



Registration – Add Classes

This guide outlines the process for students to **register or add classes** through Student Center self service for Fall 2008.

Bond Student Center

SEARCH FOR CLASSES

Class	Schedule
CHEM 4100-001 DIS (42166)	TuTh 11:15AM - 12:13PM Naraghi Hall of Science 221
MGT 3400-001 LEC (43623)	TuTh 12:55PM - 2:22PM Art 040
MGT 4610-001 SEM (43630)	Mo 6:00PM - 8:54PM Demergasso-Bava Hall 166
MKT 4420-001 SEM (43646)	MoWe 9:05AM - 11:08AM Demergasso-Bava Hall 107

Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades

Finances
My Account
Account Inquiry
Payment Profile
1098T Detail Inquiry
1098T Print Option
You have no outstanding charges.
make a payment ▶

Financial Aid
View Financial Aid
Accept/Decline Awards

Personal Information

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2008 Fall Regular Academic Session session on April 22, 2008.

University Email

Student Financials
Payment by Check
Payment by Credit Card
Current Student Account Access

Financial Aid & Scholarships
Financial Aid & Scholarships

- The **Student Center** screen will display by default
- To come back to the Student Center screen, click on **Home**
- To exit, click on **Sign Out** in upper right-hand corner
- To maintain the security and privacy of your records, you **must** Sign out

Academics

SEARCH FOR CLASSES

Class	Schedule
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Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2008 Fall Regular Academic Session session on May 12, 2008.

- Select **Add a Class**



my class schedule wish list class search add drop swap edit

Add Classes

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall | Undergraduate | CSU Stanislaus

Add a class using one of the following:

Search for Class search

Enter Class Nbr enter

2008 Fall Enrollment Shopping Cart
Your enrollment shopping cart is empty.

My 2008 Fall Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
MGT 3400-001 (43623)	International Business (Lecture)	TuTh 12:55PM - 2:22PM	Art 040	T. Gnepa	3.00	✓
MGT 4610-001 (43630)	Sem in Human Resource Mgmt (Seminar)	Mo 6:00PM - 8:54PM	Demergasso-Bava Hall 166	E. Miller	3.00	✓
MKT 4420-001 (43646)	Marketing Research (Seminar)	MoWe 9:05AM - 11:08AM	Demergasso-Bava Hall 107	A. Petrosky	4.00	✓

My Class Schedule Wish List Class Search Add Drop Swap Edit

- If you know the 5 digit Class Nbr, enter it and click on the green enter button
- If you do not know the Class Nbr of the class that you would like to add, select the **search** button to see a listing of available classes

my class schedule wish list class search add drop swap edit

Add Classes

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

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Class Search Criteria

Course Subject ←

Course Number 1100 ←

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

CLOSE CLEAR CRITERIA SEARCH

- You can skip this step if you have already entered the Class Nbr as noted above
- You can search by subject only or if you know the exact course as the example shows you can enter both the **subject and course number**
- If the "**show open classes only**" button is left checked, only courses that are available for registration will be returned in your search
- If you would like to search for classes specifically by instructor, days of the week, etc. select the "**additional search criteria**" and you can narrow your search even further



1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

CSU Stanislaus | 2008 Fall

The following classes match your search criteria Course Subject: **Chemistry**, Course Number is exactly '1100', Course Career: **Undergraduate**, Show Open Classes Only: **Y**

Open Closed Wait List

[CLOSE](#) [START A NEW SEARCH](#)

▼ CHEM 1100 - Principles of Chemistry I

[View All Sections](#) First 1-7 of 8 Last

Section [001-LEC\(42126\)](#) Status ● [select class](#)

Session [Add](#)

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	9/5/2008 - 9/10/2008

Section [002-LEC\(42127\)](#) Status ● [select class](#)

Session [Regular](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:20PM - 1:18PM	Science Building 146	Koni Stone	9/4/2008 - 12/9/2008

- Only the 1st 3 sections of a course will automatically display. To view all sections of a course, click on **View All Sections**
- You can select the **section hyperlink** to display more information regarding the class you are viewing
- If the class displayed is desired, then click on the **select class** button to add it to your shopping cart
- If you would like to search for other classes instead, click on the [START A NEW SEARCH](#) button

[my class schedule](#) [wish list](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

2008 Fall | Undergraduate | CSU Stanislaus

CHEM 3070 - The Chemicals in Your Life

Class Preferences

CHEM 3070-001 Lecture ● Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Enrollment Requirements

- UD GE Area: F1 Natural Science/Math
- Upper Division Natural Science/Math

Grading Letter Grade

Units Letter Grade

Requirement Designation

UD GE Area: F1 Natural Science/Math

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Location	Instructor	Start/End Date
001	Lecture	MoWeFr 12:20PM - 1:18PM	Demergasso-Bava Hall 166	Faculty Tenure Track	9/4/2008 - 12/9/2008

- If you need permission to add the class (because the class is full, there is a restriction, or consent is required), obtain a permission number from your instructor (if the instructor is using permission numbers) or submit an Add/Drop form with the instructor's signature to Enrollment Services.
- You can also select Grading option from the drop down Grading selection.
- Select the **NEXT** button to continue adding desired class.



my class schedule
wish list
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add
drop
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edit

Add Classes

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

✔ CHEM 3070 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

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Add a class using one of the following:
 Search for Class: search
 ----- OR -----
 Enter Class Nbr: enter

2008 Fall Enrollment Shopping Cart

● Open
■ Closed
▲ Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	CHEM 3070-001 (42156)	The Chemicals in Your Life (Lecture)	MoWeFr 12:20PM - 1:18PM	Demergasso-Bava Hall 166	F. Tenure Track	3.00	●

[View All Classes in Cart](#)
First
1 of 1
Last

PROCEED TO STEP 2 OF 3

- Now your class has been added to your shopping cart. You can search for additional classes or you can proceed to checkout by selecting PROCEED TO STEP 2 OF 3
- If you wish to delete the selected class, click on the Delete icon

my class schedule
wish list
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Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2008 Fall | Undergraduate | CSU Stanislaus

● Open
■ Closed
▲ Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
CHEM 3070-001 (42156)	The Chemicals in Your Life (Lecture)	MoWeFr 12:20PM - 1:18PM	Demergasso-Bava Hall 166	F. Tenure Track	3.00	●

CANCEL
PREVIOUS
FINISH ENROLLING

[My Class Schedule](#) | [Wish List](#) | [Class Search](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#)

- After you have confirmed these are the classes you want, select the FINISH ENROLLING button



my class schedule class search add drop

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2008 | Undergraduate |

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
CHEM 3070-001 (42156)	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE

[My Class Schedule](#) [Class Search](#) [Add](#) [Drop](#)

go to ...

- In the message column **Success!** will be displayed as confirmation
- If you see **Error** in the Message column, click on the Error to view the details. An example of why an error might occur can be when a student exceeds the maximum limit of units allowed for a term.