This guide shows students in select programs how to add, drop, and swap classes through MyQuest, and how to run an academic advisement report.

- Only certain classes and sections are available for online enrolment.
- Questions about enrolling in MyQuest? Email enrolment@norquest.ca

**How to Add Classes**

1. Log in to MyQuest
2. From the Main Menu, choose **Self Service**
3. Choose **Student Center**
4. Locate the **Academics** heading, then choose **Enroll**
5. Choose **add**
6. Choose the term for which you are enrolling, then **Continue** to proceed.
Select the **search** button to find a class.

Enter the four-letter course **Subject**.

Enter the four digit **Course Number**.

Select the **Search** button

Locate the class **Section** you would like to enroll in.

Additional class details are available by following the **Section** link. **Section Codes** indicate the delivery method:
- **A##** – In-person, daytime
- **E##** – In-person, evening/weekend
- **O##** - Online

Add the class to your shopping cart by choosing the **select** button.
If your class has a related lab section, you may be notified that you will be automatically enrolled in the lab section.

Choose the **Next** button

Verify your choice. Pay attention to the Days & Times your class meets, the Start/End Dates for your class, and Class Notes.

Choose the **Next** button

The class you selected will be added to your Shopping Cart.

Note that some courses are co-requisites for each other, meaning you must enroll in both courses in the same term. You can add more classes to your shopping cart by choosing “search” for the other class from this screen.

Once you have the classes you want in your shopping cart, choose **Proceed to Step 2 of 3**
Choose **Finish Enrolling** to process your request.

A green check mark shows you were successfully enrolled.

If you choose a class that is not available to you, you will receive an error message. Go back and choose a different class.

Choose **Add Another Class** if you wish to enroll in another class.

Choose **My Class Schedule** if you wish to review your class schedule.
How to Drop Classes

Log in to MyQuest

From the Main Menu, choose **Self Service**

Choose **Student Center**

Locate the **Academics** heading, then choose **Enrollments**

Choose **drop**

Choose the term for which you are dropping a class, then **Continue** to proceed
Locate the class **Section** you would like to drop and select it.

Drop the class by choosing the **select** button.

Choose **Finish Dropping** to process your request

A green check mark shows you were successfully dropped.

Choose **My Class Schedule** if you wish to review your class schedule
Note: Once you are enrolled, you can also **swap** classes.

A swap will drop a class you are currently enrolled in and replace it with a different class of your choice.

You will not be dropped from your original class unless the added class is successful.

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### Payment

To pay for your courses go to **Self Service → Student Center**

Go to the Finances Area and choose **make a payment**

Follow the prompts to complete your transaction through our secure third party payment platform.

If you add enough classes to be full-time in your program, you may incur Health and Dental charges that will appear 24 hours after you enroll.

Payment for your courses is due by the first day of the term.
This section shows how to check your progress in meeting graduation requirements using an Academic Advisement Report in MyQuest.

- This status report and planning tool is designed to assist you in determining your progress towards program completion; it is not intended as a substitute for consultation with your Academic Advisor or Navigator.
- The report shows you which courses you are enrolled in and/or have completed, as well as courses you still need to take to complete your program.
- An Academic Advisement Report is an unofficial report and does not replace an official transcript.

### Academic Advisement Report

**Log in to MyQuest**

From the Main Menu, choose **Self Service → Degree Progress/Graduation → View Degree Progress Report**

**Locate the Academics heading, then choose My Academics**
Choose **Academic Achievement and Report Type → Go**

Note that you may view the report in MyQuest or **view report as pdf**.

The **icons** indicate whether you have completed a course (a checkmark) or are enrolled in a class that is currently in-progress (diamond).