



**Enrolling in Courses Through  
the Student Portal**  
A Step-by-Step Guide



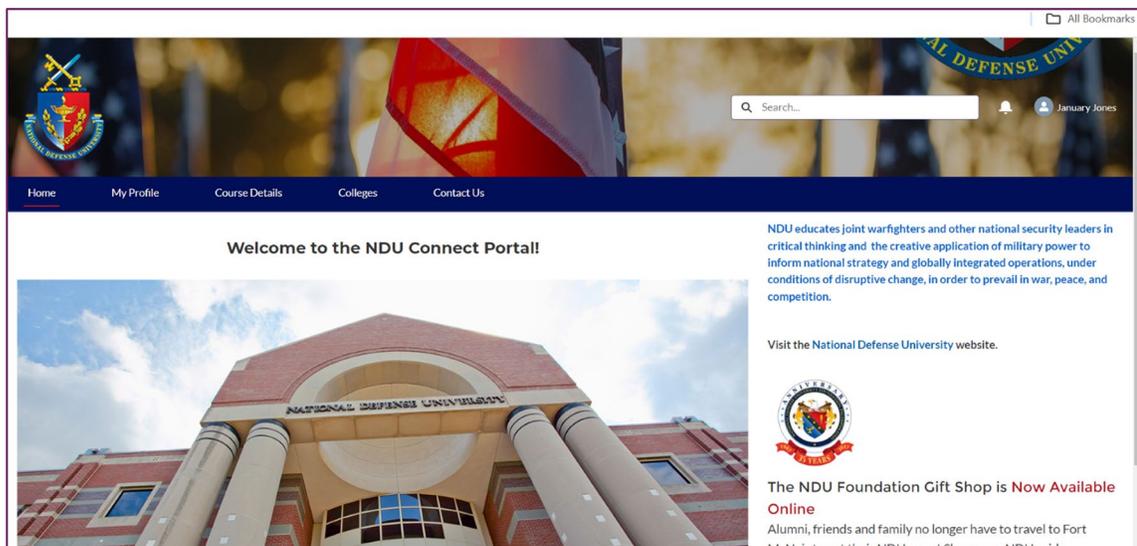
## Enrolling in Courses Through the Student Portal

### *Student Experience*

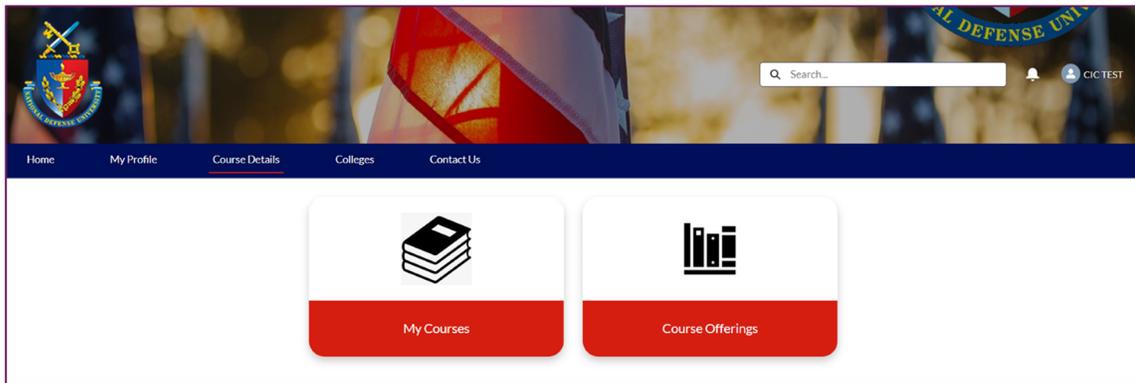
As a student at NDU, you can self-register for courses through the NDU Connect student portal. This feature enables a swift and streamlined process for course registration. You'll find that some courses offer immediate enrollment upon your request (Self Enrollment), while others may require additional approval from a registrar (Requires Approval). Even for the latter, you're still able to initiate your enrollment request via the student portal. Additionally, you may view the enrollment status of your courses from My Courses. Follow the instructions provided below to leverage the self-enrollment feature for your courses.

1 Log in to the **NDU Student Portal**.

2 Select the **Course Details** link (located on the Blue Navigation bar).



3 Select the **Course Offerings** button.



4 Locate the appropriate **Course Offering ID** from the **Course Offering ID (a)** column and select the link. If the appropriate course offering ID does not display, select the **View All (b)** link to view additional options.

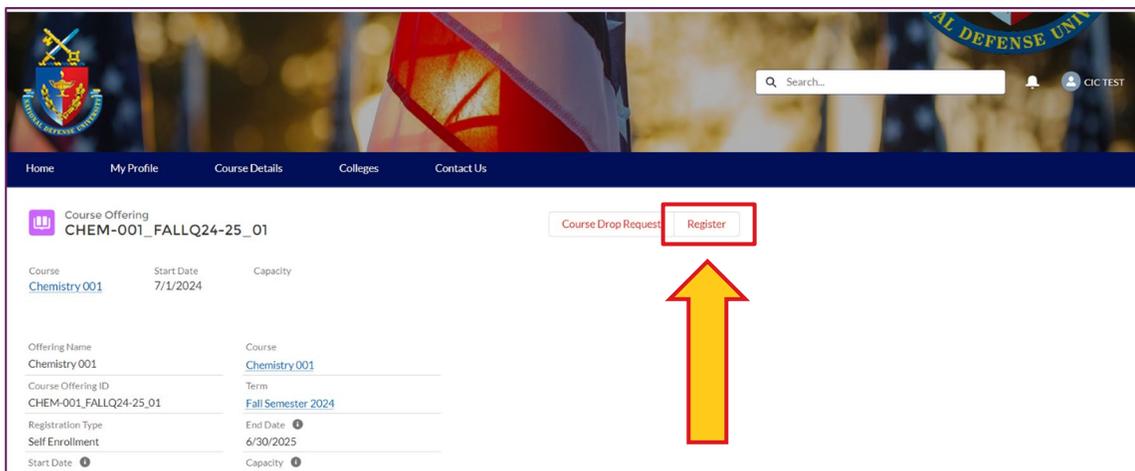
The screenshot shows the 'COURSE OFFERINGS' section with a table of offerings. The 'View All' link is highlighted with a red box and labeled 'b'. The first row of the table has its 'Course Offering ID' highlighted with a yellow circle and labeled 'a'.

Course Offering ID	Offering Name	Term	Registration Type
<a href="#">CHEM-001_FALLQ24-25_01</a>	Chemistry 001	<a href="#">Fall Semester 2024</a>	Self Enrollment
<a href="#">CIC-6211_TERM_6211-03</a>	Cybersecurity Fundamentals	<a href="#">Academic Year 2024-25</a>	Requires Approval
<a href="#">ES-6402_AY24-25_4</a>	Global Supply Chain and Logistics Research	<a href="#">Academic Year 2024-25</a>	Requires Approval



**Note:** The Course Offerings list view will show the first 25 available course offerings. To see more course offerings, select the **View All** link.

5 Select the **Register** button.



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Select the **Program** drop-down menu (a) and make the appropriate selection (b). Select the **Next** (c) button.

The screenshot shows a web form titled "Register". Below the title, there is a text prompt: "Please select the program which you would like this course to apply to." Underneath this is a label "Program" followed by a dropdown menu. The dropdown menu is open, showing two options: "--None--" and "National Resource Strategy". A red box labeled 'a' highlights the dropdown arrow, another red box labeled 'b' highlights the "National Resource Strategy" option, and a third red box labeled 'c' highlights a red "Next" button located at the bottom right of the form.



**Note:** The program drop-down menu will include all programs the student is enrolled, please select the program based the course you are registering for.

The screenshot shows the "Register" form with the text: "Click 'Register Now' to register for this course or Close out the window to exit." At the bottom right, there is a red "Register Now" button. A yellow arrow points from the text towards the button.

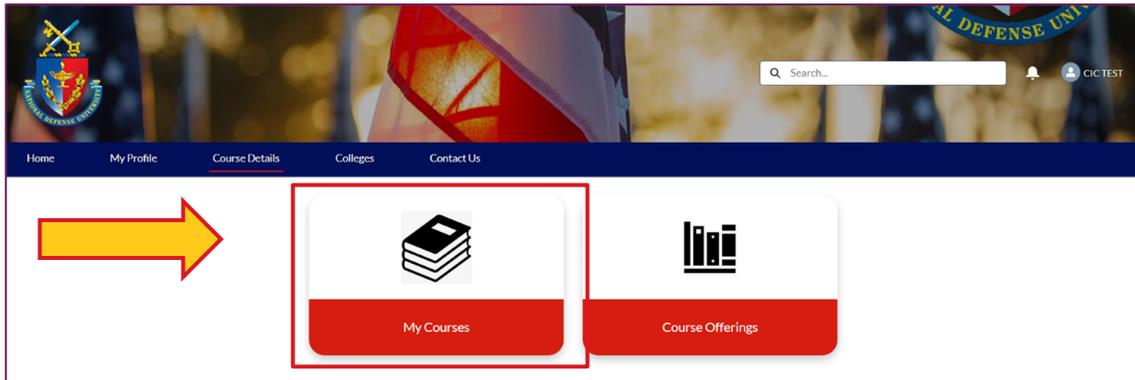
7

Select the **Done** button.

The screenshot shows the "Register" form with the text: "Your request has been submitted. Thank You." At the bottom right, there is a red "Done" button. A yellow arrow points from the text towards the button.

8

Navigate back to the **Course Details** button and select **My Courses**.



9

Your enrollment status in the course offering will be visible under the **Status (a)** column. If the appropriate course offering ID does not display, select the **View All (b)** link to view additional options.

Offering Name	Course Offering ID	Status	Term
		Transfer	
Academic Publishable Essay (APE)	<a href="#">JCWS-6250_Winter_Quarter_2024_11</a>	Waitlist	Winter Quarter 2025
CAPSTONE (CAP)	<a href="#">JCWS-6240_Winter_Quarter_2024_07</a>	Enrolled	Winter Quarter 2025
CAPSTONE (CAP)	<a href="#">JCWS-6240_Academic_Year_23-24</a>	Enrolled	Academic Year 2023-2024
CAPSTONE (CAP)	<a href="#">JCWS-6240_Winter_Quarter_2024_10</a>	Enrolled	Winter Quarter 2025
FSS: Wargaming	<a href="#">JCWS-6260_Winter_Quarter_2024_01</a>	Enrolled	Winter Quarter 2025
Integrated Contingency Planning (ICP)	<a href="#">JCWS-6230_Winter_Quarter_2024_04</a>	Enrolled	Winter Quarter 2025
Joint Force Fundamentals (JFF)	<a href="#">JCWS-6210_Winter_Quarter_2024_12</a>	Completed	Winter Quarter 2025
Joint Transition Course for JCWS	<a href="#">JCWS-6120_Winter_Quarter_2024_01</a>	Enrolled	Winter Quarter 2025
Strategy and Campaign Design (SCD)	<a href="#">JCWS-6220_Winter_Quarter_2024_01</a>	Enrolled	Winter Quarter 2025
Strategy and Campaign Design (SCD)	<a href="#">JCWS-6220_Winter_Quarter_2024_03</a>	Enrolled	Winter Quarter 2025
Strategy and Campaign Design (SCD)	<a href="#">JCWS-6220_Winter_Quarter_2024_04</a>	Enrolled	Winter Quarter 2025
Strategy and Campaign Design (SCD)	<a href="#">JCWS-6220_Winter_Quarter_2024_12</a>	Enrolled	Winter Quarter 2025

At the bottom left of the table, there is a [View All](#) link. A red box highlights the 'View All' link and a yellow circle labeled 'b' is placed next to it. Another red box highlights the 'Status' column, and a yellow circle labeled 'a' is placed next to the 'Transfer' status in the first row of the table body.



**Note:** The enrollment status will show whether you are **enrolled** in a course, **waitlisted** for a course, or have previously **completed** the course.