



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

My **CSUEB**

On-Line Registration



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OVERVIEW

MyCSUEB provides an easy way to access, view, and update your registration information over the Internet. Once you have logged into MyCSUEB using your NetID and password, click on the "**Student Center**" link under "Student Info." In the Academics area of the Student Center there are Enrollment links available where you will be able to view your class schedule, add, drop, swap and edit your classes.

VIEWING YOUR CLASS SCHEDULE AND ENROLLMENT STATUS

Once you are enrolled in classes or have made changes to your class schedule, you can view your current schedule and status. When you are on a waitlist, you will see a status of "Waiting" and your position on the waitlist. You can also see the day and time, room, date, and instructor information for all your requested classes. The links on the bottom of My Class Schedule will allow you to Add, Drop, Swap, or Edit Classes.

My Class Schedule

Select Display Option List View Weekly Calendar View

Select Term

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes

ART 1010 - Intro to World Art History						
Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	4.00	Graded		C1 or C3 (Taken)		
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
1319	01	Lecture	TBA	TBA	Staff	04/12/2007 - 04/16/2007

- You can see a graphical schedule by clicking on the radio button next to "Weekly Calendar View" on the My Class Schedule page.
- Use filtering options to view all, or a combination of dropped and waitlisted classes. **Classes Dropped prior to the beginning of the quarter will not appear as dropped classes on My Class Schedule.**
- To see the Add / Drop / Withdrawal Deadlines for a class use the button.



ADD A CLASS

There is a three-step process to adding a class:

- Step 1:** Search for and select the class. This adds the class to your shopping cart and not to your schedule. The class is not added to your schedule until you have gone through all three steps. You may want to go through the three step process as you add each class instead of holding them in the shopping cart because putting a class in your shopping cart does not hold a place for you while you continue shopping.
- Step 2:** Confirm your class.
- Step 3:** View Results. You are advised on whether your enrollment has been confirmed

STEP 1 - Search and Select Your Class.

- Click **Add a Class** from the Student Center or the **Add** tab or hyperlink within the Enrollment area.
- If the Term you are registering for is not in view, select the **Term** and click **Change** to activate the Term change.
- Once you have selected a term, you will see your current schedule or a comment indicating that you are not enrolled in classes for the term.
- Search for classes by entering the Class Number or searching the Schedule of Classes.
- Select Classes to Add – Class Search Result page** appears. Click **Select Class** to enroll in the class of your choice.

Multiple Component Courses: For classes that require a related component (e.g. lab, activity, etc.), you must specify the related class section.
- Select Classes to Add – Enrollment Preferences page appears.
 - Wait List - If necessary, indicate that you want to be put on the wait list.
 - Grading - Indicate whether you want to receive a grade or credit/no credit.
- Click **Next**.
- Your class selection has been added to your shopping cart. You can search for another class at this time or finishing enrolling in this class by clicking Proceed to Step 2 or 3.

Viewing the Enrollment Shopping Cart

Classes that are added in Step 1 are first entered into the Enrollment Shopping Cart and can be viewed on the **Add** page. Classes appear here if you do not proceed to Step 2 of the Add process or if when you cannot successfully enroll or be put on a wait list. Click on the trash can icon to remove the class from the Enrollment Shopping Cart

Summer Quarter 2007 Enrollment Shopping Cart							
<input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List							
Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	DANC 1133-01 (1312)	Begin Hip Hop III (Activity)	TBA	TBA	Staff	1.00	<input checked="" type="radio"/>
View All Classes in Cart First <input type="button" value="1 of 1"/> Last							
PROCEED TO STEP 2 OF 3							



STEP 2 - Confirm Class

Click **Finish Enrolling** to move to Step 3.

STEP 3 - View Results

You will be given a success confirmation or an error messages indicating that are not added to the class and a reason. Click the **Add** tab or hyperlink to add another class.

Possible Messages

Below is a list of just a few of the possible messages that you may see in your results.

- This class has been added to your class.
- The class is currently full. You may place yourself on the waitlist.
- You have already taken this class. You may be subject to institution repeat policies.
- The class is currently full and your position on the wait list.
- You have not met the pre-requisites for this class. Refer to the University Catalog or contact the Department for more information.
- The class requires department consent. Refer to the department for more information.
- A Requirement Designation (GE Indicator) was assigned; these are used to help the degree audit process and *require no action on your part*.
- 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. Holds must be cleared prior to registering for classes.



DROP A CLASS

There is a three-step process to dropping a class:

- Step 1:** Select the class you want to drop.
- Step 2:** Confirm the class you want to drop.
- Step 3:** View Results. You are advised on whether the drop is successful.

STEP 1 - Select Your Class.

- A. Click **Drop a Class** from the Student Center or the **Drop** tab or hyperlink within the Enrollment area.
- B. Check the box for the class you want to drop.
- C. Click **Drop Selected Classes**.

STEP 2 - Confirm Your Selection

Click **Finish Dropping** to move to Step 3.

STEP 3 - View Results

- You will be given a success confirmation or an error messages indicating that are not added to the class and a reason. Click the **Drop** tab or hyperlink to drop another class. **Classes Dropped prior to the beginning of the quarter will not appear as dropped classes on My Class Schedule.**



SWAP A CLASS

Swapping entails dropping a class and adding class all in one process. You can do a swap to switch between two different classes; these may be the same course (section change) or different courses. A good use of a swap is when you want to enroll in a class but you can't because you are already enrolled in another class for that same time period.

WARNING: If you are asked if you want to Waitlist your "swap to" class with your enrolled class, you WILL LOSE your place in the enrolled "swap from" class if you check "OK to waitlist".

There is a three-step process to swapping a class:

- Step 1:** Select the classes you want to swap (classes you want to "swap from" and "swap to".)
- Step 2:** Confirm the classes you want to swap.
- Step 3:** View Results. You are advised on whether the swap is successful.

STEP 1 - Select a Class to Drop

- A. Click the **Swap** tab or hyperlink within the Enrollment area.
- B. **Swap this Class:** Select the class you want to drop from your schedule using the drop-down.
- C. **With this Class:** Search for the class you want to swap by searching for it or enter the Class Number.

STEP 2 -Confirm Your Selection

You are asked to confirm that "You are replacing this class..." "With this Class." Click **Finish Swapping** to move to Step 3.

STEP 3 - View Results

You will be given a success confirmation or an error messages indicating the swap was successful or not.

EDIT A CLASS

Editing a class is used to change the grading option for a class, Graded (letter grade) or Credit/ No credit.

- STEP 1:** Select the classes you want to edit. Change the Grading type. Click Next
- STEP 2:** Confirm the new grading option. Click Finish Editing.
- STEP 3:** View Results. You are advised on whether the edit is successful.