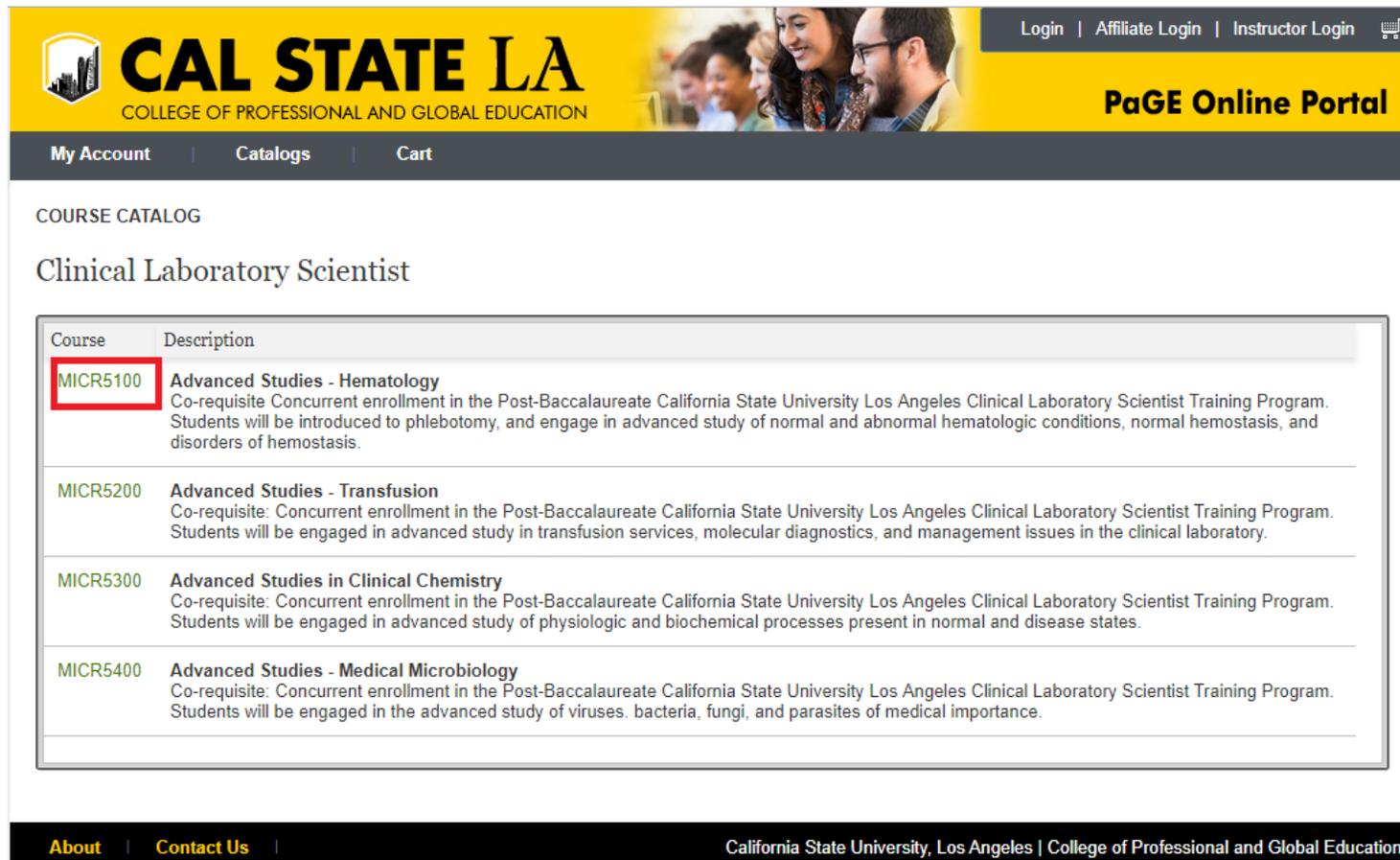


Seat Registration Tutorial – Financial Aid Recipients

Important: The process below explains how to claim seats in courses. You will only officially be enrolled in your selected courses after full payment is received.

1. Use the link you were provided to access the course catalog for your program. Find the course for which you want to claim a seat and click on the course number.



The screenshot shows the CAL STATE LA PaGE Online Portal. The header includes the university logo, navigation links (Login, Affiliate Login, Instructor Login), and a shopping cart icon. Below the header, there are links for My Account, Catalogs, and Cart. The main content area is titled "COURSE CATALOG" and "Clinical Laboratory Scientist". A table lists four advanced study courses, with the first one, MICR5100, highlighted by a red box.

Course	Description
MICR5100	Advanced Studies - Hematology Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be introduced to phlebotomy, and engage in advanced study of normal and abnormal hematologic conditions, normal hemostasis, and disorders of hemostasis.
MICR5200	Advanced Studies - Transfusion Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in advanced study in transfusion services, molecular diagnostics, and management issues in the clinical laboratory.
MICR5300	Advanced Studies in Clinical Chemistry Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in advanced study of physiologic and biochemical processes present in normal and disease states.
MICR5400	Advanced Studies - Medical Microbiology Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in the advanced study of viruses, bacteria, fungi, and parasites of medical importance.

At the bottom of the page, there are links for "About" and "Contact Us", and the footer text reads "California State University, Los Angeles | College of Professional and Global Education".

2. Find the section for which you want to claim a seat and click on the section number.

CAL STATE LA
COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION

Login | Affiliate Login | Instructor Login

PaGE Online Portal

My Account | Catalogs | Cart

COURSE CATALOG

Clinical Laboratory Scientist

Course	Description					
MICR5100	Advanced Studies - Hematology Co-requisite Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be introduced to phlebotomy, and engage in advanced study of normal and abnormal hematologic conditions, normal hemostasis, and disorders of hemostasis.					
Section	Start Date	Time	Location	Cost	Availability	Action
MICR5100.90.F19.96652	Aug 23, 2019	7:30 AM	SH 164B, Main Campus	\$ 2,700.00	4	
MICR5200	Advanced Studies - Transfusion Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in advanced study in transfusion services, molecular diagnostics, and management issues in the clinical laboratory.					
MICR5300	Advanced Studies in Clinical Chemistry Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in advanced study of physiologic and biochemical processes present in normal and disease states.					
MICR5400	Advanced Studies - Medical Microbiology Co-requisite: Concurrent enrollment in the Post-Baccalaureate California State University Los Angeles Clinical Laboratory Scientist Training Program. Students will be engaged in the advanced study of viruses, bacteria, fungi, and parasites of medical importance.					

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3. After reviewing the course schedule, cost, and important notes in the section detail, click “Add to Cart” to claim a seat in the section.
 - a. If you wish to claim seats in other courses, use the browser’s back button to return to the course catalog for your program and repeat steps one and two. When you are done adding courses to your cart, click “Check Out”.

The screenshot displays the CAL STATE LA PaGE Online Portal. The header includes the university logo, navigation links (Login, Affiliate Login, Instructor Login), and a shopping cart icon with a count of 1. The main navigation bar contains 'My Account', 'Catalogs', and 'Cart'. The central content area is titled 'REGISTRATION' and features the course 'MICR5100 - Advanced Studies - Hematology'. A red box highlights the 'ADD TO CART' button. Below this, the course details are listed: 'Seats Available: 4', 'Quantity: 1', and 'BUY FOR OTHERS'. The 'Section Description' includes the instructor 'TONI ONTIVEROS ARRENDONDO', dates 'Aug 23, 2019 - Oct 25, 2019', and time '7:30 AM'. A 'FULL SCHEDULE' link is also present. The 'Location' is 'SH 164B, Main Campus', and the 'Instructors' are 'Toni Ontiveras'. The 'Cost Information' section shows 'Tuition: \$ 2,700.00' and 'Deposit: \$ 0.00'. 'Additional Information' includes 'Final Enrollment: Dec 21, 2019' and 'Credit Hours: 4.0'. An 'INQUIRE' button is located at the bottom of the course details. On the right side, the 'SHOPPING CART' section shows the added item 'MICR5100.90.F19.96652 ADVANCED STUDIES - HEMATOLOGY Registration' with a 'CHECK OUT' button highlighted in red. Below the cart is a 'RECENTLY VIEWED' section listing the same course. The footer contains 'About | Contact Us' and 'California State University, Los Angeles | College of Professional and Global Education'.

4. You will be prompted to log into your PaGE Portal.

The screenshot shows the top section of the PaGE Online Portal. On the left, the Cal State LA logo is displayed above the text 'COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION'. To the right, a banner image shows a group of diverse students. The page title 'PaGE Online Portal' is in the top right corner. Below the banner, there are two main sections: 'Account Log In' and 'Create an Account'. The 'Account Log In' section includes a prompt to log in with a username and password, two input fields, and a 'LOGIN' button. The 'Create an Account' section has a link to create a new account. Below these sections, there are links for 'About' and 'Contact Us', and a footer with the university name and 'College of Professional and Global Education'.

5. You will be asked to select how you learned about our course offerings.

The screenshot shows a survey page on the PaGE Online Portal. At the top, the Cal State LA logo and 'COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION' are on the left, and a user profile 'Jacqueline Denise Lopez' with a 'Logout' link and a shopping cart icon with '(1)' is on the right. Below the header, there are navigation links for 'My Account', 'Catalogs', and 'Cart'. The main heading asks 'Tell us more about how you learned about our offerings?'. Below this is a survey form with a dropdown menu labeled '* Select One' and a 'NEXT' button. The footer contains 'About' and 'Contact Us' links, and the university name and 'College of Professional and Global Education'.

6. Total Due:

- a. If you are using financial aid or wish to return later to pay the balance, simply click “Submit Order”. Your Due Amount will show up as “\$0.00” if you have financial aid.
- b. If you have financial aid, our financial aid advisor will apply your financial aid to your total cost. You will then be contacted to return to the portal to pay any remaining balance.

The process just completed only claims seats for you. You will only be officially enrolled in your selected courses after full payment is received.

The screenshot displays the PaGE Online Portal interface. At the top, the user is identified as Jacqueline Denise Lopez, with a Logout button and a shopping cart icon containing one item. The navigation menu includes My Account, Catalogs, and Cart. The main heading is PAYMENT CHECKOUT. Below this is a table with the following data:

Item	Quantity	Cost	Due Amount	Action
BIOL5500B.90.S20.34637 ADVANCED STUDIES IN MOLECULAR DIAGNOSTICS B - Registration		\$ 4,050.00	\$ 0.00	REMOVE
Total Due:			\$ 0.00	

Below the table, there is a Promo Code input field with an APPLY button. At the bottom right of the checkout area, a SUBMIT ORDER button is highlighted with a red box. The footer contains links for About and Contact Us, and the text: California State University, Los Angeles | College of Professional and Global Education.

- 7. Once you submit your order, you will receive an order confirmation showing the seat(s) you claimed and reminding you of the balance to be paid before you are officially enrolled.