



Registration - Adding Classes Guide

Contents

Introduction.....	2
Navigating to PeopleSoft.....	3
Navigating to the Student Center	4
Registration Process	5
Searching for Classes	5
Search by Criteria.....	6
Adding Classes to the Shopping Cart.....	9
Enrolling in Classes.....	12

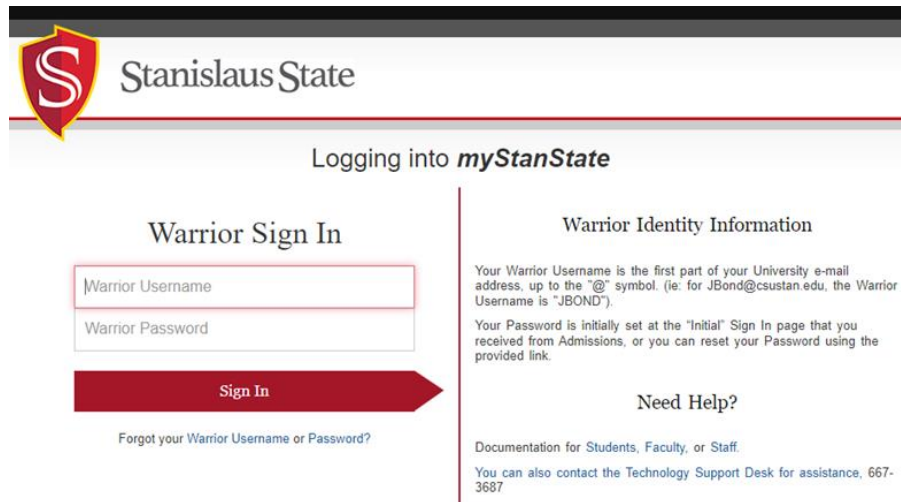
Introduction

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

Navigating to PeopleSoft

The **Student Center** is accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState** dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



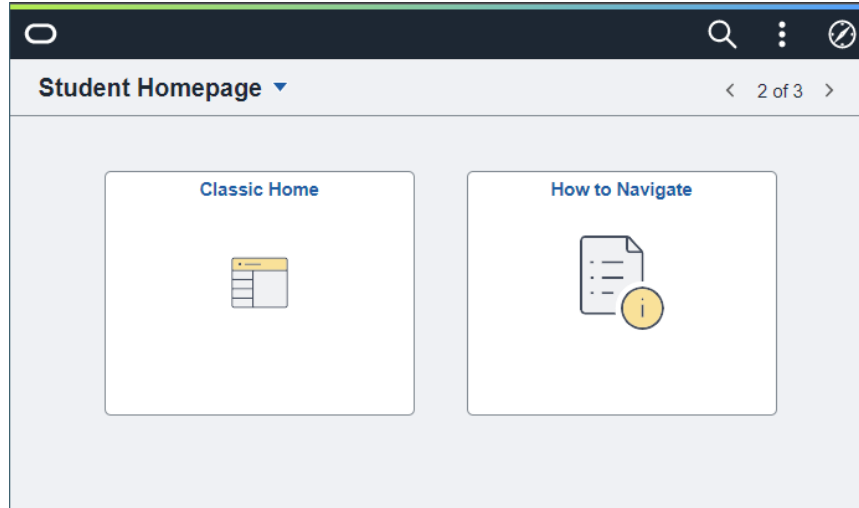
Upon logging in, you will see your **Student Dashboard**. Scroll down and locate the box within your **Student Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.



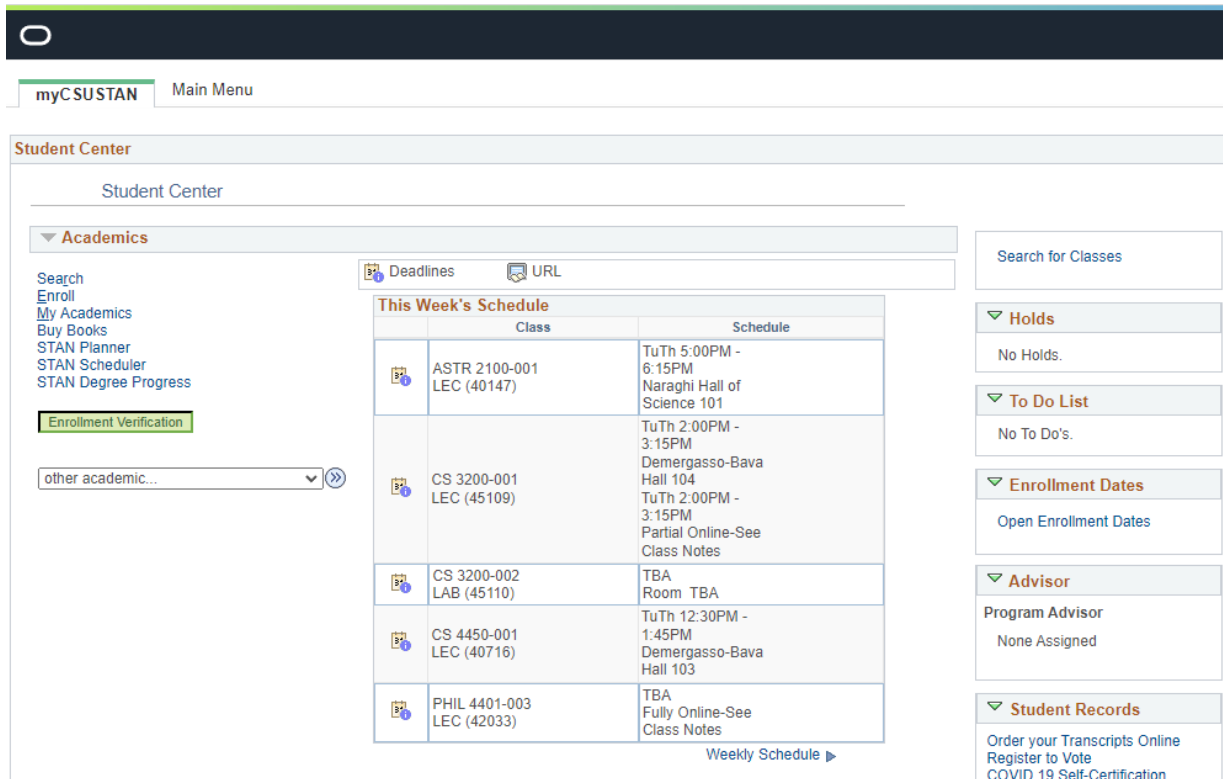
Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it in order to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

Navigating to the Student Center

Upon login, you will land on your **Student Homepage** within PeopleSoft.



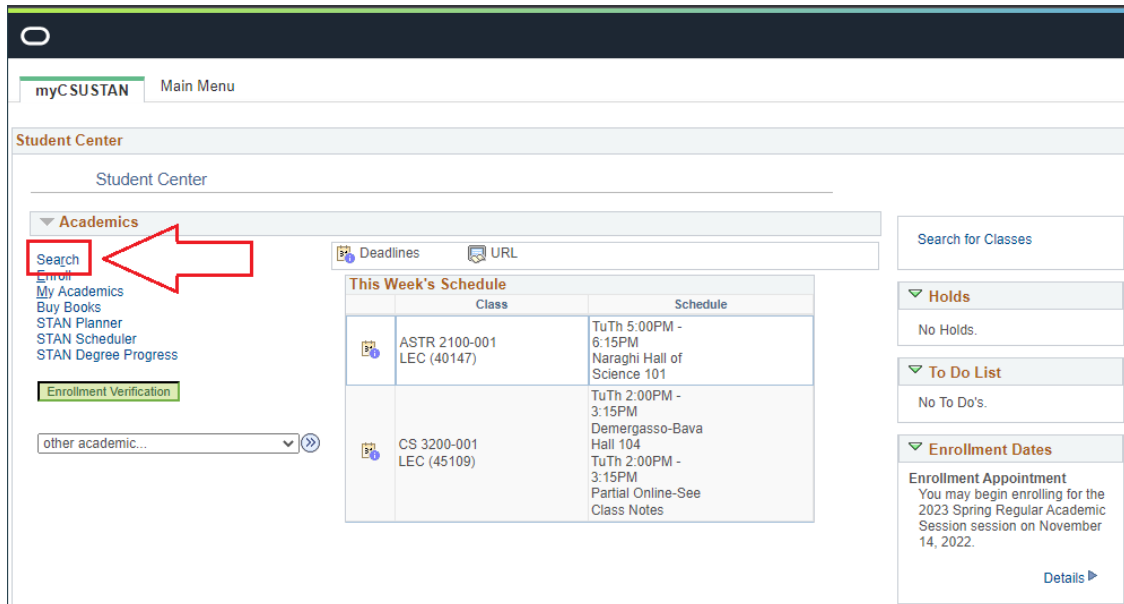
Click on the tile labeled **Classic Home** to enter PeopleSoft and navigate to your **Student Center**—the Student Center screen will display by default.



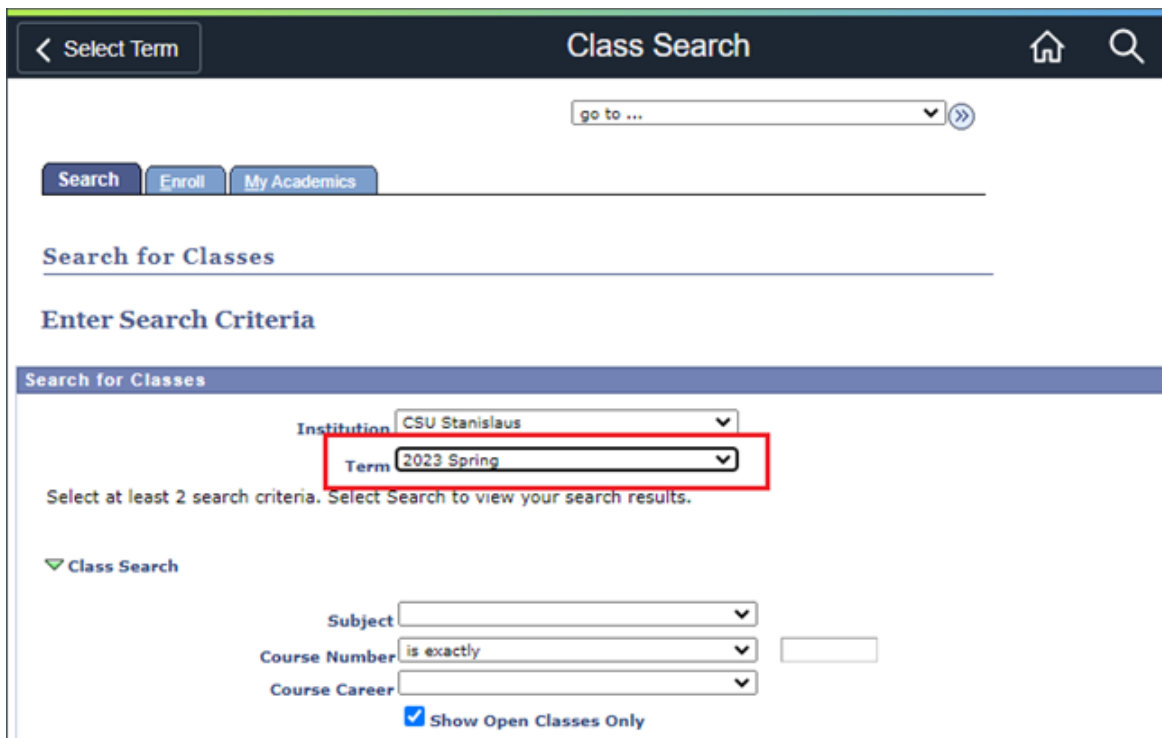
Registration Process

Searching for Classes

Select **Search** from the available links on the leftmost menu.



Confirm you are searching for classes in the correct **Term** by selecting your intended Academic Year and Semester from the dropdown **Term** menu.



If you know the 5-digit **Class Nbr**, enter it in the **Class Nbr** field under the **Additional Search Criteria** section and click the **Search** button at the bottom of the page.

If you do not know the **Class Nbr** of the class that you would like to add, click the **Search** button with the fields left blank to see a listing of available classes.

The screenshot shows a web form for class search. It is divided into two main sections: 'Class Search' and 'Additional Search Criteria'.
The 'Class Search' section includes:
- Subject: dropdown menu
- Course Number: dropdown menu with 'is exactly' selected and an adjacent input field
- Course Career: dropdown menu
- A checked checkbox for 'Show Open Classes Only'
The 'Additional Search Criteria' section includes:
- Class Nbr: input field with a question mark icon, highlighted with a red box
- Days of Week: dropdown menu with 'include only these days' selected, and checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun
Below these sections are several more dropdown menus:
- Course Attribute Value
- Course Keyword (with a question mark icon)
- Minimum Units: dropdown menu with 'greater than or equal to' selected and an adjacent input field
- Maximum Units: dropdown menu with 'less than or equal to' selected and an adjacent input field
- Course Component
- Session
- Mode of Instruction
- Location
At the bottom right, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a red box. A large red arrow points from the 'Search' button up towards the 'Class Nbr' field.

NOTE: The **Class Nbr** and **Course Number** are not the same. The **Class Nbr** is a 5-digit number that references a specific class section. The **Course Number** is a 4-digit number that references the catalog number of class under a particular subject.

Search by Criteria

*If you have already entered the **Class Nbr** as noted in the previous section, you may skip this section.*

You can search by **Subject** only, or if you know the exact course (e.g., MATH 1600 or PSYC 2020), you can enter both the **Subject and Course Number** into the indicated fields before searching.

Search for Classes

Institution

Term

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

▼ **Class Search**

Subject

Course Number

Course Career

Show Open Classes Only

If the **Show Open Classes Only** button is checked, only courses that are available for registration will be returned in your search. In other words, classes that are **not full** will be shown while classes that are **full or waitlisted** will be withheld from the search results. To include full or waitlisted class sections in your results, uncheck this box before clicking the **Search** button.

If you would like to search for classes specifically by instructor, days of the week, etc., utilize the search fields under the **Additional Search Criteria** section to narrow your search further.

▼ **Additional Search Criteria**

Class Nbr ?

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Meeting Start Time

Meeting End Time

Instructor Last Name

Course Attribute

Course Attribute Value

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Location

Clicking the **Search** button will return class sections that match your search criteria. If you would like to alter your search parameters, select the **Modify Search** button. To start the entire search over from scratch, select the **New Search** button.

The screenshot shows the 'Class Search' interface. At the top, there is a navigation bar with a back arrow, 'Criteria Entry', and 'Class Search'. Below this is a search bar with a 'go to ...' dropdown and a search icon. There are three tabs: 'Search', 'Enroll', and 'My Academics'. The main content area is titled 'Search for Classes' and 'Search Results'. It shows 'CSU Stanislaus | 2023 Spring' and two boxes: 'My Class Schedule' (stating 'You are not registered for classes in this term.') and 'Shopping Cart' (stating 'Your shopping cart is empty.'). A red box highlights a message: 'The following classes match your search criteria Course Subject: Mathematics, Course Number is exactly '1600', Show Open Classes Only: Yes'. Below this are filters for 'Open' (selected), 'Closed', and 'Wait List'. A red box highlights two buttons: 'New Search' and 'Modify Search'. At the bottom, it says '14 class section(s) found' and lists 'MATH 1600 - Statistics'.

The **Class Nbr** and **Section** information displayed in the first two columns of the search results are hyperlinked—clicking this link will display more information regarding the class section selected.

14 class section(s) found

▼ MATH 1600 - Statistics

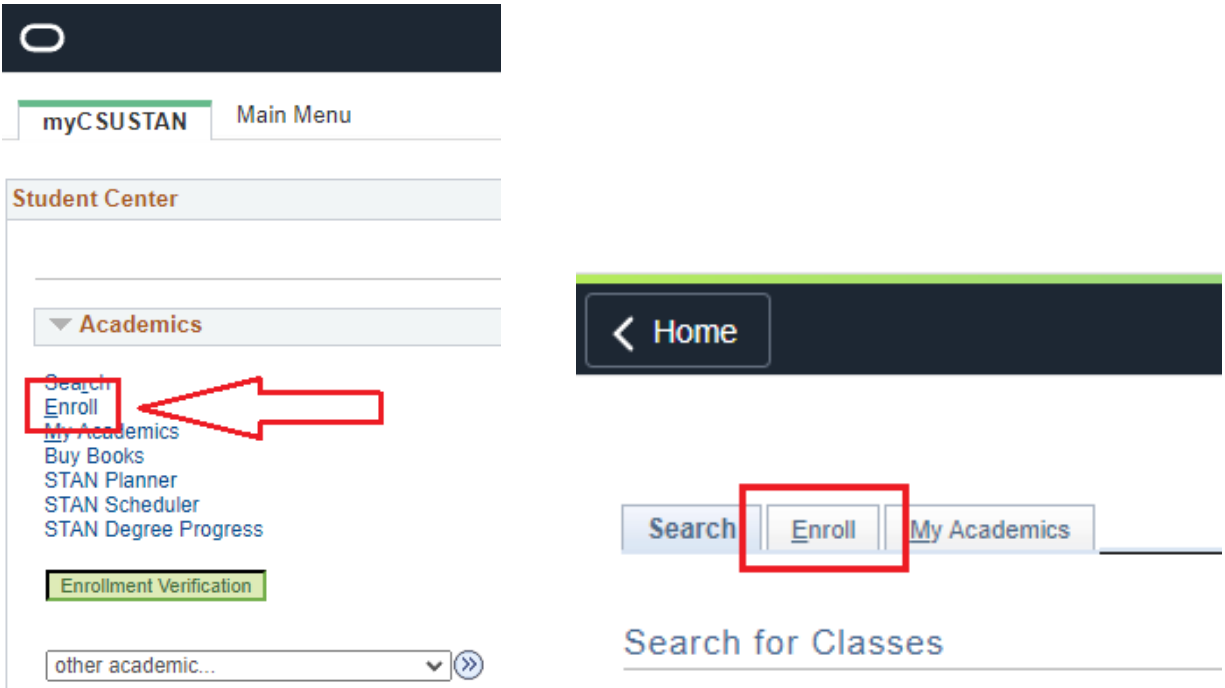
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
21481	001-LEC Regular	MoWeFr 9:00AM - 9:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023	●
21482	002-LAB Regular	MoWe 10:00AM - 10:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023	●
21483	003-LEC Regular	MoWeFr 12:00PM - 12:50PM	Science Building 135	Kenneth Hoover	01/26/2023 - 05/24/2023	●

If the class section you desire is displayed, make note of the **Class Nbr** and proceed to enroll by clicking the **Enroll** tab at the top of the page.

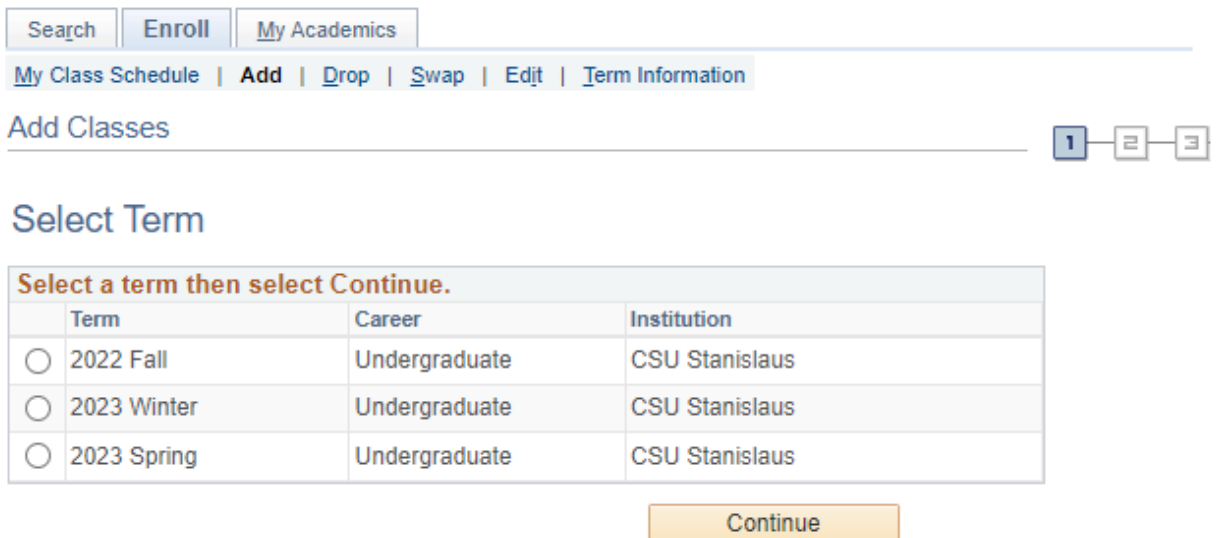
The screenshot shows the 'Class Search' interface with the 'Enroll' tab highlighted. The navigation bar at the top has a back arrow, 'Home', and 'Class Search'. Below this is a search bar with a 'go to ...' dropdown and a search icon. There are three tabs: 'Search', 'Enroll', and 'My Academics'. The main content area is titled 'Search for Classes'.

Adding Classes to the Shopping Cart

Classes are added to the **Shopping Cart** for enrollment via the **Enroll** page. The **Enroll** page is accessible from the **Student Center** Academics menu, as well as from the **Search** and **My Academics** pages via the tabs at the top of the page.



From the **Enroll** page, select the **Term** for which you are registering for classes.



You may receive friendly reminders from your institution prior to entering the **Add Classes** registration area—please read the messaging and click the confirmation button as necessary.

From the **Add Classes** page, you will be able to enter the **Class Nbr** of the class section you intend to enroll in, if you have it. If you do not have the 5-digit **Class Nbr**, you can click the **Search** button to look up available sections of your desired class.

The screenshot shows the 'Add Classes' page with a navigation bar containing 'Search', 'Enroll', and 'My Academics'. Below the navigation bar are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. The page title is 'Add Classes' with a step indicator showing '1' selected. The main heading is '1. Select classes to add'. Below this is a note: 'To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The term is '2023 Spring | Undergraduate | CSU Stanislaus'. There are status indicators for 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). A '2023 Spring Shopping Cart' section shows 'Your enrollment shopping cart is empty.' A red box highlights the 'Add to Cart' section, which includes an 'Enter Class Nbr' field with an 'Enter' button, and a 'Find Classes' section with a radio button for 'Class Search' and a 'Search' button.

After entering the **Class Nbr** into the **Enter Class Nbr** field, click the **Enter** button to add the class to your shopping cart.

If the class you are enrolling in requires an additional section (e.g., a laboratory or activity section in addition to the lecture section), you will be prompted to select a corresponding section for enrollment. Select from the available options according to your personal schedule and then click **Next** to continue with enrollment.

1. Select classes to add - Related Class Sections

2023 Spring | Undergraduate | CSU Stanislaus

MATH 1600 - Statistics

Lecture selected Section 001

MoWeFr 9:00AM - 9:50AM Science Building 104

The screenshot shows a dialog box titled 'Select Laboratory section (Required):'. It has a status bar with 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below the title bar are links for 'Personalize', 'View All', and a pagination control showing '1 of 1'. The main content is a table with the following data:

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	21482	002	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue	●

At the bottom of the dialog box are 'Cancel' and 'Next' buttons.

If a class is full with an available wait list (denoted by a **yellow triangle** status), check the **Wait list if class is full** option to place yourself on the waitlist upon enrollment.

If a **Permission Number** is necessary for enrollment, enter it in the **Permission Nbr** field prior to continuing with the registration process. A class section may require a **permission number** for the following reasons:

- The class is full
- There is an enrollment restriction placed on the class section
- Consent is required for enrollment in the class section

Permission numbers can be obtained from the class section Instructor.

You may also select the **Grading Option** from this page.

1. Select classes to add - Enrollment Preferences

2023 Spring | Undergraduate | CSU Stanislaus
MATH 1600 - Statistics

Class Preferences

MATH 1600-001	Lecture	● Open		Wait List <input type="checkbox"/> Wait list if class is full
MATH 1600-002	Laboratory	● Open		Permission Nbr <input style="width: 50px;" type="text"/>
Session Regular Academic Session Career Undergraduate				Grading Letter Grade
				Units 4.00

Enrollment Information

- Completion of MATH 0106, or 0110, or a passing score on the ELM test, or in Eligible Math Category.
- GE Area: B4 Mathematics and Quantitative Reasoning
- Mathematics/Quantitative Reasoning

Requirement Designation GE Area: B4 Mathematics and Quantitative Reasoning

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWeFr 9:00AM - 9:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023
002	Laboratory	MoWe 10:00AM - 10:50AM	Science Building 104	Brian Jue	01/26/2023 - 05/24/2023

Review and confirm the information on the **Enrollment Preferences** page and then click **Next** to proceed to the next step and add the section to your **Shopping Cart**.

✔ MATH 1600 has been added to your Shopping Cart.

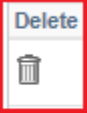
● Open
 ■ Closed
 ▲ Wait List

<p>Add to Cart</p> <p>Enter Class Nbr <input style="width: 50px;" type="text"/> <input type="button" value="Enter"/></p> <p>Find Classes <input checked="" type="radio"/> Class Search</p>	<p style="text-align: center;">2023 Spring Shopping Cart</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>MATH 1600-001 (21481)</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>Science Building 104</td> <td>B. Jue</td> <td>4.00</td> <td style="color: green;">●</td> </tr> <tr> <td></td> <td>MATH 1600-002 (21482)</td> <td>MoWe 10:00AM - 10:50AM</td> <td>Science Building 104</td> <td>B. Jue</td> <td></td> <td style="color: green;">●</td> </tr> </tbody> </table>	Delete	Class	Days/Times	Room	Instructor	Units	Status		MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●		MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●
Delete	Class	Days/Times	Room	Instructor	Units	Status																
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●																
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●																

NOTE: Adding a class to your shopping cart **does not** guarantee or confirm your seat in the class. You must complete the registration process to guarantee a spot in your desired section.

Multiple class sections can be added to your **shopping cart** prior to completing the registration process, but we recommend fully enrolling in a section before continuing to browse the catalog.

To remove a class section from your **shopping cart**, click the **garbage can** icon under the column labeled **Delete** in the **shopping cart**.

2023 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

Enrolling in Classes


To complete the registration process and secure your seat in your desired class section, click the **Proceed to Step 2 of 3** button below the **shopping cart**.

Add to Cart

Enter Class Nbr

Find Classes

Class Search

2023 Spring Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	MATH 1600-001 (21481)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
	MATH 1600-002 (21482)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

Confirm the class information displayed and then click the **Finish Enrolling** button to finalize the registration process. If you wish to go back to the **shopping cart**, click the **Previous** button. If you wish to exit the registration process altogether, click the **Cancel** button.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2023 Spring | Undergraduate | CSU Stanislaus

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 1600-001 (21481)	Statistics (Lecture)	MoWeFr 9:00AM - 9:50AM	Science Building 104	B. Jue	4.00	●
MATH 1600-002 (21482)	Statistics (Laboratory)	MoWe 10:00AM - 10:50AM	Science Building 104	B. Jue		●

You will be taken to a confirmation screen with the results of your enrollment. If you are successfully enrolled in your desired section, there will be a **Green Checkmark** in the **Status** column of the results.

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

2023 Winter | Undergraduate | CSU Stanislaus

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
ECON 2500	Message: .	✓	

[My Class Schedule](#) [Add Another Class](#)

If there was a problem in the enrollment process (e.g., a scheduling conflict or a unit load exceeding the maximum limit allowed for a term), a **Red X** will be displayed in the **Status** column of the results. Details on the enrollment error will be displayed in the **Message** column of the results.

Add Classes



3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

2023 Spring | Undergraduate | CSU Stanislaus

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
MATH 1600	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	✗	

[My Class Schedule](#) [Add Another Class](#)

The message error will help you identify what needs to be remedied before proceeding with the enrollment.

For questions or assistance, contact Enrollment Services (209) 667-3264