Spring 2004 Online Registration Worksheet

Registration Hours: Every day 7 a.m. – 7 p.m. Your Assigned Registration Day: _____
Check your Portal account several days prior to your assigned registration day for holds. You must clear any registration holds with the appropriate department prior to your assigned registration day.

Log on to Chico State Connection at: http://portal.csuchico.edu/

1. Enter your username and password
2. Click on "School Services" tab
3. Click on "Records & Registration Services"
4. Click on "Student Information"
5. Click on "Registration & Schedule"
6. Click on "Drop/Add Classes"
7. Choose Spring 2004
8. To Add
   - Enter Reg # in fields numbered 1-10 in the "Add Class" box.
   - You may add up to 10 classes at once with 17 units max. (21 units max. during Course Add/Drop Period)
   - Don't know the Reg #? Click on "Course Sections"
     - Select Subject
     - Select Course
     - Get Reg #
     - To return to the "Add Class" box, Click on "Drop/Add Classes" at bottom of page
     - Enter all Reg #'s desired
   - Click "Submit" at bottom of page when all Reg #'s have been entered
9. To Drop
   - Under "Action" choose Drop next to the class(es) you want to drop
   - Click "Submit" at bottom of page
10. To check your new schedule
    - Click on "Class Schedule" at bottom of page

NOTICE: PAY FEES OR CONFIRM YOUR FINANCIAL AID BY THE FEE PAYMENT DEADLINE, December 11, 2003, OR YOU MAY LOSE YOUR CLASSES.

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

See your adviser first, then register.

**********You must click "Submit" to save any desired changes to your schedule**********

Reg #	Course Subject Number	Section	Units	Days	Time	Location
			.			
			.			
			.			
			.			
			.			
			.			
			.			
			.			
			.			
			.			