How to enroll on SCFconnect for TOP classes

Log into SCFconnect and choose the Employee tab, then choose: Banner Self-Service → Student Services and Financial Aid → Registration, then click Add/Drop Classes. (If a security warning window pops up, click NO.) The Select Term screen will be displayed next.
On this page you will select a term. Choose Corp & Community Dev-Sprng ‘13 for Feb, Mar & Apr TOP classes, or Corp & Community Dev-Summer’13 for May & June TOP Classes. Once you select a term, click the Submit button. (See diagrams on screen print below.) The Add/Drop Classes screen will be displayed next.
On the Add/Drop Classes page, scroll to the very bottom where you will enter the CRNs for TOP classes you have chosen. Enter the CRNs in the separate empty fields under the heading CRNs. When finished click the “Submit Changes” button.
Scroll to the bottom and you will see your “Current Schedule” which will show the TOP class(es) in which you enrolled. At this point you may add more TOP CRNs at the bottom and click “Submit Changes,” or scroll to the top of the page and click the Logout button at the top right of the screen.

Note: Before you log off, you may click the link at the very bottom of the page “Detail Schedule” to move to a page that shows you a more detailed schedule of your TOP classes, and you can print that if necessary.