## 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	nmer 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 O	Only
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   Summer 2015						
Select at least 2 search cr	Select at least 2 search criteria. Click Search to view your search results.					
Class Search						
Subject	Early Start English	¥				
Course Number	is exactly	T	99			
Course Career		•				
Select at least 2 search criteria. Click Search to view your search results.  Class Search  Subject Early Start English Course Number is exactly  Course Career  Show Open Classes Only  Open Entry/Exit Classes Only  Additional Search Criteria						
	Open Entry/Exit Classes O	nly				
Additional Search Criteria						
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.

▼ ESE 99 - I	ntroduction to Univers	ity Literacies				
Class Section	on Days & Times	Room	Instructor	Meeting Dates	Status	
61086 01-SE SlfNor	M MoTuWeTh 8: IStnd 11:45AM	DOAM - TBA	Staff	06/22/2015 - 06/25/2015	• (	select
Class Section	on Days & Times	Room	Instructor	Meeting Dates	Status	
61087 02-SE SlfNor	M MoTuWeTh 8: IStnd 11:45AM	DOAM - TBA	Staff	06/22/2015 - 06/25/2015	٠	select
Class Section	on Days & Times	Room	Instructor	Meeting Dates	Status	
61088 03-SE SlfNor	M MoTuWeTh 1: IStnd 4:45PM	DOPM - TBA	Staff	06/22/2015 - 06/25/2015	۲	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 P	referen ces				
ESE 99	9-01	Seminar 🔴 Open	Wait List	Wait list if	class is full
Session	Self Sup	port Nonstandard Dates	Gruding	Lany Start P	Linglish
Career Undergraduate		aduate	Units	1.50	
Enrollm	ent Informat	ion			
<ul> <li>Department Consent Required to drop once enrolled</li> <li>Open to Early Start Program students only who have completed EPT with score of Less than or equal to 146</li> </ul>					
10 140		•	CAN	CEL	
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 Shoppir	ng Cart	_			
Enter Class Nbr	Delete	Class	Days/Times MoTuWeTh	Room	Instructor	Units	<u>Status</u>
enter	Î	ESE 99-01 (61086)	8:00AM - 11:45AM	ТВА	Staff	1.50	
Find Classes	_						
search							
schedule planner							
				( PR	OCEED TO ST	TEP 2 C	F 3

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

		Open	Close	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	ENRO	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.