Early Start Sign Up and Enrollment Instructions For Student Who Plan to Attend Another CSU in the fall

- 1. To enroll in an Early Start Program course at CSUSB, you must first log in to the web portal that was provided by the campus where you plan to enroll in the fall and select CSUSB as your campus of choice. If you have already completed this step please proceed to the next step. Once CSUSB receives your information (this usually takes 5 to 7 business days), we will issue a username and password for MyCoyote. Check your fall CSU campus email, and if you do not receive your MyCoyote ID number within 7 business days, call (909) 537-5188. *If you've previously applied to CSUSB your MyCoyote ID number will be the same.*
- 2. Log into your MyCoyote



3. The myCoyote Self Service section is located in the left-hand column. Click on the **Student Center** link.



4. The courses you must take are based on your score on the ELM and EPT. If your score on the EPT is 146 or below, your will need Early Start English 99. If your score in math is below 50, your math course will depend on your score. See the table below for your course selection:

Score	Class
ELM:0-40	Early Start Math 15B
ELM:41-49	Early Start Math 15C
EPT:0-146	Early Start English 99

5. Find the link by going to your **Student Center** and scrolling down to the **Academics** section. The **Enroll in Early Start** link is on the left. Click on this link.

▼ Academics	
Enroll in Early Start Search	Deadlines 😡 URL
<u>Plan</u>	Summer 2015 Schedule

6. You will see a message to inform your eligibility for a Financial Aid Waiver for your Early Start course(s). Read this message and click OK.



7. You will be taken to the **Enroll** tab. Click on the **Search** button. You do not need to enter a class number or any other information prior to clicking on the **Search** button.

Add to Cart:	Summer 2015 Shopping Cart
Enter Class Nbr	
enter	Your enrollment shopping cart is empty.
Find Classes	
Class Search	
search	
schedule planner	

8. Use the dropdown box next to **Course Subject** to choose Early Start Math or Early Start English.

Search for Classes		
CSU San Bernardino Sur	imer 2015	
Select at least 2 search	criteria. Click Search to view y	your search results.
Class Search Subject Course Number Course Career Additional Search Crit	Early Start English Early Start Math Show Open Classes Only Open Entry/Exit Classes (teria	
Return to Add Classes		CLEAR SEARCH

9. For Early Start English (ESE), enter 99 in the **Course Number** box. This is the only option for Early Start English at CSUSB.

Search for Classes				
CSU San Bernardino Sumr	ner 2015			
Select at least 2 search cr	iteria. Click Search to view you	r sear	ch results.	
Class Search				
Subject	Early Start English	¥		
Course Number	is exactly	T	99	
Course Career		•		
	🗹 Show Open Classes Only			
	Open Entry/Exit Classes O	nly		
Additional Search Crite	eria			
Return to Add Classes			Clear	Search

10.

For Early Start Math (ESM), enter the appropriate course based on your <u>ELM Score:</u>

Score	Class
ELM:0-40	Early Start Math 15B
ELM:41-49	Early Start Math 15C
EPT:0-146	Early Start English 99

- 11. Make sure the **Show Open Classes Only** box is checked.
- 12. Click the **Search** button.

13. Consider dates and times of open sections (the open sections are designated by a green circle), and click the **Select Class** button next to your selected section.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
51086	<u>01-SEM</u> <u>SlfNonStnd</u>	MoTuWeTh 8:00AM - 11:45AM	ТВА	Staff	06/22/2015 - 06/25/2015	select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
51087	02-SEM SlfNonStnd	MoTuWeTh 8:00AM - 11:45AM	ТВА	Staff	06/22/2015 - 06/25/2015	select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
<u>51088</u>	03-SEM SlfNonStnd	MoTuWeTh 1:00PM - 4:45PM	ТВА	Staff	06/22/2015 - 06/25/2015	select

14. After you click the Select button, you will be directed to the Class Preferences page. If you are satisfied with the course selection, click the Next button. This will add the course to your shopping cart.

Class Preferences						
ESE 99-01	Seminar 🔴 Open	Wait List	🔲 Wait list if	Wait list if class is full		
		Grading	Early Start P	rogram - English		
	pport Nonstandard Dates	Units	1.50			
Career Underg	ondergraddate		1.50			
Enrollment Informa	tion					
drop once er • Open to Earl students on	Consent Required to nrolled y Start Program y who have completed ire of Less than or equal		Can	CEL NEXT		
Section Component	Days & Times	Room	Instructor	Start/End Date		
01 Seminar	MoTuWeTh 8:00AM - 11:45AM	ТВА	Staff	06/22/2015 - 06/25/2015		

ESE 99 - INTRO TO UNIVERSITY LITERACIES

- 15. If you are only required to complete English OR Math, skip to step 17 after adding your course to your shopping cart.
- 16. *If you need to register for both Englishand Math,* click the search button and repeat steps 8-18 for your 2nd course.

When you are satisfied with the courses in your shopping cart, click the **Proceed to Step 2 of 3** button.

		•	Open	Closed	▲ Wait List		
Add to Cart:	Summe	r 2015 Shoppi	ng Cart				
Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	<u>Units</u>	<u>Status</u>
enter	Î	<u>ESE 99-01</u> (61086)	MoTuWeTh 8:00AM - 11:45AM	ТВА	Staff	1.50	٠
Find Classes			11.4540				
Class Search							
search							
schedule planner							
				P	ROCEED TO ST	TEP 2 O)F 3

17. Click **Finish Enrolling** to process your request for the classes listed below.

		Open	Closed	d 🔺	ait List	
Class	Description	Days/Times	Room	Instructor	Units	Status
ESE 99-01 (61086)	INTRO TO UNIVERSITY LITERACIES (Seminar)	MoTuWeTh 8:00AM - 11:45AM	ТВА	Staff	1.50	•
		Cancel	Previous	FINISH	Enrol	LING

18. The final page will confirm either that you are now successfully enrolled in the class OR that you are unable to add the class.

For further assistance, contact the Early Start Call Center at (909) 726-0337.