# Enroll and Unenroll Students using the Classlist

## Enroll and Unenroll Students

Use the Add Participants area to add a new student to your course. It is important that you check your Banner (myNSCC) class roll and add only students who appear on the official Banner roll.

### Enroll an existing user

* Click the Actions arrow on the Add Participants button and select "Add existing users."
* Enter the student's "A" number or name in the "Search for" textbox then click the Search icon.
* Select the check box beside the users you want to enroll.
* Select "banner\_student" as the role. If the section dropdown list is available, select a section.
* Click the Enroll Selected Users button.

### Unenroll a student

* Select Classlist from the Communications group.
* Select the check box next to a student’s name.
* Click the Unenroll link either at the top or end of the table.