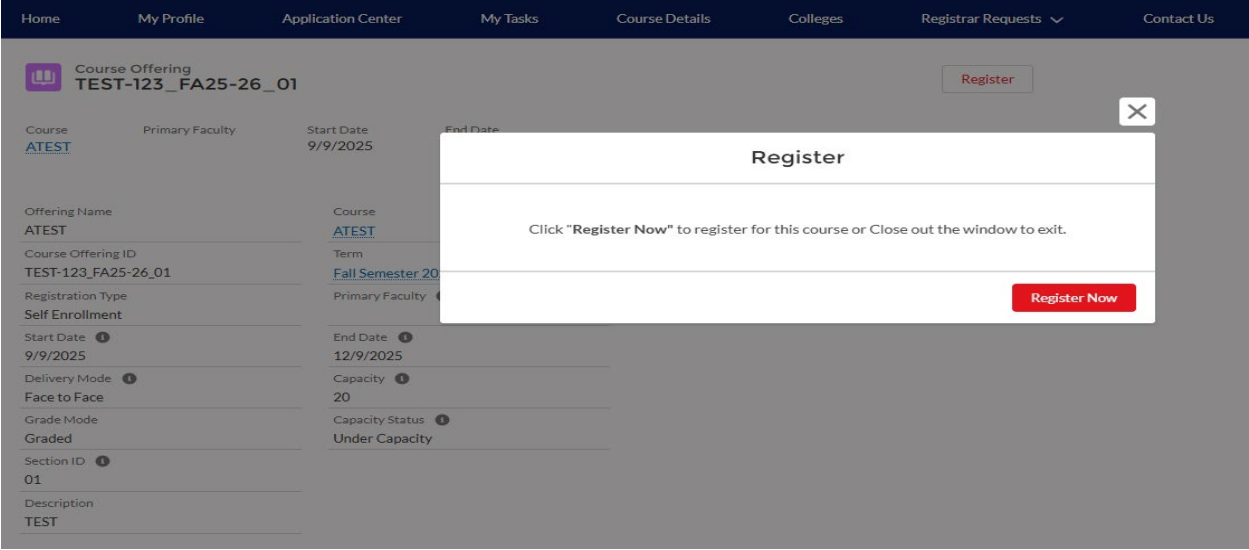
Chief Information Officer

Chief Information Security Officer

Cyber Leadership

CIC-Non Degree

To enroll in the course, click **Register Now Button .**

You'll receive a confirmation message indicating that you have requested enrollment.

Return to **Course Details** to see requested courses in **My Course Enrollments**.

Students can also place themselves on a **waitlist for courses that are at or over capacity**

Repeat the previous steps to navigate to the **course offering details page** and take notice of the **capacity status**

To add your name to the waitlist, select **Register.**

After clicking Register, select the appropriate program from the list and click next:

Strategic Information and Cyberspace Studies

Chief Data Officer

Chief Financial Officer

Chief Information Officer

Chief Information Security Officer

Cyber Leadership

CIC-Non Degree

If the course is At or Over Capacity, you'll be prompted to join the waitlist.

If you wish to proceed, simply click the **Join Waitlist** button.

You'll receive a confirmation message indicating that you've been successfully added to the waitlist.

Course Offering
CIC-6443_FAL25-26_02

Register

Register   ✕

You have been added to the wait list for this course. Thank you.

Done

Course
Emerging and Disruptive Technologies

Primary Faculty   Start Date   End Date
Michael D L...

Offering Name
Emerging and Disruptive Technologies

Course
Emerging and Di...

Course Offering ID
CIC-6443_FAL25-26_02

Term
Fall Trimester 20...

Registration Type
Requires Approval

Primary Faculty
Michael D Love

Start Date ⓘ
9/8/2025

End Date ⓘ
11/30/2025

Delivery Mode ⓘ
Online

Capacity ⓘ
20

Grade Mode
Graded

Capacity Status ⓘ
Over Capacity

Section ID ⓘ

Return to the Course Details page to view your waitlisted course under **My Course Enrollments.**

This page displays courses currently available for request or self-registration as well as your course enrollments and registrations.

COURSE OFFERINGS lists the courses that are currently open for request (Registration Type = Requires Approval) or Self-Registration (Registration Type = Self Enrollment). Select the Course Offering from the list below for more information and to request or register for the course. *(After registering, return to the Course Details tab to see updates to your enrollments list.)*

MY COURSE ENROLLMENTS lists your course enrollments and their status. If you have two or more courses with Status = Requested, please drag and drop them in the order that indicates your order of preference.

NDU Connect - Portal Course Offering Select

Course Offerings
15 of 15 items • 0 items selected

Search this list...

Course ... ∨	Offering ... ∨	Start Date ∨	End Date ∨	Registrat... ∨	College ∨
26_01	Enabled Collaboration			Approval	and Cyberspace
CIC-6606_FAL25-26_01	White House, Congress, and the Budget	Sep 8, 2025	Nov 30, 2025	Requires Approval	College of Information and Cyberspace
CIC-	Risk Management, Internal			Requires	College of Information

MY COURSE ENROLLMENTS

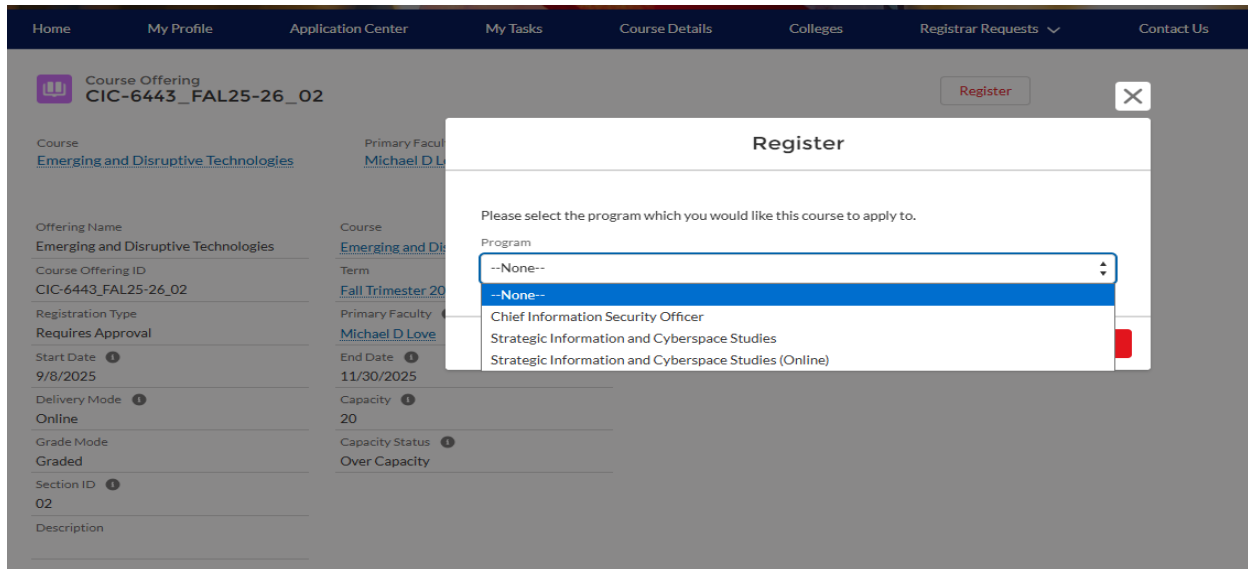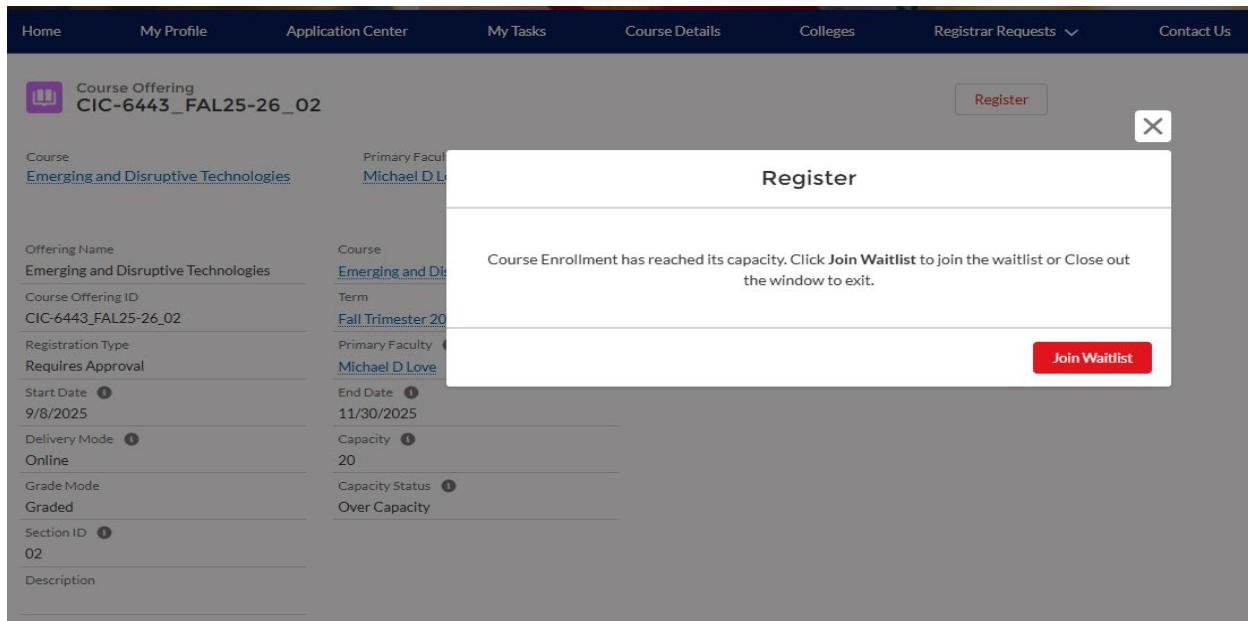| Offering Name	Course Offering ID	Status	Reason
BTEST	TEST-234_AY24-25_01	Enrolled	
Emerging and Disruptive Technologies	CIC-6443_FAL25-26_02	Waitlist	

View All

📋 Rank Requested Course Offerings from most desirable to lea...
You don't have more than one Requested Course Offering to rank.

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