Log in to my.butler.edu, click on Self Service Student Homepage tile, then Student Center.

Any holds, some that may prevent enrollment, will be listed at the top right.

All students receive an AFR (Accept Financial Responsibility) hold and an Advising hold.

Students who do not live on campus will receive a Verify Local Address hold, if they haven’t already taken the steps to verify their local address.

All of the above-listed holds need to be removed prior to enrollment, as well as any financial holds placed by Student Accounts.

If you do not live on campus, you will need to verify your local address.

If this is the same as your HOME address, you will need to enter that same address as LOCAL, then click on the link to Verify Local Address.
To enroll, click on the **Enroll** link or **Enrollment Shopping Cart** link, then select the term and click **Continue**.

If you know the 4-digit class number, you can enter it.

To search for classes, click the **Search** button.

You can also search by **My Requirements** and use the interactive links.

Enter the subject or click the **Select Subject** button.

You can enter a catalog number or leave blank. Click **Search**.

Click the **Select** button on the desired course. Click the **Next** button.

Add other desired classes. When finished and enrollment appointment is open, click **Enroll**.

Be sure the class or classes are selected with the check box, then click **Enroll**.

*Through the Enroll tab, the final step is Finish Enrolling.*