

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>.
- **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/>. 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](#)

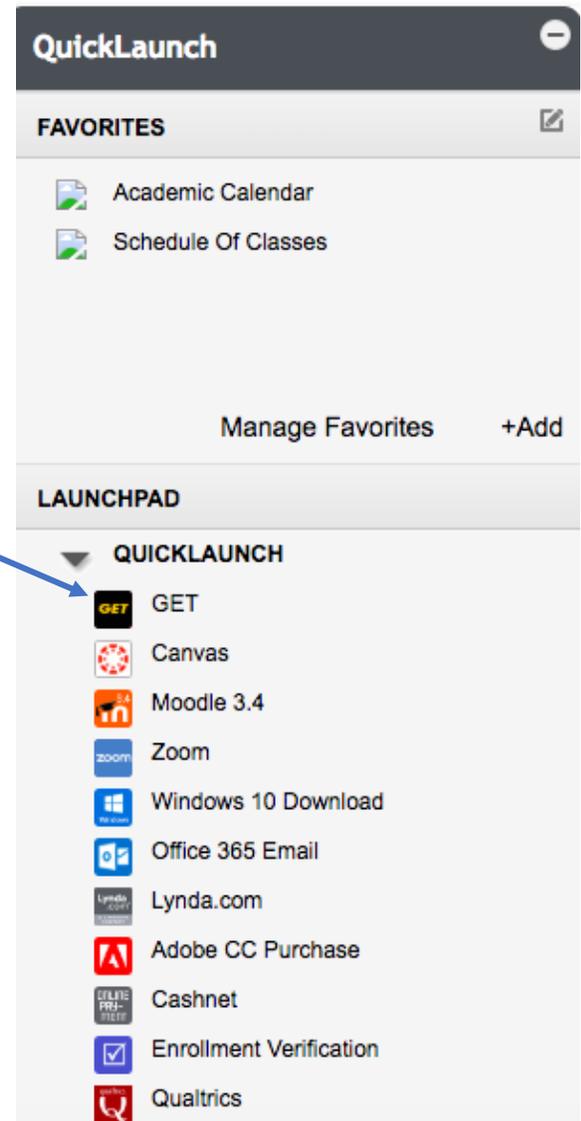
[MS Information Systems E-Catalog](#)

[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'

CAL STATE LA

Menu

Search: [»»](#)

- ▶ CSU SA Baseline
- ▶ Student Course Evaluations
- ▶ **Self Service**
- ▶ Cal State LA Elections
- ▶ Q2S Customizations
- Your Comments

2. Find the 'Academic Planning' section and click on 'My Planner'

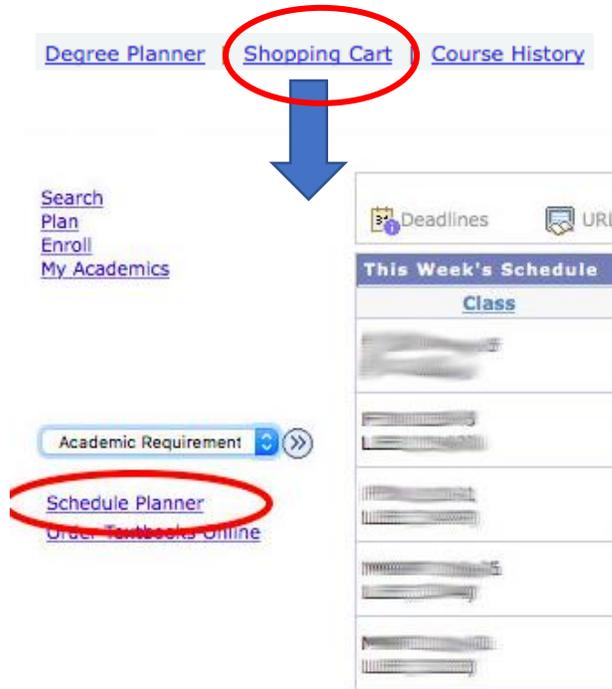
CAL STATE LA

Self Service

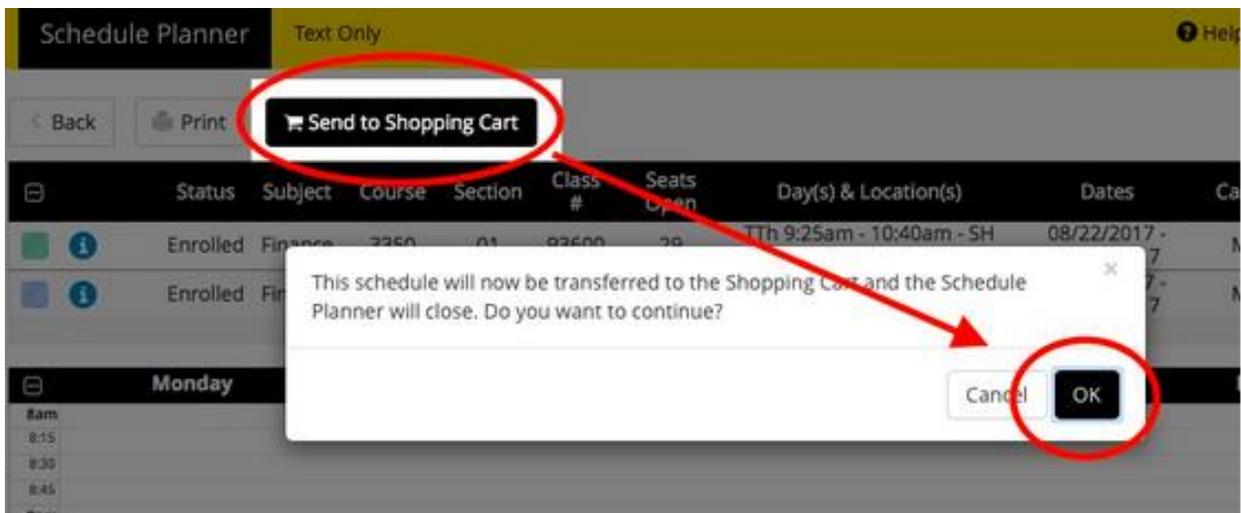
Self Service
Navigate to your self service information and activities.

<p>Student Center Use the student center to manage school related activities.</p>	<p>Apply to Honors College Apply to Honors College</p>
<p>Academic Planning Build your academic planner</p> <ul style="list-style-type: none"> ▶ My Planner ▶ Enrollment Shopping Cart ▶ My Course History 	<p>Enrollment View appointments, plan and enroll in classes, view student and exam schedules.</p> <ul style="list-style-type: none"> ▶ Enrollment Dates ▶ My Class Schedule ▶ My Weekly Schedule ▶ 5 More...
<p>Campus Personal Information Maintain your personal information and review holds and to dos pending to your record.</p> <ul style="list-style-type: none"> ▶ Addresses ▶ Names ▶ Phone Numbers ▶ 7 More... 	<p>Academic Records View grades and advisors and request transcripts and verification reports.</p> <ul style="list-style-type: none"> ▶ View Unofficial Transcript ▶ Major Program Info ▶ My Course History
<p>Transfer Credit Evaluate classes for transfer and view your transfer credit report.</p> <ul style="list-style-type: none"> ▶ View Transfer Credit Report 	

- Go to 'Shopping Cart' then click the 'Schedule Planner' link



- 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



- Go back to 'Self Service' and locate the 'Academic Planning' section.
Click on 'My Planner'

CAL STATE LA

Self Service

Self Service
Navigate to your self service information and activities.

Student Center
Use the student center to manage school related activities.

Academic Planning
Build your academic planner
[My Planner](#)
[Enrollment Shopping Cart](#)
[My Course History](#)

Apply to Honors College
Apply to Honors College

Enrollment
View appointments, plan and enroll in classes, view student and exam schedules.
[Enrollment Dates](#)
[My Class Schedule](#)
[My Weekly Schedule](#)
 5 More...

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
[Addresses](#)
[Names](#)
[Phone Numbers](#)
 7 More...

Academic Records
View grades and advisors and request transcripts and verification reports.
[View Unofficial Transcript](#)
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[My Course History](#)

Transfer Credit
Evaluate classes for transfer and view your transfer credit report.
[View Transfer Credit Report](#)

- Select the 'Shopping Cart' tab

Search Plan Enroll My Academics

my planner shopping cart

My Planner

- Select term registering for, then click 'Continue'

my planner shopping cart

Shopping Cart

Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring Semester 2017	Undergraduate	Cal State University, L.A.
<input type="radio"/>	Summer Session 2017	Undergraduate	Cal State University, L.A.
<input checked="" type="radio"/>	Fall Semester 2017	Undergraduate	Cal State University, L.A.

CONTINUE

- 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.

i 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.

- 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

Wait List Wait list if class is full

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- Online (AB386)

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Dat
01	LEC		Online		08/21/2017 - 12/09/2017
04	LAB		Online		08/21/2017 - 12/09/2017

NOTES

Class Notes Online Course

10. Click box next to each class you wish to add then click 'Validate'

Fall Semester 2017 | Undergraduate | Cal State University, L.A.

[change term](#)

● Open □ Closed ▲ Wait List

Be sure checkboxes are checked!!

Add to Cart:
 Enter Class Nbr: [enter](#)
 Find Classes:
 Class Search
 My Requirements
 My Planner
[search](#)
[schedule planner](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ASTR 1600-01 (91482)		Online		3.00	●
<input type="checkbox"/>	ASTR 1600-04 (94403)		Online			●
<input checked="" type="checkbox"/>	CLS 1600-04 (94264)	TuTh 8:00AM - 9:15AM	KH D2071	Staff	3.00	●
<input checked="" type="checkbox"/>	ECON 1500-01 (91355)	MoWeFr 9:00AM - 9:50AM	SH C137	Staff	3.00	●
<input checked="" type="checkbox"/>	ECON 2020-04 (91368)		Online		3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

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

[my planner](#) | [shopping cart](#)

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

Description	Message	Status
ECON 1500	OK to Add.	✓
ASTR 1600	OK to Add.	✓
CLS 1600	OK to Add.	✓
PHYS 4261	Enrollment Requisites are not met. Prerequisites: PHYS 2300; MATH 2150 recommended	✗

[SHOPPING CART](#)

Part 3: Enrollment

1. Return to 'Self Service' and click on 'Enrollment'

CAL STATE LA
Self Service

Self Service
Navigate to your self service information and activities.

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<p>Campus Personal Information Maintain your personal information and review holds and to do's pending to your record.</p> <ul style="list-style-type: none"> Addresses Names Phone Numbers 7 More... 	<p>Academic Records View grades and advisors and request transcripts and verification reports.</p> <ul style="list-style-type: none"> View Unofficial Transcript Major Program Info My Course History

2. Click 'Add Classes'

CAL STATE LA
Self Service

Enrollment
View appointments, plan and enroll in classes, view student and exam sc

<p>Enrollment Dates View your enrollment appointments.</p>
<p>Enrollment: Add Classes Enroll in classes from your Shopping Cart.</p>
<p>View My Exam Schedule View your exam schedule for a specified term.</p>

3. Verify requested classes are in 'Shopping Cart' and click 'Proceed to Step 2 of 3'

Search Plan Enroll My Academics
 my class schedule add drop swap term information

Add Classes

1. Select classes to add

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.

Fall Semester 2017 | Undergraduate | Cal State University, L.A.

change term

● Open ■ Closed ▲ Wait List

Add to Cart:
 Enter Class Nbr

 enter

Find Classes
 Class Search
 My Requirements
 My Planner

search
 schedule planner

Fall Semester 2017 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ASTR 1600-01 (91482)		Online		3.00	●
	ASTR 1600-04 (94403)		Online			●
	CLS 1600-04 (94264)	TuTh 8:00AM - 9:15AM	KH D2071	Staff	3.00	●
	ECON 1500-01 (91355)	MoWeFr 9:00AM - 9:50AM	SH C137	Staff	3.00	●
	ECON 2020-04 (91368)		Online		3.00	●
	PHYS 4261-01 (96493)	TuTh 10:50AM - 12:05PM	BIOS 245	Staff	3.00	●

PROCEED TO STEP 2 OF 3

4. Confirm classes by clicking the ‘**Finish Enrolling**’ tab

Add Classes

2. Confirm classes

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

Fall Semester 2017 | Undergraduate | Cal State University, L.A.

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ASTR 1600-01 (91482)	SPACE, TIME AND THE UNIVERSE (LEC)		Online		3.00	●
ASTR 1600-04 (94403)	SPACE, TIME AND THE UNIVERSE (LAB)		Online			●
CLS 1600-04 (94264)	CULTURAL EXPRESSIONS AMERICAS (LEC)	TuTh 8:00AM - 9:15AM	KH D2071	Staff	3.00	●
ECON 1500-01 (91355)	ECONOMICS FOR THE CITIZEN (LEC)	MoWeFr 9:00AM - 9:50AM	SH C137	Staff	3.00	●
ECON 2020-04 (91368)	PRIN OF ECONOMICS II MACROECON (LEC)		Online		3.00	●
PHYS 4261-01 (96493)	ELECTRICITY & MAGNETISM I (LEC)	TuTh 10:50AM - 12:05PM	BIOS 245	Staff	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

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

Add Classes

3. View results

Verify Enrollment here

View the following status report for enrollment confirmations and errors:

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