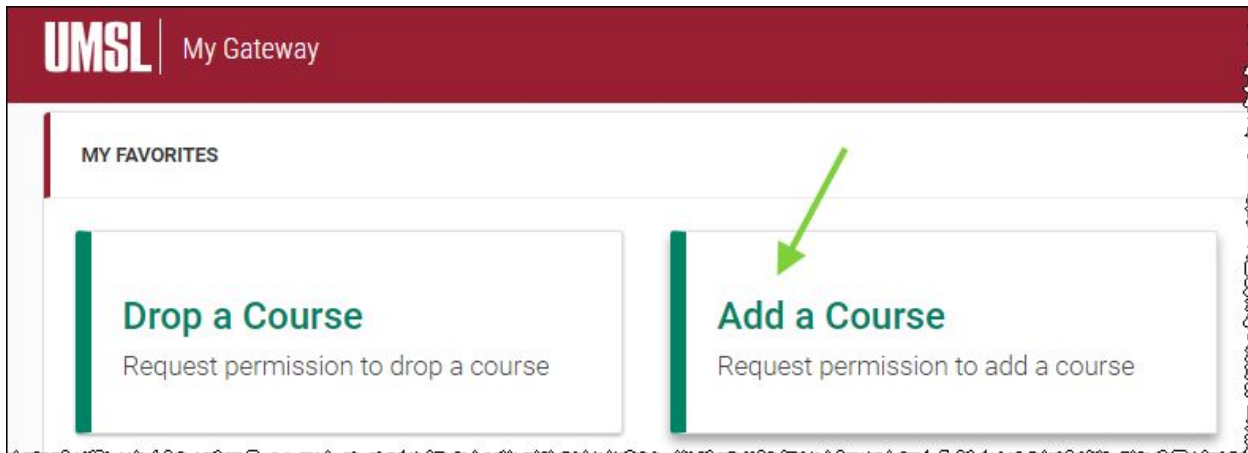


## Adding a Course When Approvals are Needed

1. Login to MyGateway <https://mygateway.umsl.edu>.
2. Select the Add a Course tile.



3. You will see a list of your current classes. Select **“Ready to add a new course?”**.

The screenshot shows the 'Enrollment' page. At the top, there is a breadcrumb trail: 'Home / Enrollment'. Below this, there are two tabs: 'ENROLLMENT' and 'ADD COURSE'. A green arrow points to the 'ADD COURSE' tab. Below the tabs, there is a section titled 'Your enrollment summary is below' followed by a link: [Ready to add a new course?](#). This link is circled in green. Below this section is a table with the following columns: Term, Class, Description, Units, Session, Status, and Action.

Term	Class	Description	Units	Session	Status	Action
FS2020	ACCTNG 2410-001 (12030)	Mngrl Accounting (Internet)	3.00	1	Enrolled	
FS2020	INFSYS 3806-001 (11625)	Mngrl Appl Obj-Orntd Prg (Internet)	3.00	1	Enrolled	
FS2020	INFSYS 3806-002 (11624)	Mngrl Appl Obj-Orntd Prg (Lecture)	3.00	1	Dropped (class cancelled)	
FS2020	INFSYS 3848-001 (11634)	Intro to Info Security (Internet)	3.00	1	Enrolled	
FS2020	MGMT 3600-004 (14999)	Mgmt & Orgnztnl Behavior (Internet)	3.00	1	Enrolled	
FS2020	SCMA 3300-001 (12451)	Business Analytics & Stats (Lecture)	3.00	1	Enrolled	

4. On the Add Course page, Select a term. Then select a subject and course, or enter a 5 digit class number.
5. Select a section. If you entered a subject and course, the sections will be listed. If you entered a 5 digit class number, then click the LOOKUP CATALOG NUMBER link to display the sections.

1) Select a Term

2020 Fall Semester

2) Select Subject & Course

-- SELECT A SUBJECT--

--SELECT A COURSE--

... or search by 5 digit Class Number

12626

[LOOKUP CATALOG NUMBER →](#)

START OVER

6. Select a section. A Request Confirmation form will appear. Enter an explanation, then select Add Section.

### Request Confirmation ×

You have selected the following course and section:

Course: BUS AD 2900(001) - Legal Environment of Business

Location: Online

Instructor: Elizabeth Grimm-Howell

Schedule:

Credit Hours: 3

Provide a full explanation of the circumstances relative to this request:

Would you like to add this section?

CANCEL

ADD SECTION

- You will receive a message that the add course request submitted successfully. Select OK.
- The course you requested to add will be listed on your enrollment page with a status of “processing”. You can click the icon in the Action column to check on the approval status.

**ENROLLMENT**    **ADD COURSE**

Your enrollment summary is below. [Ready to add a new course?](#)

Term	Class	Description	Units	Session	Status	Action
FS2020	ACCTNG 2410-001 (12030)	Mngrl Accounting (Internet)	3.00	1	Enrolled	
FS2020	INFSYS 3806-001 (11625)	Mngrl Appl Obj-Orntd Prg (Internet)	3.00	1	Enrolled	
FS2020	INFSYS 3806-002 (11624)	Mngrl Appl Obj-Orntd Prg (Lecture)	3.00	1	Dropped (class cancelled)	
FS2020	INFSYS 3848-001 (11634)	Intro to Info Security (Internet)	3.00	1	Enrolled	
FS2020	MGMT 3600-004 (14999)	Mgmt & Orgnztnl Behavior (Internet)	3.00	1	Enrolled	
FS2020	SCMA 3300-001 (12451)	Business Analytics & Stats (Lecture)	3.00	1	Enrolled	
FS2020	BUS AD 2900-001 (12626)	Legal Environ Business (Internet)	3	1	Processing	