Class Registration Guide

**Things to Note Prior to Registration:**

- **Check your registration appointment on GET** (time and date you register) in advance. Registration appointments are based on the number of units you have completed. Your registration appointment or permit to register is not an advisement appointment—it is the time you will log on to GET to register for your classes online.
- **Fee payments for registration.** Tuition and fees must be paid at least three days before your registration appointment. Payment can be made by Cash or Check at the Cashiers' Office, Adm. 128, Monday – Thursday, 8am-6pm or Friday 8am-5pm or online at [https://commerce.cashnet.com/csulapay](https://commerce.cashnet.com/csulapay).
- **Check registration holds on your GET account.** If you do have holds, please contact the appropriate office and have them removed prior to your registration appointment.
- **Prepare to register in a full course load.** To review your major requirements, review the e-catalog at: [http://ecatalog.calstatela.edu/](http://ecatalog.calstatela.edu/). Plan to take 8+ units per semester to stay on track for graduation.

  - [MA ECON E-Catalog](#)
  - [MS Business Analytics E-Catalog](#)
  - [MSA E-Catalog](#)
  - [MS Healthcare Management E-Catalog](#)
  - [MBA E-Catalog](#)
  - [MS Information Systems E-Catalog](#)
  - [MSBA E-Catalog](#)
Registration Process:

Part 1: Logging In

1. Access the ‘My Cal State LA’ website by typing in https://my.calstatela.edu/group/mycampus/home

2. Click on the GET link
Part 2: Adding Classes to Your Cart

1. Click on ‘Self Service’

2. Find the ‘Academic Planning’ section and click on ‘My Planner’
3. Go to ‘Shopping Cart’ then click the ‘Schedule Planner’ link

4. When you have identified your preferred schedule, use the ‘Send to Shopping Cart’ button to push that schedule back to GET so you can validate your selections
5. Go back to ‘Self Service’ and locate the ‘Academic Planning’ section. Click on ‘My Planner’

6. Select the ‘Shopping Cart’ tab

7. Select term registering for, then click ‘Continue’
8. Click on ‘**Import Cart**’ to retrieve your preferred schedule from ‘**Schedule Planner**’

   **Shopping Cart**

   **Add Classes to Shopping Cart**

   Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

   **You have a schedule pending from . Please press the Import Cart button below to load your schedule into the enrollment shopping cart.**

   ![Click import cart to continue with registration.]

9. Once your classes are imported, click ‘**Next**’ to accept items

   **ASTR 1600 - SPACE, TIME AND THE UNIVERSE**

   **Class Preferences**

   **ASTR 1600-01** LEC Open
   **ASTR 1600-04** LAB Open

   **Session** Regular Academic Session
   **Career** Undergraduate

   **Enrollment Information**

   - Online (AB386)

   **Wait List**
   **Wait list if class is full**

   **Grading** Graded
   **Units** 3.00

   **NOTE:**

   **Class Notes** Online Course
10. Click box next to each class you wish to add then click ‘Validate’

11. Check that all classes are clear (no conflicts). Green check is OK, red X means problem.
Part 3: Enrollment

1. Return to ‘Self Service’ and click on ‘Enrollment’

2. Click ‘Add Classes’
3. Verify requested classes are in ‘Shopping Cart’ and click ‘Proceed to Step 2 of 3’
4. Confirm classes by clicking the ‘Finish Enrolling’ tab

5. Click on ‘My Class Schedule’ before exiting to confirm that your registration was successful.
Additional Notes:

- May enroll in up to 16 units per semester
- May waitlist up to 9 units at a time
- Waitlisted units are included in the overall term limit
- Graduate courses in the 5000 and 6000 number sequences are no longer weighted (x1.5) when calculating enrollment status (e.g. full-time, half-time, etc.)
- Full-time enrollment status requires enrollment in 8 units for the semester

For further assistance, please contact the University Registrar’s Record & Enrollment Office.

Location:
Administration Building
Room 409

Phone:
(323) 343-3873

Email:
records@calstatela.edu