

## How to Enroll in CSU Fully Online

Before enrolling in an online course at another CSU, you should complete the CSU Fully Online Readiness Survey (available on the <u>CSU Fully Online</u> website) to be sure that this program is right for you. Consult with your academic advisor to determine if the course can apply to your degree requirements.

Once you have reviewed the CSU Fully Online requirements and determined you are eligible to participate in the program:



1. Select the Enroll in CSU Fully Online link in your Student Center.

2. Select term of enrollment and select Continue.

For additional information regarding this program, select the **What is CSU Fully Online?** link.

Add	CSU Fully Or	nline Class	
Sele	ect Term		
			What is CSU Fully Online
Sele	ct a term then se	elect Continue.	
	Term	Career	Institution
۲	Spring 2016	Undergraduate	CSU Long Beach

3. Search for available CSU Fully Online classes.

Leave all search fields blank to display all available CSU Fully Online classes or narrow your search results by selecting one or more of the following criteria:

Host Campus

- Subject Course Number
- Course Career
- Class Number
- 4. Select the **Search** button to review the results.

Add CSU Fu	lly Online Cl	ass		
Select classe	es to add			
term, click Ch	ange Term. If yo	lass Schedule, click Search. To s ou need more information on Co nformation available via "What is	urseMatch, also click	k
Spring 2016   Un	dergraduate   CSI	J Long Beach chan	je term	
		CRequest Pending	Not Enrolled 🛛 🖌 En	rolled
Spring 2016 CSU	Fully Online Enro	oliment		
Campus	Class	Description	Days & Times	Units Status
	Fully Online Classe Online Class Searc			
Host Campus	Q			
Subject	is exactly	- C		
Course Number	is exactly	•	Q	
Course Career		•		
Class Nbr	Q			
search				

5. Select a class to add by selecting the class number.

Add CSU Fully Onlin	ne Class			
Select classes to add	I			
Click on the highlighted	lass number to	view details of the	class and request enrollm	ent.
How will this course tra	nsfer?			
As you explore course offeri have met prerequisite requir your degree program.				
Spring 2016   Undergraduat	e   CSU Long Be	each c	hange term	
Available CSU Fully Online C	ourses			
EDSP 421C Using Educati	on/Assistive Te	ech		
* EDSP 421D Healthy Lear	ners & School E	nvi		
Host Campus Cla	s Section	Days & Times	Meeting Dates	
Sonoma 247	2 001	Open	01/25/2016-05 /20/2016	

6. Review the class details and select the **Select Class** button to continue.

Class Detail	s		
To continue e	nrollment request,	click on select class.	
SU Long Beach lass Details	Spring 2016   Und	dergraduate	
Subject	EDSP	Career	Undergraduate
Catalog Nbr	421D	Dates	01/25/2016 - 05/20/2016
Class Nbr	2472	Campus	Sonoma State University
Units	1.00	Grading	Graded
Meeting Infor	mation		
Days & Times		Meeti	ng Dates
Open		01/25	5/2016 - 05/20/2016
escription			
coordinated hea school health la sexuality, nutrit community, dive	Ith education in K-1 ws, universal precau ion, fitness, pregna ersity, and human e rements. Prerequisit	2 schools to teaching c utions, common disease ncy, special populations cology. Based upon Ca	alth are the framework for presenting redential candidates. Subject matter includes as and prevention, drugs, alcohol and tobacc c, child abuse, bullying, gender issues, lifornia Health Framework, meets state ucation Specialist Credential Program or

7. Confirm your class selection and submit your enrollment request by selecting **Submit Enrollment Request** button.

Final Co	onfirmation				
		to process your request for the cl	asses listed		
below.	To exit without adding the	se classes, click Cancel.			
4	State University for enrolli	mollment Request button, you are ment. When your request has been	processed,	you will be contacted by	
CSU Long B	establishing connectivity w lab or supplemental instru		used for the withdrawing if	course, paying any add that is your choice) with	n
CSU Long B	establishing connectivity w lab or supplemental instru- Sonoma State University, campus at the end of the	with the learning management tool action fees, meeting deadlines for A record of your completed work a term.	used for the withdrawing if	course, paying any add that is your choice) with	n
-	establishing connectivity w lab or supplemental instru- Sonoma State University, campus at the end of the each   Spring 2016   Unde	with the learning management tool action fees, meeting deadlines for A record of your completed work a term. Ingraduate	used for the withdrawing if nd grade will Units	course, paying any add that is your choice) with be forwarded to your h	n

8. Select the **OK** button to review the status of your request.

Add CSU F	ully Online Class		
View resul	ts		
View the fo	llowing message for en	rollment request status:	
CSU Long Beach	n   Spring 2016   Underg	t Submitted X Error: unable to add class	]
Campus	Class	Message	Status
Sonoma	EDSP 421D (2472)	This is a request for enrollment at another CSU campus. This is only a request and the final confirmation of enrollment will be sent by the Sonoma State University campus.	•
		ок	

9. Your request will remain in *Request Pending* status until the host campus processes your enrollment.

Final confirmation of enrollment will be sent to you from the host campus along with information regarding logging into their Self-Service portal.

Select cla	isses to add				
term, clic	k Change Term. If	Class Schedule, click Search. To s you need more information on Cou e information available via "What is	irseMatch, also click	¢	
Spring 2016	Undergraduate   C	SILLong Beach			
Spring 2010	ondergraduate   c	chang	e term		
Spring 2010	ondergraduate   c	Chang		rolled	
	CSU Fully Online E	CRequest Pending Sh		rolled	
		CRequest Pending Sh		Units	Status