



How to Enroll in Classes

- Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon: 
- On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (*See the bottom of page if you forgot your password.)
- Once you are logged in to myCI, click on **CI Records** in the *My Account* section.
- To **Enroll in a Class**, click on the “Add a Class” link.
- You can add a class in one of two ways:
 - Search for a Class (see step 6)
 - Enter a Class Number (see step 7)
- To **Enroll in a Class by Searching** for a Class, click on the Search button.
 - Use the drop down to select the Subject (ex. ART)
 - In the Course Number field, type in the course number (ex. 100)
 - Click on Search, this will produce results
 - If you find a course that meets your needs, click on Select Class.
 - Click on Next to go to Class Preferences
 - If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
 - If the course requires a permission number, enter it in the Permission Number field.
 - Go to Step 8.
- To **Enroll in a Class by Class number**, enter the Class Number and click on Enter.
 - Click on Next to go to Class Preferences
 - If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
 - If the course requires a permission number, enter it in the Permission Number field.
- Click on Next to add another class to your shopping cart or to move to the next step.
- Click on Proceed to Step 2 of 3 to Review your Schedule.
- Click on Finish Enrolling to Confirm your Schedule.
- If you encounter errors, click on the Fix Errors button to go back to fix the errors. Usually, the class is full or you do not meet the pre-requisites.

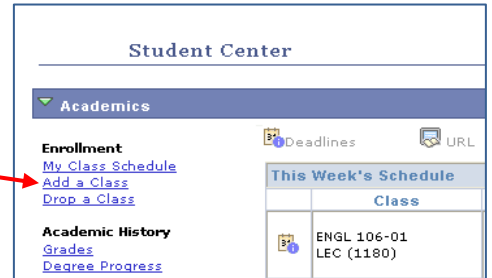


myCI

Students (myCI Sign In)

Dolphin Name

Dolphin Password



Student Center

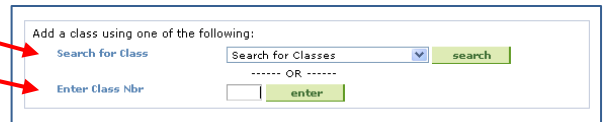
Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

This Week's Schedule

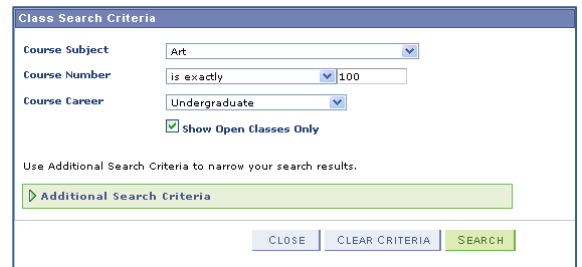
Class
ENGL 106-01 LEC (1180)



Add a class using one of the following:

Search for Class Search for Classes

Enter Class Nbr



Class Search Criteria

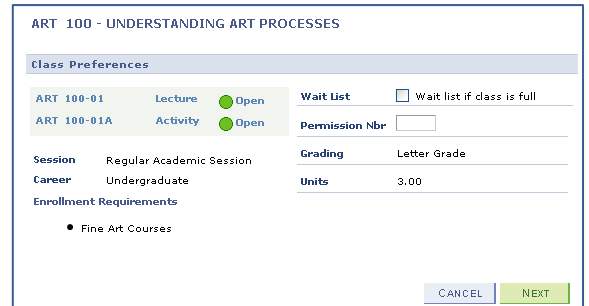
Course Subject

Course Number is exactly

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.



ART 100 - UNDERSTANDING ART PROCESSES

Class Preferences

ART 100-01	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
ART 100-01A	Activity	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>

Session Regular Academic Session
 Career Undergraduate
 Grading Letter Grade
 Units 3.00

Enrollment Requirements

- Fine Art Courses



Fall 2009 Enrollment Shopping Cart

Open Closed Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="button" value="trash"/>	ART 100-02 (1499)	UNDERSTANDING ART PROCESSES (Lecture)	Tu 10:00AM - 11:50AM	Bell Tower 1728	Staff	3.00	<input checked="" type="radio"/>
	ART 100-02A (1509)	UNDERSTANDING ART PROCESSES (Activity)	Th 10:00AM - 11:50AM	Bell Tower 1728	Staff		<input checked="" type="radio"/>

View All Classes in Cart First of 2 Last

If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.
If you need registration assistance, visit the Enrollment Center with your Student ID at Sage Hall, 1st floor, email us at records.registration@csuci.edu, or call us at (805) 437-8500.