



# On-Line Registration

## Table of Contents


OVERVIEW .....	1
<i>VIEWING YOUR CLASS SCHEDULE AND ENROLLMENT STATUS</i> .....	1
ADD A CLASS .....	2
<i>STEP 1 - Search and Select Your Class.</i> .....	2
Viewing the Enrollment Shopping Cart .....	2
<i>STEP 2 - Confirm Class</i> .....	3
<i>STEP 3 - View Results</i> .....	3
Possible Messages.....	3
DROP A CLASS .....	4
<i>STEP 1 - Select Your Class.</i> .....	4
<i>STEP 2 - Confirm Your Selection</i> .....	4
<i>STEP 3 - View Results</i> .....	4
SWAP A CLASS .....	5
<i>STEP 1 - Select a Class to Drop</i> .....	5
<i>STEP 2 -Confirm Your Selection</i> .....	5
<i>STEP 3 - View Results</i> .....	5
EDIT A CLASS.....	5
<i>STEP 1</i> .....	5
<i>STEP 2:</i> .....	5
<i>STEP 3:</i> .....	5

## 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.

- 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.



## **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.



## 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**