What to expect?

- MyCSUDH Student Center
- Registration Appointments
- Schedule Planner
- Registration (Adding and Dropping a Course)
  - Common Errors
  - Permission Numbers
  - Waitlisting Classes
- Important Dates
View Your weekly class schedule

Register/add/drop and waitlist classes

Schedule Planner

View and Update Personal Information

View your Holds and “To Do” list.

View your registration appointment
Your registration appointment will appear in this section.

Select the link to view more detailed information.
Pay close attention to your actual date & time.
Select the "Schedule Planner" link located under the "Enrollment" header.
Read the instructions and select the “CLICK HERE” button.

Schedule Planner

The Scheduler Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. Click here to open the schedule planner in a pop-up window.

2. After clicking "Send Schedule to Shopping Cart" return to this Student Center window.

3. Visit the COURSE ENROLLMENT page from your Student Center to continue with course enrollment; click the "Import Cart" button (see diagram).
You must make certain that you have enabled pop-up windows for this site. The schedule planner will launch in a pop-up window.

Select the appropriate term in the drop down menu.
You can start by adding the classes you want or by creating your breaks.

To start adding The courses you want to take this term

Click Here

To create your break time

Click Here

Just place checkmarks by the courses and breaks you want and click the 'Generate Schedules' button!
You can select the status of courses you are looking for.

Place checkmarks by the courses and breaks you want to schedule.

When your done, select “Generate Schedules”
After selecting “Generate Schedules” all of the schedules that meet your search criteria will appear at the bottom of the screen.

Select the “View” link to find out more detail for each schedule that fits your criteria.
When selecting the “View” link, more detailed information regarding the schedule will appear.

A simple schedule detailing the course information, days, times, dates and locations.

A visual schedule indicating the extent the courses meet over the term.

By selecting a week above you can view a detailed week to week schedule.

*You are viewing a potential schedule and must send to your Shopping Cart to enroll.*

**Displaying Week 2 (8-27-2012 to 9-2-2012)**

Select Week: Week 2 (8-27-2012 to 9-2-2012) Or Click week number to view.

*You are only viewing one week of your schedule. Use the dropdown above to view other weeks.*
On the detailed schedule, if there is a particular class that you know for a fact that you want to take, you can LOCK the class to your possible schedule by clicking the LOCK icon located next to each class.
After locking the classes you want, select the “Close Schedule” button at the top of the screen.

After closing the detailed view select the “Generate Schedules” button to view schedules that include only the locked courses.
Once you have found the perfect schedule select the “Send Schedule to Shopping Cart” button.
You will be prompted by this message to send this schedule to your shopping cart, if you agree you will click “OK”.

Upon completion you will receive a Success message. You will then import your newly created schedule into your shopping cart.

Success! Schedule added to cart successfully.

Instructions:
1. Visit the ‘Add Class’ page in Self-Service to continue with enrollment.
2. Click the ‘Import Cart’ button.
Once you have successfully added the schedule to your cart, you will return to the Schedule Planner and select the COURSE ENROLLMENT button.
Select the appropriate Term and Career, then select Continue.
Select the import cart button to retrieve your selected schedule from the Schedule Planner.
For each planned course, a screen will appear. Proceed by selecting the Next button for each course.
Upon completion of importing your cart you will be allowed to select more classes or complete the enrollment process.

TO FINALIZE YOUR REGISTRATION you must select the “Proceed to Step 2 of 3” button.

You may search for more courses to enroll by using the my.csudh.edu search features.
Select the "Finish Enrolling" button to complete the enrollment process.
View the following status report for enrollment confirmation and errors. You must go to the Student Center to view your account statement and pay fees.

### Add Classes

#### 3. View results

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td><strong>Success:</strong> This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>BIO 102</td>
<td><strong>Message:</strong> You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.</td>
<td>✔️</td>
</tr>
<tr>
<td>ART 100</td>
<td><strong>Success:</strong> This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>MAT 105</td>
<td><strong>Message:</strong> You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.</td>
<td>✔️</td>
</tr>
</tbody>
</table>
To register for classes, select the “Enroll” link from your student center.
COMMON ERROR MESSAGES

- DEPARTMENT CONSENT REQUIRED
- PRE-REQUISITE
- TIME CONFLICT
- COURSE ENROLLMENT LIMIT
- CO-REQUISITE
- COURSE CLOSED
Permission Numbers (PN) allow you to override many common registration errors.

- Permission Numbers are obtained from the department
- You must use the Permission Number before the end of Registration.
- The Permission Number is only valid for a specified sections.
LATE REGISTRATION PERMISSION NUMBERS

- During Late Registration you must obtain a “LATE REGISTRATION PERMISSION NUMBER” from the instructor to add a class.
  - You must use both the Class Number and the Late Registration Permission Number.
  - The Late Registration Permission Number can only be used once.
  - The Late Registration Permission Number must be used before the end of the first week of Late Registration.
Once you've received your permission number, you will return to your shopping cart and select the appropriate blue hyperlink for the course.

After you've selected the blue hyperlink, you will insert the permission number inside the Permission number box.

You will then select the “Next” button and proceed to register.
Waitlisting reserves your space in a course if another student drops the course.

- "WAITLISTED" DOES NOT MEAN "REGISTERED"
- CHECK YOUR SCHEDULE REGULARLY AT MyCSUDH TO MONITOR YOUR POSITION ON A WAITLIST
- IF YOU HAVE NOT BEEN ADDED FROM A WAITLIST BY THE TIME THE TERM BEGINS, YOU MUST OBTAIN AN LATE REGISTRATION PERMISSION NUMBER FROM THE INSTRUCTOR TO ADD.
To add yourself to the waitlist, you will need to select the Wait list box and a checkmark will be inserted.

To confirm and view your position on the wait list, view your results.

### 3. View results

View the following status report for enrollment confirmation and errors. You must go to the Student Center to view your account statement and pay fees.

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 305</td>
<td><em>Messages: Class 40312 is full. You have been placed on the wait list in position number 5.</em></td>
<td>✔️</td>
</tr>
</tbody>
</table>

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IMPORTANT DATES

- Fall 2012 Registration ends: August 24
- Fall 2012 Classes Begin: August 25
- Late Registration, Add/Drop Begins: August 25
- Change of Program and Add/Drop Ends: September 13
- Credit/No Credit and Audit Grading Deadline: September 13
- Drop Without Record of Enrollment Deadline: September 13
- Last Day to Drop from FT to PT Status with Refund: September 13

BEFORE JUNE 18 – ALL FEES DUE BY JUNE 28
AFTER JUNE 18 – ALL FEES 48 HOURS AFTER REGISTRATION
1. FIRST CHECK YOUR MYCSUDH ACCOUNT!!!
2. Review the College Catalog and/or Class Schedule
3. Go to the Admissions and Records website at: http://www.csudh.edu/StudentAffairs/admissionsrecords

If none of these answer your question then contact:

Office of Admissions & Records - Welch Hall (WH) C290
Admissions & Records Customer Service - (310) 243-3645
Admissions & Records Email – admit@csudh.edu