

## How to Register for Classes

### (A Step-by-Step Guide)

1. Go online to [www.csuchico.edu](http://www.csuchico.edu), and click on the PORTAL link at the very top of the homepage.
2. The portal screen will prompt you to LOG IN USING YOUR PORTAL ID. Click that link; be sure you have your portal ID and password handy and ready to go for logging in.
  - a. **What is your portal ID?** This is the username you were assigned when you submitted an application to CSU Chico. You also used this ID to log in and declare your intent to enroll once you were admitted to the university.
  - b. It is typically the first initial of your first name, followed by your entire last name. In instances where your last name is more common, there may be a number assigned after the letters of your last name.
  - c. If you are unclear on your portal ID, have forgotten the password associated with your portal log-in, or if someone else set up this account for you, call Student Computing at (530) 898-HELP. They'll need your name and CSU Chico student ID number in order to help you reset your portal account.
3. Once you have logged in to your portal, click on the tab that says, **“Records, Registration, and Finances.”** At the top of this screen you will see your Chico State ID number displayed. (Please be sure this is your ID number, and not the ID number belonging to the person who was using the computer before you). Once you've verified that you are in fact about to change your own schedule and not someone else's, click on the link just below your ID number that says **“Enter the Student Center”**.
  - a. Once logged into your Student Center, you will notice a whole host of links and options all over the page. From your Student Center you can do things like check on your financial aid status, verify your enrollment dates, check on your degree progress as you accumulate classes and units, and at the end of each semester you'll find your grades here.
4. **The link you need** to register for classes today is at the top of the Student Center homepage, under Enrollment, and is labeled **“Add a Class”**. Click on this, and you will see the word “Processing” flashing in red toward the upper right corner of the page. Any time you see this message, the Peoplesoft system is processing your request; please try to be patient. Clicking on links multiple times in this system will not help. Let the computer do its thing.

The screenshot shows the 'Add Classes' page. At the top, there are navigation tabs: 'my class schedule', 'class search', 'add', 'drop', and 'swap'. The 'add' tab is highlighted with a red box. Below the tabs, there are icons for '1', '2', and '3'. A callout box points to these icons with the text: 'There are 3 steps to adding classes: 1. Search for Classes and place them in your Shopping Cart 2. Confirm Classes 3. View Results'. Below the icons, the text reads: '1. Select classes to add'. Underneath, it says: 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' The main content area shows 'Spring 2008 Undergraduate | California State Univ, Chico' with a 'change term' button. Below this, there are two options to add a class: 'Search for Class' with a search box and 'search' button, and 'Enter Class Nbr' with an input field and 'enter' button. A callout box points to the 'search' button with the text: 'If you have selected the wrong term or want to change terms, this button will take you back to the previous page to select a term.' Another callout box points to the 'enter' button with the text: 'Click here to search for classes if you already know the class number you can enter it in the space provided.' At the bottom, there are two sections: 'Spring 2008 Enrollment Shopping Cart' which says 'Your enrollment shopping cart is empty.', and 'Spring 2008 Class Schedule' which says 'You are not registered for classes in this term.'

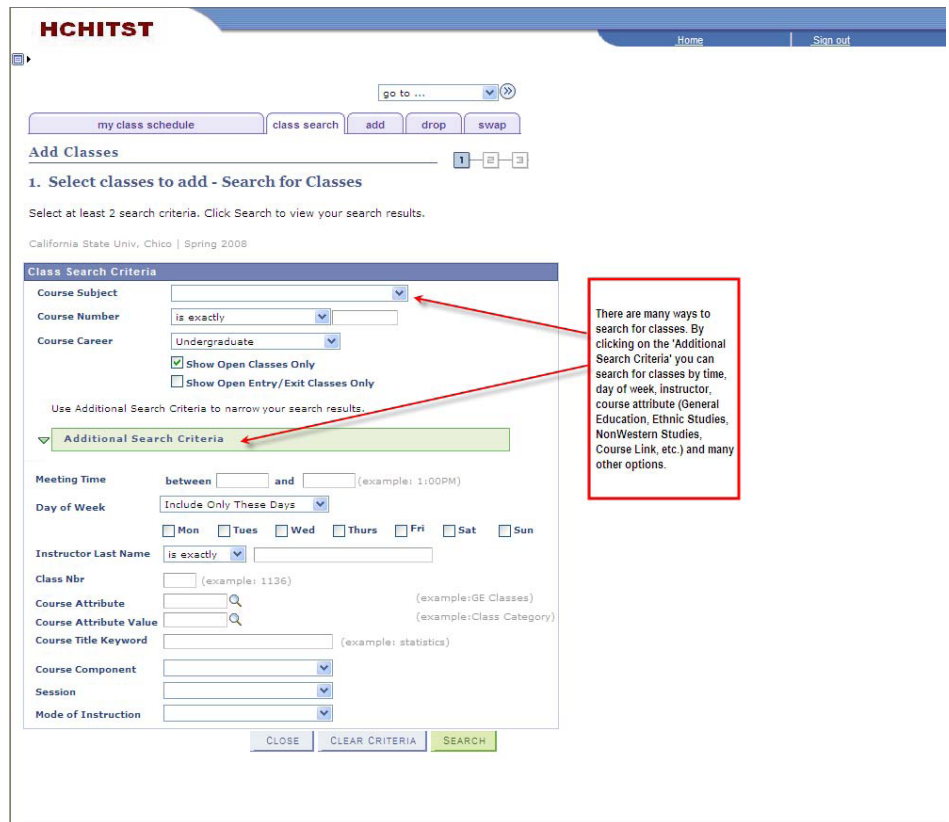
5. Once you are in the **“Add”** section, you will see a search box. This is where you will begin the process of picking out your classes.

6. If you know exactly what class you are looking for (refer to the SGD outline you filled in earlier, or to the academic planning sheet provided in your Orientation folder), simply search for the subject in the “Course Subject box.

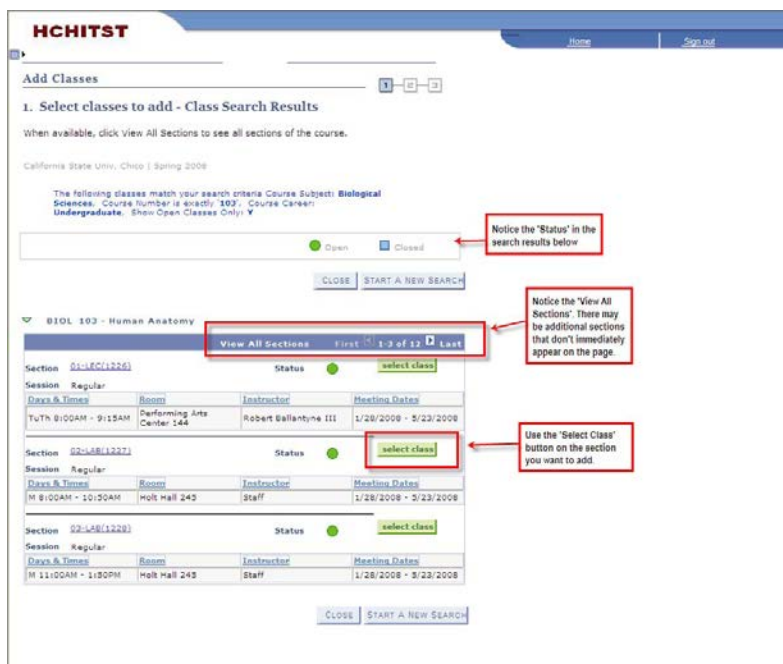
a. An example of this would be CMST 131, the most common class that fills your Area A1 requirement. To find this class you would choose “Communication Studies” in the Course Subject box, keep the Course Number drop-down box set to “Is Exactly,” and then type in 131 in the number box to the right.

b. If you are looking for a class and you know the subject, but not the course number, simply choose the Course Subject from the drop-down box, and change the settings in the Course Number box. For example, choosing “Is Less Than” and entering 199 in the number box will give you a list of all of the open 100-level classes in that subject.

c. Be sure to click on the box that says “Show Open Classes Only.” You don’t want to be disappointed by looking at a bunch of closed classes.



7. Notice that the tabs at the top of the page have switched to “Class Search.” This is ok. Do not panic. As long as you started the process under the “Add A Class” tab you’ll be able to complete your registration.



8. Once you find the class you want to register for, and find an open section (**GREEN Dot means open, BLUE Square means closed!**), and click the “Select Class” link.

a. Remember to find a section time that works with your schedule; you cannot double-book yourself, and will get an error message if you try to do so. The screen shot to the left shows an example of what the selection process looks like: note the “Days & Times” area associated with each section. This is the info you need to write down on a calendar somewhere. (Hey, I think there’s one in your folder!)

- b. Remember to click **“View All Sections”** at the top of the class list. You might be amazed at what you find there.
- c. Remember how we discussed the difference between Lectures (or Discussions) and Labs (or Activity) classes? (Refer to your SGD notes!) Some classes, such as the sciences, as well as larger-capacity courses such as POLS 155 and CMST 131 require you to register for both types. The sections are linked together, and you cannot complete the registration process without agreeing to take both classes. Just make sure both of the time slots work with your schedule.

my class schedule class search add drop swap

Add Classes 1

1. Select classes to add - Related Class Sections

Spring 2008 | Undergraduate | California State Univ, Chico

BIOL 103 - Human Anatomy

Lecture selected: Section 01  
TuTh 8:00AM - 9:15AM Performing Arts Center 144

Open Closed

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Location	Instructor	Status
1227	02	M 8:00AM - 10:50AM	Holt Hall 245	Staff	Open
1228	03	M 11:00AM - 1:50PM	Holt Hall 245	Staff	Open
1229	04	M 2:00PM - 4:50PM	Holt Hall 245	Staff	Open
1230	05	M 5:00PM - 7:50PM	Holt Hall 245	Staff	Open
1231	06	TuTh 11:00AM - 1:50PM	Holt Hall 245	Staff	Open

View All Sections First 1-5 of 11 Last

CANCEL NEXT

Related Classes are classes that require you to enroll in 2 related class sections (i.e. lecture/lab). You will be prompted to select a related class section if required.

9. Once you have selected your class, click the **“Next”** button. You will be taken to an enrollment confirmation screen, which will give you the opportunity to verify that this is the class you want to take. Click **“Next”** again.
- a. Make sure the GREEN Circle is still there when you do this! Remember, registration at Chico State is a live system, and if the seat in that class was filled while you were searching or checking your schedule, you will not be able to enroll in the course. Rule of Thumb: GREEN IS GOOD. GREEN MEANS GO.

my class schedule class search add drop swap

Add Classes 1

1. Select classes to add - Enrollment Preferences

Spring 2008 | Undergraduate | California State Univ, Chico

BIOL 103 - Human Anatomy

Class Preferences

BIOL 103-01 Lecture Open

BIOL 103-02 Laboratory Open

Permission Nbr

Grading Graded

Units 4.00

Session Regular State Support

Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
01	Lecture	TuTh 8:00AM - 9:15AM	Performing Arts Center 144	Robert Ballantyne III	1/28/2008 - 5/23/2008
02	Laboratory	M 8:00AM - 10:50AM	Holt Hall 245	Staff	1/28/2008 - 5/23/2008

To add this class to your Shopping Cart, click 'Next'. If you have been given a permission number to add the class, enter it in the space provided before you click 'Next'.

- b. You will be prompted to confirm your choice several times before completing the process, including a step to **“Add Class to your Enrollment Shopping Cart.”**
- c. After you have added the class to your **“Shopping Cart,”** you are not finished. You do not have a seat in that class yet. You must click on the **“Proceed to Step 2 of 3”** link in order to finish enrolling in the class. You will again be prompted to confirm this class selection, after which the course will show up in your schedule.

Notice the tab at the top of the student center that is labeled **“My Class Schedule.”** You can access this anytime to verify what courses you are enrolled in.

Step 2 →

HCHITST Home Sign out

Add Classes 1

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

BIOL 103 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Spring 2008 | Undergraduate | California State Univ, Chico change term

Add a class using one of the following:

Search for Class: Search for Classes search

Enter Class Nbr: enter

Spring 2008 Enrollment Shopping Cart

Delete Class Description Days/Times Location Instructor Units Status

BIOL 103-01 (1227)	Human Anatomy (Lecture)	TuTh 8:00AM - 9:15AM	Performing Arts Center 144	R. Ballantyne III	4.00	Open
BIOL 103-02 (1227)	Human Anatomy (Laboratory)	M 8:00AM - 10:50AM	Holt Hall 245	Staff		Open

View All Classes in Cart First 1-2 of 2 Last

PROCEED TO STEP 2 OF 3

Spring 2008 Class Schedule

You are not registered for classes in this term.

My Class Schedule Class Search Add Drop Swap

go to

Home | Sign out

go to ...

my class schedule | class search | add | drop | swap

**Add Classes** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2007 | Undergraduate | California State Univ, Chico

Open Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
BIOL 103-01 (2103)	Human Anatomy (Lecture)	TuTh 8:00AM - 9:15AM	Holt Hall 170	R. Ballantyne III	4.00	●
BIOL 103-03 (2113)	Human Anatomy (Laboratory)	M 8:00AM - 10:50AM	Holt Hall 245	Staff		●

CANCEL PREVIOUS FINISH ENROLLING

My Class Schedule | Class Search | Add | Drop | Swap

go to ...

In this step (Step 2) you confirm the classes in your Shopping Cart.

Step 3 ↑

Success! →

my class schedule | class search | add | drop | swap

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Spring 2008 | Undergraduate | California State Univ, Chico

Success: enrolled Error: unable to add class

Class	Message	Status
BIOL 103	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE

My Class Schedule | Class Search | Add | Drop | Swap

Step 3 View Results. If the status is 'Success', you have been added the the class(es). If the status is 'Error', you have not been added to the class(es). To fix an error, either go back and select another class/section or contact the appropriate campus office for assistance.

10. Repeat this process for every class you want to enroll in. **DO NOT LEAVE CLASSES IN YOUR SHOPPING CART.** Make sure you have completed the enrollment process all the way through to the end, until you see the green check mark (as shown in the screenshot above). If you get a red Error message, there are some steps to try:
  - a. Make sure the class is still open (GREEN Circle).
  - b. If the class is closed (full), remove it from your shopping cart by clicking on the little trash can icon next to the section information.
  - c. If that is not the issue, make sure that the class doesn't represent a time-conflict for you. Time conflicts are the most common source of error messages.
  - d. Take a deep breath. Look at your schedule. Write down what's there. Then look logically for the solution to the problem. It'll all be ok.