Spring 2009 Online Registration Worksheet

Your assigned Enrollment Appointment begins: _____

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

Go to Chico State's Web Portal at: https://portal.csuchico.edu/ and click on "Login using your Portal ID."

1. Login by entering your username and password
2. Click the "Records, Registration, & Finance" tab
3. Click "Enter Student Center"
4. Under Enrollment, click "Add a Class"
5. Select Term "Spring 2009" and click "CHANGE"
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 or after adding classes, just click on the trash can 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 ACCEPT YOUR FINANCIAL AID BY THE FEE PAYMENT DEADLINE, December 11, 2008, OR YOU MAY LOSE YOUR CLASSES AND YOU WILL BE ASSESSED A $25 LATE FEE.

For assistance, call the Registration Help Line at (530) 898-5142 or go to the Advising Office (Student Services Center 120) during business hours.

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

Class #	Course/Subject #	Section	Units	Days	Time	Location