Spring 2008 Online Registration Worksheet

Your Assigned Enrollment Appointment begins: ______________________________

Check your Portal account several days prior to your assigned enrollment appointment for holds. You must clear any registration holds with the appropriate department prior to your assigned enrollment appointment.

Go to Chico State’s Web Portal at: http://portal.csuchico.edu/

1. Log-in by entering your username and password
2. Click on the “Records, Registration, & Finance” tab
3. Click on “Enter Student Center”
4. Under Enrollment click “Add a Class”
5. Select Term “Spring 2008” click “CHANGE” button
6. To Add Classes:
   - Enter Class #
   - If you don’t know the class #, click on “browse catalog” select the course you want, and then “view class sections.”
   - If you only want to search for open classes click on “search for classes” select the “course subject” choose subject and then enter in the class number below, then click “search.”
   - You may add another class by clicking on the “Next” tab and then entering in the course number and clicking “enter.”
   - When you have finished adding classes click on “Proceed to Step 2 of 3,” review the classes you want to add and then click on “Finish Enrolling.”
   - Verify your adds were successful by checking the “my class schedule” tab.

7. To Drop/Update Classes:
   - Click on the “drop” tab choose the classes you want to drop by clicking on the box next to the class you want to drop and then click “drop.”
   - You can also drop a class when viewing your shopping cart, just click on the trashcan image next to the class you want to drop.

8. To Check Your New Schedule:
   - Click on the “View My Schedule” tab.
   - Click the “Weekly Calendar View” for a different look.

NOTICE: PAY FEES OR CONFIRM YOUR FINANCIAL AID BY THE FEE PAYMENT DEADLINE, DECEMBER 13, 2007, OR YOU MAY LOSE YOUR CLASSES AND YOU WILL BE ASSESSED A $25 LATE FEE.

For assistance, call the Registration HelpLine at 898-6400 or go to MLIB 180 during business hours.

Attend a New Student Orientation or see your advisor first before registering.