

## How to Enroll in CED Courses

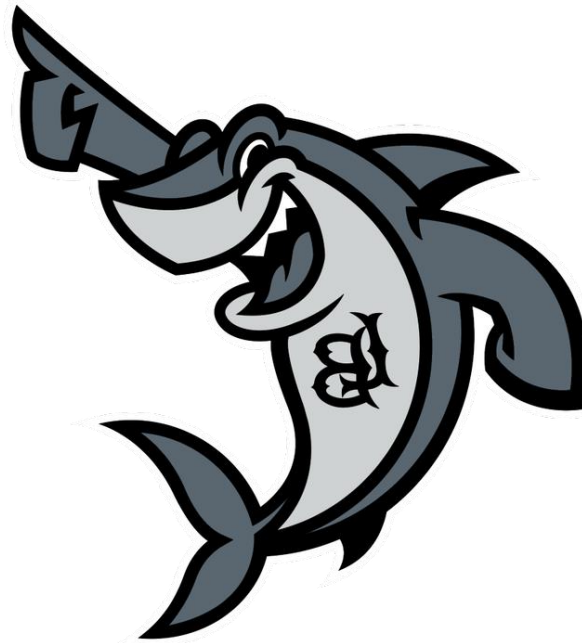
**Resource:** Check the [CSULB Schedule of Classes](#) for the term you are enrolling in.

1. Log-in to the [CSULB Single Sign-On](#).
2. Click the MyCSULB Student Center chicklet.



Student Center  
(MyCSULB)

Continue with next steps below.



3. Under Academics in the middle of the screen, on the right-hand side, click on Enroll.

The screenshot shows the Student Center interface for California State University Long Beach. At the top, there is a navigation bar with the university logo and name. Below this is a yellow header for the "Student Center".

The main content area is divided into two primary sections: "Academics" and "Finances".



**Academics Section:**

- On the left, there are icons for "DEADLINES" (calendar) and "URL" (computer monitor).
- The central focus is "This Week's Schedule", which contains a table with three columns: "CLASS", "SCHEDULE", and "DEADLINES". The "DEADLINES" column has a calendar icon.
- Below the table are two buttons: "Weekly Schedule" (with a calendar icon) and "Enrollment Shopping Cart" (with a shopping cart icon).
- On the right side of the Academics section is a vertical menu with the following items: "Search", "Degree Planner", "Enroll" (highlighted in yellow), "My Academics", "My Textbooks", and "Enrollment Adjustments". Each item has a right-pointing chevron.


**Finances Section:**

- On the left, there is a box titled "Account Summary (See \* link below)" which is currently empty.
- Below this box is a "Make a Payment" button with a credit card icon.
- At the bottom left of the Finances section is a blue link: [\\*Important Student Fee Information](#)
- On the right side of the Finances section is a vertical menu with two main categories: "My Account" and "Financial Aid".
  - My Account** includes: "Account Inquiry", "E-Refund Signup", and "Make a Payment".
  - Financial Aid** includes: "View Financial Aid" and "Accept/Decline Awards".Each item in this menu has a right-pointing chevron.


4. Select the correct future term for enrollment.



**Add Classes > Select Term**



1 **SELECT**      2 CONFIRM      3 FINISH



<b>Spring 2024</b> Post-baccalaureate CSU Long Beach	>
<b>Summer 2024</b> Post-baccalaureate CSU Long Beach	>
<b>Fall 2024</b> Post-baccalaureate CSU Long Beach	>

5. Search for classes to add to your schedule by entering the 4 or 5-digit class # and click Enter **OR** you can use the class search button to filter by subject name and course #.

The screenshot displays the user interface for adding classes to a schedule. At the top, the Long Beach State logo is visible. Below it, a yellow navigation bar indicates the current step: "Add Classes > 1. Select classes to add > Fall 2024". A progress bar shows three steps: "1 SELECT" (highlighted in yellow), "2 CONFIRM", and "3 FINISH".

### 1. Select classes to add

If you completed the appropriate planning steps, your shopping cart will appear below and you are ready to proceed with enrollment. Click on the Degree Planner tab to access the tools to (1) Plan for Timely Degree Completion, (2) Plan your Class Schedule, and (3) Validate your Class Schedule. When you are satisfied with your class selections, click 'Proceed to Step 2 of 3'.

The interface is divided into three main sections:

- Add to Cart:** This section contains two input areas. On the left, under "Class Number", there is a text input field with the placeholder "Enter Class Number" and a green "Enter" button. An orange arrow points to the input field. On the right, under "Find Classes", there is a "Class Search" radio button, a green "Search" button, and a green "Schedule Planner" button. An orange arrow points to the "Search" button.
- Fall 2024 Shopping Cart:** This section shows a shopping cart icon and a "0" in a black box. It includes status indicators for "OPEN" (green circle), "CLOSED" (blue square), and "WAIT LIST" (orange triangle). Below these, it states "Your enrollment shopping cart is empty."
- My Fall 2024 Class Schedule:** This section features a calendar icon and a title. It includes status indicators for "ENROLLED" (green checkmark), "DROPPED" (blue plus sign), and "WAIT LISTED" (orange triangle).

6. The class details will populate and you will click Next.

CSU LONG BEACH

Add Classes > 1. Select classes to add - Enrollment Preferences > Fall 2024 > EESJ 550 - Found Equity Educ Soc Justice

1 SELECT 2 CONFIRM 3 FINISH

Class Preferences

Enrollment Information

EESJ 550-01

Component Seminar  
Status  Open

Session Regular Academic Session  
Career Post-baccalaureate  
▪ Graduate Division

Wait list if class is full

Grading Graded  
Units 3.00

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
01	Seminar	Th 4:00PM - 6:45PM	LA1 Room 210	Lindsay Perez Huber	08/26/2024 - 12/11/2024
		Th 4:00PM - 6:45PM	Online	To be Announced	08/26/2024 - 12/11/2024

Class Notes

Cancel Next

7. You will then see the class populate in your Shopping Cart. Return to Step 5 and enter additional class #'s **OR** use the class search button to find additional classes. Follow the steps until all courses for the semester appear in the shopping cart.

The screenshot displays the enrollment system interface for California State University Long Beach. At the top, a navigation bar shows the university logo and the text 'CALIFORNIA STATE UNIVERSITY LONG BEACH'. Below this, a yellow banner indicates the current step: 'Add Classes > 1. Select classes to add > Fall 2024'. A progress indicator shows three steps: '1 SELECT' (highlighted in yellow), '2 CONFIRM', and '3 FINISH'. The main content area is divided into three sections:

- Add to Cart:** This section contains two panels. The left panel, titled 'Class Number', has a text input field with the placeholder 'Enter Class Number' and a green 'Enter' button. An orange arrow points to the input field. The right panel, titled 'Find Classes', has a 'Class Search' radio button and a green 'Search' button. An orange arrow points to the 'Search' button. A green 'Schedule Planner' button is also visible.
- Fall 2024 Shopping Cart:** This section shows a shopping cart icon, the text 'Fall 2024 Shopping Cart', and a '0' in a black box. It includes status indicators for 'OPEN' (green circle), 'CLOSED' (blue square), and 'WAIT LIST' (orange triangle). Below these, it states 'Your enrollment shopping cart is empty.'
- My Fall 2024 Class Schedule:** This section shows a calendar icon and the title 'My Fall 2024 Class Schedule'. It includes status indicators for 'ENROLLED' (green checkmark), 'DROPPED' (blue circle with 'X'), and 'WAIT LISTED' (orange triangle).

8. Once all courses for the semester have been added to your Shopping Cart, then click on Continue.

California State University  
LONG BEACH

Add Classes > 1. Select classes to add > Fall 2024

Mark Reyes Acosta

1 SELECT 2 CONFIRM 3 FINISH

### 1. Select classes to add

If you completed the appropriate planning steps, your shopping cart will appear below and you are ready to proceed with enrollment. Click on the Degree Planner tab to access the tools to (1) Plan for Timely Degree Completion, (2) Plan your Class Schedule, and (3) Validate your Class Schedule. When you are satisfied with your class selections, click 'Proceed to Step 2 of 3.'

✓ EESJ 550 has been added to your Shopping Cart.

Add to Cart

Class Number

Enter Class Number

Enter

Find Classes

Class Search

Search Schedule Planner

Fall 2024 Shopping Cart 0

OPEN CLOSED WAIT LIST

DELETE	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
Delete	EESJ 550-01 (3205)	Th 4:00PM - 6:45PM Th 4:00PM - 6:45PM	LA1 Room 210 Online	L Perez Huber	3.00	●

My Fall 2024 Class Schedule

ENROLLED DROPPED WAIT LISTED

Continue

9. Click on Finish Enrolling.

California State University  
LONG BEACH

Add Classes > 2. Confirm classes > Fall 2024

1 SELECT 2 CONFIRM 3 FINISH

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

OPEN CLOSED WAIT LIST

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
EESJ 550-01 (3205)	Found Equity Educ Soc Justice (Seminar)	Th 4:00PM - 6:45PM Th 4:00PM - 6:45PM	LA1 Room 210 Online	L Perez Huber	3.00	●

Cancel Previous Finish Enrolling

10. You will see the green "Success" message after enrolling. Next, click on My Class Schedule where you should see all expected courses in your schedule as enrolled status.

Drop Classes > 3. View results > Fall 2024

1 SELECT 2 CONFIRM 3 FINISH

View the results of your enrollment request. Select Fix Errors to make changes to your request.

Success

EESJ 550

Success: This class has been removed from your schedule.

My Class Schedule

My Class Schedule

List View Weekly Calendar View

Fall 2024 | Post-baccalaureate | CSU Long Beach

Class Schedule Filter Options

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes

Filter

EESJ 550 - Found Equity Educ Soc Justice

STATUS	UNITS	GRADING	GRADE	DEADLINES
Enrolled	3.00	Graded		

CLASS NBR	SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
3205	01	Seminar	Th 4:00PM - 6:45PM	LA1 Room 210	Lindsay Perez Huber	08/26/2024 - 12/11/2024
			Th 4:00PM - 6:45PM	Online	To be Announced	08/26/2024 - 12/11/2024



Under the Finances section, use the Make a Payment button to pay for any charges. Use the Financial Aid section to view, and accept or decline your packages.

The screenshot displays the Student Center interface for California State University Long Beach. The Academics section features a 'Summer 2024 Schedule' table with columns for CLASS, SCHEDULE, and DEADLINES. Below the table are buttons for 'Weekly Schedule' and 'Enrollment Shopping Cart'. The Finances section includes an 'Account Summary' with 'Due Now' and 'Future Due' items, a 'You owe' section with a 'Make a Payment' button circled in yellow, and a 'Financial Aid' section with a yellow highlight on the 'Financial Aid' header. Arrows point from the 'Make a Payment' button to the 'Financial Aid' section.

If you are unable to enroll in class/es as expected, here are some possible reasons:

- Be sure to read the error message thoroughly.
- If you are unable to enroll because of a hold, be sure to clear the hold as soon as possible.
- Contact the Graduate Studies Office if you receive an error message for something other than a hold and provide a screenshot of the message so that the GSO team may help you troubleshoot the issue.

Once you are enrolled, be sure to check for the following:

- Payment deadlines and due dates, make payments on time.
- You may also sign-up for a payment plan.
- Failure to make a payment or sign-up for a payment plan by indicated deadlines will result in the cancellation of your schedule and may prevent you from being able to be added back to the class.

If you ever have any questions about your schedule or the program, please contact the Graduate Studies Office at any time.

[Graduate Studies Office](#)

Email: [ced-gradstudies@csulb.edu](mailto:ced-gradstudies@csulb.edu)

Phone Number: (562) 985-8476