Spring 2010 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 2010” 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.
   • During registration, once per semester, you will be
prompted to update your contact information and
review the agreements to pay registration fees.

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.

Pay fees or pay any difference between anticipated
aid and registration fees no later than December
10, 2009.

For assistance:
Portal: (530) 898-4357
Registration: (530) 898-5142
Financial Aid: (530) 898-6451
Student Financial Services: (530) 898-5936
Academic Advising: (530) 898-5712

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

<table>
<thead>
<tr>
<th>Class #</th>
<th>Course/Subject #</th>
<th>Section</th>
<th>Units</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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