# MyCSUEB – Student Homepage

**Class Search and Enroll** 

**Step 1:** Log in to <u>MyCSUEB</u> (<u>https://www.csueastbay.edu/mycsueb/</u>) and access the Student Homepage.



Step 2: Click on Manage Classes tile.

Step 3: Click on Class Search and Enroll in the left menu bar.



### Step 5:

Enter a keyword in the **"Search For Classes"** field and click on the double arrow button to search. You can also click on the "Additional ways to search" link to search by subject, catalog number, or instructor name to locate a class.

Search For Classes 🚺	2
Enter keyword e.g. course, subject, class, topic	»
Additional ways to search 3	
Favorites Recently Viewed	

1	Enter a keyword for the search such as course subject, catalog number, GE area, or course title.
2	Click on <b>double arrow</b> button to begin search.
3	"Additional way to search" link for other search fields.
4	Favorites and Recently Viewed section to view courses that you have marked as a favorite or recently viewed courses.

## Step 6:

View search results and use filters to narrow down the class search results. By default, you will only see open classes, but you can uncheck the open classes in the filter to see all classes (open, closed, wait list).

Class Search	Class Search Results	:	۲
Class Status     2	View Search Results - \\		<b>^</b>
Open Classes	42 Courses with keyword: art		
Wait List Classes	Onen Classes (X)		- 1
Closed Classes			
Course Career		$\uparrow\downarrow$	
> Subject	ART 127 History of Play, Games, and Interactivity	>	
Number of Units			
Location	ART 215 Ceramics II 1 Class Ontion Available	>	
▶ Campus			

1	View search result based on your filter selection.
2	Filter selections to narrow your search results. Scroll down for more filters.

**Step 7:** Select a class section that you want to enroll in.

		Cours	e Informatio	on					â	:	Ø
ART 12	7										
History o	f Play, G	ames, and Interactivity									
\star Add tr	o favorite	e courses 4									
Cours	se Infor	mation 3									
<ul> <li>Class</li> </ul>	Selecti	ion									
Select a c	lass opti	on 🚺						Selecte	ed Filters	1 or	otion
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats			
1	Open	Regular Academic Session	Lecture - 3465	08/17/2022 - 12/10/2022	Monday 2:45PM to	Web Online Synchronous	Dana Ragouzeos	Open Seats	View Bo	oks	
	1		_		4:00PM Wednesday 2:45PM to 4:00PM	Class Art and Education, Rm. 1203	Staff	5 of 40			>

	,
2	Click on the class link for more class information including pre-requisites, class meeting times, and enrollment information.
3	Expand Course Information to view more course details.
4	Add to favorite courses link allows you to add a course to favorites.

**Step 8:** Complete **all four steps** and **submit** your selection to enroll/wait list a course. Review Class Selection and click **Next**.

× Exit		Class Se	earch and Enroll		:
Fall Semester 2022 Undergraduate California State University East Bay					Next >
1 Review Class Selection Visited	Step 1 of 4: Re	eview Class Selection			
2 Review Class Preferences Not Started					
3 Enroll or Add to Cart Not Started	CSUEB is comr WASC accredita you acknowledg	nitted to protecting your privacy tion policies and Faculty Senate ge and accept that your identif	while providing you with acc policies, CSUEB is obligated to y may be subject to verifica	ess to our Learning Management System(LM3 o inform you that by registering for CSUEB Onli tion (secure log-in/password, proctored exam	S). In accordance with ne or Hybrid course(s), inations, and/or other
4 Review and Submit Not Started	technologies tha your online/hybr technology, whic	It are effective in verifying user ion id coursework. All information with the encrypts information you input	lentity) and that you will adhere ithin the LMS is secured durin or receive between LMS and y	e to standards of academic honesty and integri ng transmission using Secure Sockets Layer (\$ your browser. The CSUEB privacy policy can be	ty while participating in SSL) standard security found at FERPA
	You have selected ECON 310 Introdu Option Status Open	uction to Econometrics			
	Class	Session	Meeting Dates	Days and Times	Seats
	Section 01 - 2202	Regular Academic Session	08/17/2022 - 12/10/2022	Monday Wednesday 3:30PM to 4:45PM	Open Seats 29 of 55

Review Class Preferences and click on Accept.



#### Select Enroll or Add to Cart and click on Next.

		< Previous Next >
all Semester 2022 Indergraduate alifornia State University East Bay		
1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart	
2 Review Class Preferences Complete	Do you wish to enroll or add the class to your Shopping Cart? <ul> <li>Enroll</li> </ul>	
3 Enroll or Add to Cart Visited	Add to Shopping Cart	
4 Review and Submit Not Started		

### Review and Submit, then click Submit.

× Exit		Class Se	earch and Enroll		:
					< Previous
Fall Semester 2022 Undergraduate California State University East Bay					
1 Review Class Selection Complete	Step 4 of 4: Re	view and Submit			Submit
2 Review Class Preferences Complete	You have selected t ECON 310 Introdu	o enroll in action to Econometrics			
3 Enroll or Add to Cart Complete	Option Status Open	Session	Meeting Dates	Days and Times	Seats
4 Review and Submit Visited	Section 01 - 2202	Regular Academic Session	08/17/2022 - 12/10/2022	Monday Wednesday 3:30PM to 4:45PM	Open Seats 29 of 55

**Confirmation:** You will receive a message that the course(s) have been added to your schedule.

Student Homepage	Confirmation	<b>^ :</b> 0
Fall Semester 2022 Undergraduate California State University East Bay		
View My Classes	ECON 310 - Introduction to Econometrics	
Enrollment Appointments 2	This class has been added to your schedule.	