Carmen: Join a Course

Quick Guide

Overview

Many of the Carmen courses under the Office of the CIO are available by self-registration. Carmen’s “join” feature allows you to add yourself to these courses as a student. To join a qualified course, follow the instructions below.

Steps

1. Log into Carmen with your Ohio State username and password.

2. Click the self-enrollment link in the Carmen Course Summary section of your home page.
JOIN Staff Training Courses, Special Projects, and Departmental Forums

JOIN allows self-registration for some non-academic Carmen spaces such as staff training courses, special projects, and departmental forums.

STUDENT AND INSTRUCTOR ENROLLMENT IN ACADEMIC COURSES

**IMPORTANT:** The JOIN feature is NOT used for adding students or instructors to courses scheduled by the University Registrar.

Students MUST go to the BuckeyeLink Student Center to manage their enrollment in academic courses.

Instructional staff are added to academic courses by departmental course schedulers or by the instructor of record.

Return to My Home

JOIN Instructions

1. If you were invited or instructed to join a special Carmen course that uses self-enrollment, click the JOIN link below.

2. Choose the course to join by choosing its name from the **Course Offering Name** column.

3. Complete and submit a brief registration form.

4. If no approval is required from the course owner and the course is active, the course will appear on your My Home page under My Courses. (You may have to click open the heading to expand it in the My Courses list.)

   - Please contact the course owner if you have difficulty accessing a course after joining it.

3. Review the information on the Join page and then click the JOIN... link at the bottom to proceed.
4. Select the course you want to join (e.g., a course showing your status as “Not Enrolled”) from the Self Registering Course Offerings list.

5. Verify the course listed in the Description dialog box is correct and then click the **Register** button.

6. Supply your contact information and then click the **Submit** button.