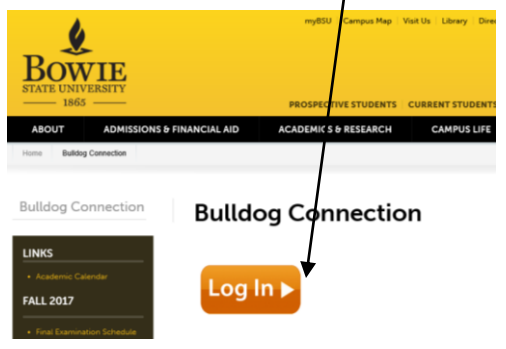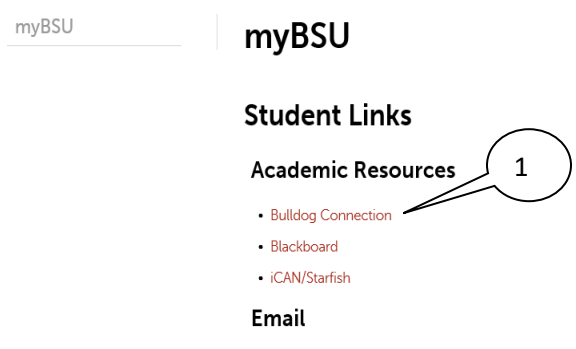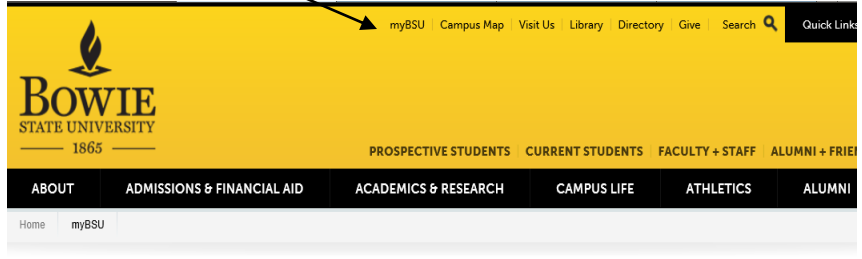# Bulldog Connection - How to Register for Class

1. **Open** your Internet browser and type www.bowiestate.edu in the address bar.
   Click on **myBSU** at the top of the web page and then **click** the **Bulldog Connection** link. Then click the **Log In** button.
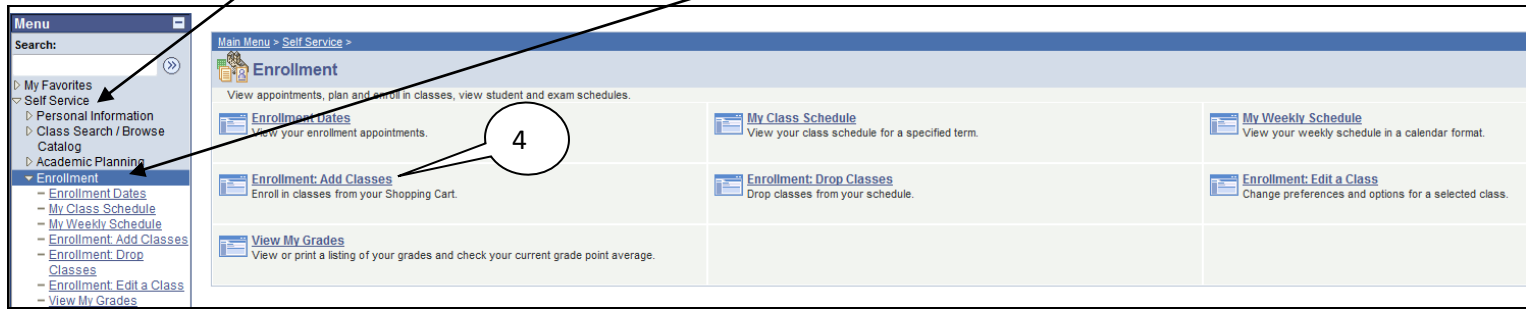

2. **Type** your **Username** in uppercase and **Password** in the designated areas. **Click** the **Logon** button.
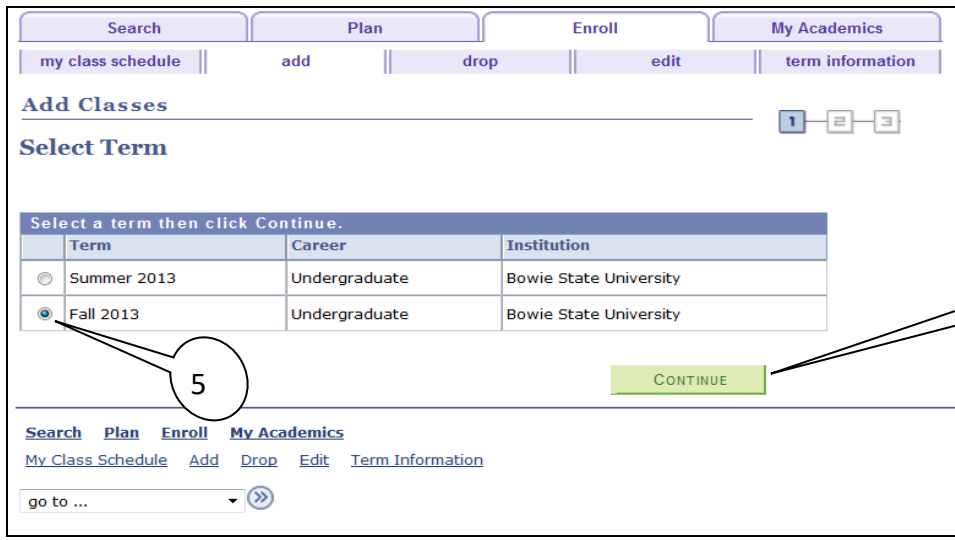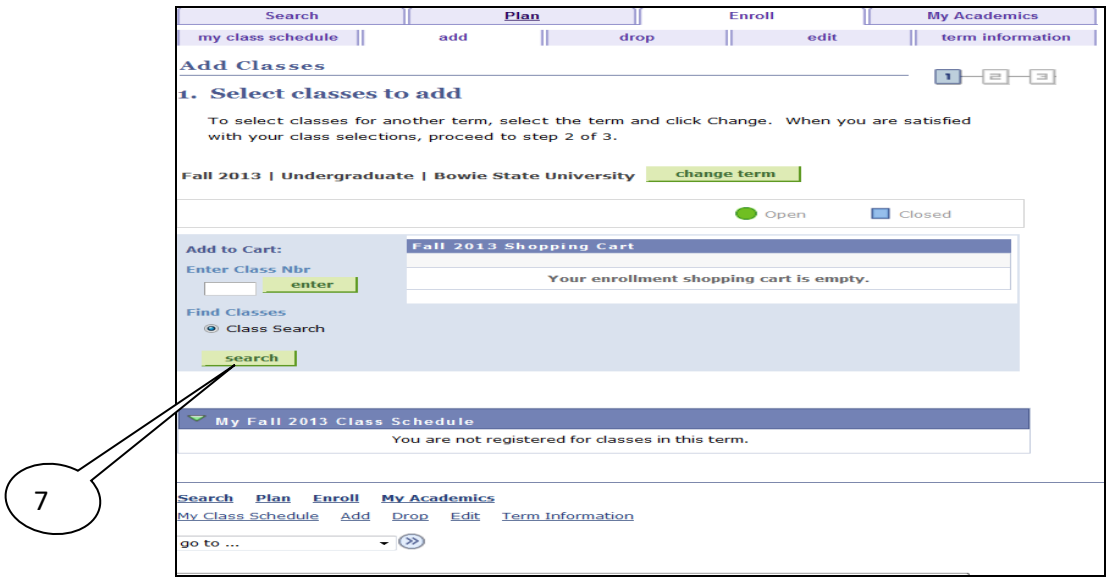
3. *Click* on the **Self Service** menu. Then *click* on the **Enrollment** menu.

4. *Click* Enrollment: Add Classes link.

5. If there are more than one term active, *Select* the Term to register for.
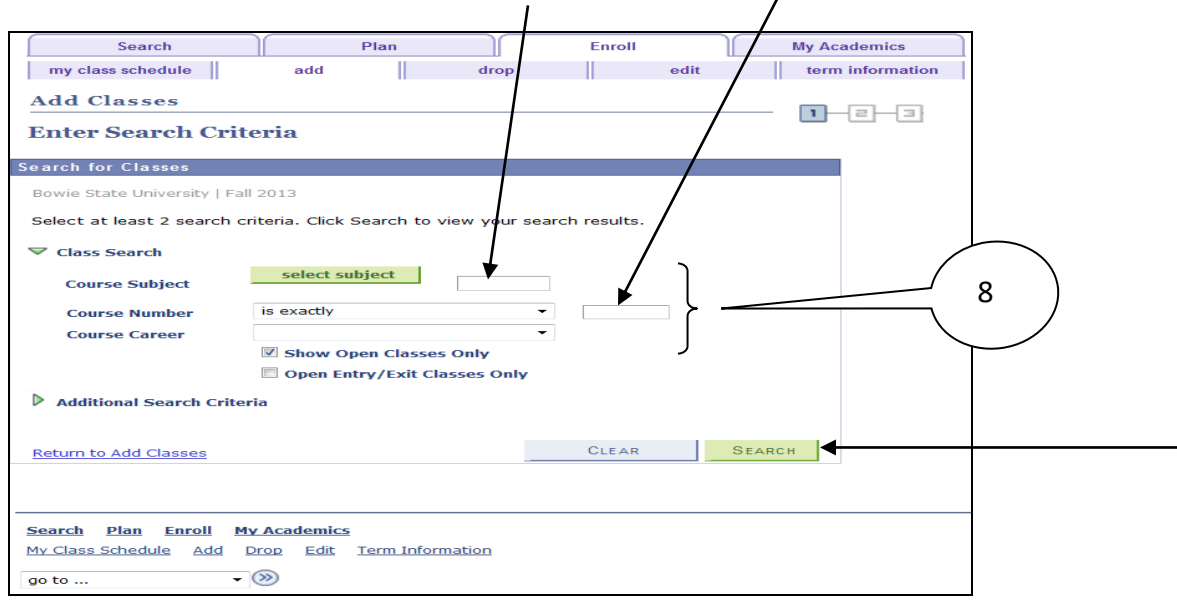
6. *Click* CONTINUE button.

7. *Click* the Search button to look for a desired class to add into your shopping cart.
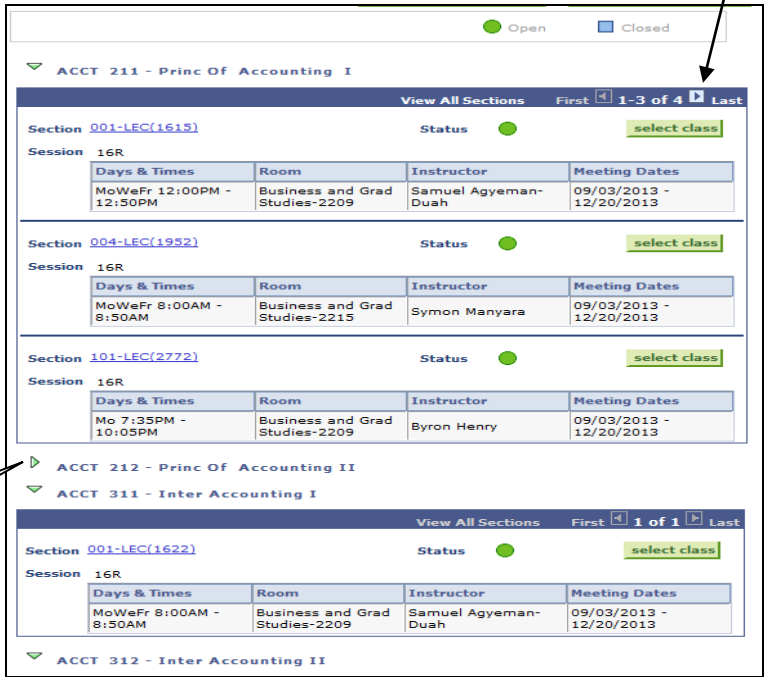
8. After entering your search criteria (*Course Subject* e.g ACCT, *Course Number*, e.t.c.), **click** on the Search button.

NOTE: the "**Show Open Classes Only**" checkbox is in the checked mode by default which lists only open classes. Uncheck this box to include closed class sections in the resulting list.

9. Class options will appear on the screen in one of two ways:

A. If the course number has more than 3 open section(s), the first 3 classes will appear in a detailed list and the remaining sections can be accessed by clicking the arrow at the top of the class group:

OR

B. If the course number **does not have** open section(s), course(s) will appear in the list and details can be seen by clicking the green arrow next to the class.

10. Select the course that fits into your schedule from the available day and time slots by *clicking* the **select class** button for that class section.

*Open class sections are noted by a green dot status.

        A. *Click* the **select class** button.

        B. Check to confirm class selection and *click* the NEXT button. (**NOTE: Class Permission Numbers** (if applicable) can be added on this page before *clicking* the NEXT button.)

        C. Class will appear in your shopping cart.

11. *Repeat* steps **8** through **14** to search for and select additional classes.
12. When finished with adding classes, classes will appear in your shopping cart.
13. Once classes appear in your shopping cart, *click* the **PROCEED TO STEP 2 OF 3** button.

14. Final Step: *Click* the **FINISH ENROLLING** button.

15. Enrollment success will be indicated with a green check mark. Errors will be indicated with a red **X** mark.

NOTE: When you receive an ERROR message; *please read the message* and see your Department Chair.

On a side note:

In the event you need to Drop a class, navigate through Self Service > Enrollment > Enrollment: Drop class and follow the prompts.