The instructions below are a step-by-step guide on how to register for courses on MyCSUEB (http://my.csueastbay.edu). Before you register, you should review the following items: (1) Major Section of your Degree Audit Report (DAR) or the Major Evaluation, (2) CBE Tentative Annual Schedule, and (3) Program Road Map. These tools are important to use to when planning your schedule for the term or the year.

**STEP 1:** Go to www.csueastbay.edu

**STEP 2:** Click on “Quicklinks” at the top right of the landing page.

**STEP 3:** Click on “MyCSUEB” in the drop down menu.

**STEP 4:** Enter your Net ID and Password in the “MyCSUEB”.

**STEP 5:** Select the “Student” tab.

**STEP 6:** Click on the “Student Center” link.

*Upon entering the Student Center and before you enroll, you can also view your enrollment dates and times, click on “Enrollment Appointments” for more detailed appointment information.*

**STEP 6:** Click on “Enroll” under the Academics Section.

*The tabs at the top of this page will allow you to add, drop, or edit a class. For example, if you want to change the grade type for a course, you would go to the “edit” tab.*

**IMPORTANT:** All courses being used to satisfy major requirements must be taken for a letter grade.

**STEP 7:** Select the correct term and click “Continue”.

**ADDİNG COURSES TO YOUR SHOPPING CART:**

**COURSE INFORMATION**

1. Department
2. Course Number
3. Title
4. Class Nbr
5. Section Nbr

**STEP 8A Adding Courses by Class Nbr:** To add courses to your cart, you can either enter the “Class Nbr”. After entering the “Class Nbr”, the course will be added to your cart.

**STEP 9:** Complete process by clicking

*You are enrolled if you receive the following message:*

For error messages, see below for more information.
STEP 8B.1: Select a “Subject” from the dropdown menu and/or enter the specific course number. Click “Search”. If desired, narrow your search by selecting additional search criteria.

The results will show the sections that meet your specific search criteria, if any, along with days & times, location, instructor, class status, and books.

STEP 8B.2: Click on the “Section” or “Class Nbr” links to go the next step of the enrollment process. The next screen will provide more information.

More course information:

WAIT LIST or PERMISSION NBR:

If the requires Department Consent, you will need to enter the Permission Nbr.
For CBE Undergraduate courses, get a Permission Nbr online at www.csueastbay.edu/cbesscforms

ERROR MESSAGES:
If the status shows “X”, you are not enrolled. Review the message and resolve the issue. Once issue is resolved, go back to either STEP 9 to complete enrollment process.
Some error messages you may receive are:
- The class is currently full. You may place yourself on the waitlist.
- The class requires department consent.
- There is a time conflict between this class and one you are already enrolled in for this term.
- You have a hold on your record preventing enrollment.