## How to Enroll/Register for Classes

1. Navigate to myCoyote.



2. Select Add Classes tile.



3. Select Enroll.

| Student Center       |                        |              |   |
|----------------------|------------------------|--------------|---|
| View Full Site       |                        |              |   |
| Academics            |                        |              | ~ |
| DEADLINES            | URL URL                | Search       | > |
| This Wester Oshadula |                        | Plan         | > |
| This week's Schedule |                        | Enroll       | > |
| CLASS                | SCHEDULE     DEADLINES | My Academics | > |

4. Select the term for which you wish to register.

|  | 1<br>SELECT | CONFIRM | 3<br>FINISH |
|--|-------------|---------|-------------|
|  |             |         | <b>\$</b>   |
| Fall 2022<br>Undergraduate<br>CSU San Bernardino   |             |         |             |
| Spring 2023<br>Undergraduate<br>CSU San Bernardino |             |         |             |
| Summer 2023<br>Undergraduate                       |             |         |             |

5. Read note.

| View Full Site  |   |
|---|---|
| REMEMBER!   |   |
| To graduate in 4 years, a student needs to complete 15 units per semester or the equivalent quarter units (30 units per academic year).   |   |
| If you are receiving a Cal Grant the award is limited to four academic years. Depending on your education level, Cal Grant eligibility may be less than four academic years. Consult the financial aid office if you have questions about your Cal Grant award. |   |
| (30303,51)  |   |
| С   | D |

- 6. Select OK.
- 7. Select **Search** to begin searching for classes.

|                    |                                | E Menu       |
|--------------------|--------------------------------|--------------|
| View Full Site     | CONFIRM                        | 3<br>FINISH  |
| Add to Cart        |                                |              |
| Enter Class Number | Find Classes                   |              |
| Enter              | © Class Search<br>Search Sched | lule Planner |

**Note**: the class search page automatically defaults to **Show Open Classes Only**. Uncheck box to view open and closed classes.

| dd Classes > Enter Searc   | h Criteria   | Return To Add Classe |
|----------------------------|--|----------------------|
|                            |  | 📃 Menu               |
| View Full Site             |  |                      |
| 1<br><u>SELECT</u>         | CONFIRM  | 3<br>FINISH          |
|                            |  |                      |
| elect at least 2 search cr | iteria. Select Search to view your search results. |                      |
|                            |  |                      |
| Class Search               |  |                      |
|                            |  |                      |
|                            |  |                      |
| Subject                    | Select 🗸   |                      |
| Subject                    | Select ~   |                      |
| Subject                    | Select ~   |                      |
| Subject                    | Select   |                      |
| Subject                    | Select ~   |                      |
| Subject<br>Course Career   | Select    Select    Select                         |                      |
| Subject<br>Course Career   | Select   Select   Select                           |                      |

8. Select **Subject Select** menu to select the subject for which you wish to enroll.

-

|   | Select                 | CSUSB |          |                                      |                       |
|---|------------------------|-------|----------|--------------------------------------|-----------------------|
|   | Accounting             |       |          |                                      |                       |
| Add Classes > Enter Search Criteria                   | Administration         |       |          |                                      | Return To Add Classes |
|   | Aerospace Studies      |       |          |                                      | = Menu                |
|   | American Sign Language |       |          |                                      |                       |
| View Full Site  | Anthropology           |       |          |                                      |                       |
|   | Arabic                 |       | 0        | In this section                      |                       |
| SELECT  | Art                    |       | FINISH   | in this section                      |                       |
|   | Art Education          |       |          | Search                               |                       |
| Select at least 2 search criteria. Select Search to v | Art History            |       |          | Plan                                 |                       |
|   | Astronomy              |       |          |                                      |                       |
| Class Search  | Biology                |       |          | Enroll                               |                       |
|   | CAL                    |       |          | My Class Schedule                    |                       |
| Cublicat .  | Colort                 | •     |          | <ul> <li>Add</li> </ul>              |                       |
| Subject   | Select V               | /     |          | <ul> <li>Drop</li> </ul>             |                       |
|   |                        |       |          | <ul> <li>Swap</li> </ul>             |                       |
|   | is exactly ~           |       |          | <ul> <li>Edit</li> </ul>             |                       |
|   |                        |       |          | <ul> <li>Term Information</li> </ul> |                       |
|   |                        |       |          | My Academics                         |                       |
| Course Career   | Select 🗸               |       |          |                                      |                       |
|   |                        |       |          |                                      |                       |
| Show Open Classes Only                                | Exit Classes Only      |       |          |                                      |                       |
|   |                        |       |          |                                      |                       |
| Additional Search Criteria                            |                        |       |          |                                      |                       |
|   |                        |       |          |                                      |                       |
|   |                        |       | Clear    | learch                               |                       |
|   |                        |       | ofcell c |                                      |                       |

- 9. If you know the Course Number of the class, you may enter it now.
  - **Note**: you are not required to enter a course number. You can search for the subject only.
- 10. Select Search.

| Subject                | Accounting ~                 |  |
|------------------------|------------------------------|--|
|                        | is exactly v 2110            |  |
| Course Career          | Select ~                     |  |
| Show Open Classes Only | Open Entry/Exit Classes Only |  |

**Note:** Additional Search Criteria allows you to specify which classes you are attempting to search for. For example, an upper-division Arts And Humanities General Education class.

Select Search when done.

| Course Attribute       | General Education 🗸    |             |
|------------------------|------------------------|-------------|
| Course Attribute Value | UD Arts and Humanities |             |
|                        |                        | Clear Searc |

**Note**: Should you receive this popup warning during any class search, it's okay to select **OK to proceed** or **Cancel** if you wish to narrow your search further.

| Student SS Warning > Add Classes                                     | Return    |
|--|-----------|
| <b>*</b>   | 🗮 Menu    |
| View Full Site   |           |
| Your search will return over 50 classes, would you like to continue? |           |
|  | OK Cancel |

| 1<br>SELECT   | CONFIRM                              | 3<br>FINISH                                 |
|---|--------------------------------------|---|
| The following classes match your search of Attribute Value: <b>UD Arts and Humanities</b> | riteria Show Open Classes Only: Yes, | Course Attribute: General Education, Course |
| OPEN (  | CLOSED                               | WAIT LIST                                   |
| 112 class section(s) found  |                                      |   |
| <ul> <li>AH 3210 - Visualizing Gender, Performing</li> </ul>                              | Identity                             |   |
| ✓ ARAB 3900 - Female Voices in Arab Amer  | ican Literature                      |   |
| ARAB 4900 - Voices and Visions from the   | Arab World                           |   |
| ✓ ART 3000 - Art and Activism   |                                      |   |
| ✓ CAL 3250 - Perspectives on Gender   |                                      |   |

12. **Select** the class section for which you wish to register.

| ^ | AH 3210 - Visual | izing Geno | der, Performing lo | lentity                   |        |                  |                            |        |
|---|------------------|------------|--------------------|---------------------------|--------|------------------|----------------------------|--------|
|   |                  | CLASS      | SECTION            | DAYS & TIMES              | ROOM   | INSTRUCTOR       | MEETING DATES              | STATUS |
|   | Select           | 82124      | 60-SEM<br>Regular  | MoWe 9:00AM -<br>10:15AM  | ONLINE | April Baca       | 08/24/2023 -<br>12/09/2023 | 0      |
|   |                  | CLASS      | SECTION            | DAYS & TIMES              | ROOM   | INSTRUCTOR       | MEETING DATES              | STATUS |
| l | Select           | 82246      | 61-SEM<br>Regular  | TuTh 10:30AM -<br>11:45AM | ONLINE | April Baca       | 08/24/2023 -<br>12/09/2023 | 0      |
|   |                  | CLASS      | SECTION            | DAYS & TIMES              | ROOM   | INSTRUCTOR       | MEETING DATES              | STATUS |
|   | Select           | 82510      | 62-SEM<br>Regular  | TuTh 9:00AM -<br>10:15AM  | ONLINE | Erin Riley-Lopez | 08/24/2023 -<br>12/09/2023 | 0      |
|   |                  | CLASS      | SECTION            | DAYS & TIMES              | ROOM   | INSTRUCTOR       | MEETING DATES              | STATUS |
|   | Select           | 82511      | 63-SEM<br>Regular  | TuTh 10:30AM -<br>11:45AM | ONLINE | Megan Bayles     | 08/24/2023 -<br>12/09/2023 | 0      |
|   |                  | CLASS      | SECTION            | DAYS & TIMES              | ROOM   | INSTRUCTOR       | MEETING DATES              | STATUS |
|   | Select           | 82565      | 64-SEM<br>Regular  | TuTh 9:00AM -<br>10:15AM  | ONLINE | Megan Bayles     | 08/24/2023 -<br>12/09/2023 | 0      |

- 13. Review class information.
- 14. Select Wait List if class is full if you want to be added to the wait list.
- 15. Select Next.

| Component<br>Status                        | Seminar<br>❷ Open                             |        |            |                         |
|--|---|--------|------------|-------------------------|
| ession                                     | Regular Academic Session                      |        |            |                         |
| areer                                      | Undergraduate                                 |        |            |                         |
| <ul> <li>Upper Division Arts at</li> </ul> | nd Humanities                                 | -      |            |                         |
| rading                                     | Wait list if class is full<br>A through C-/NC |        |            |                         |
| nits                                       | 3.00  |        |            |                         |
| DN COMPONENT                               | DAYS & TIMES                                  | ROOM   | INSTRUCTOR | START/END DATE          |
| 60 Seminar                                 | MoWe 9:00AM - 10:15AM                         | ONLINE | April Baca | 08/24/2023 - 12/09/2023 |
| Class Notes                                |   |        |            |                         |
| ss Notes                                   |   |        |            |                         |

The class has been added to your Shopping Cart.

16A. Select **Search** and refer to the above steps to add more classes to your Shopping Cart.

16B. Select **Continue** to attempt to register for the class.

| Add to Cart               |                       |                          |                          |                  |       |        |   |
|---------------------------|-----------------------|--------------------------|--------------------------|------------------|-------|--------|---|
| Enter Class Number        |                       |                          | Find Classes             |                  |       |        |   |
|                           | Enter                 |                          | O Class Sear             | ch               |       |        |   |
|                           |                       |                          | Search                   | Schedule Planner |       |        |   |
| ind Classes               |                       |                          |                          |                  |       |        |   |
| Fall 2023 Shopping Car    | ŧ.                    |                          |                          |                  |       |        | ( |
| OPEN                      | CLOSED                |                          | O WAIT LIST              |                  |       |        |   |
| DELETE                    | CLASS                 | DAYS/TIMES               | ROOM                     | INSTRUCTOR       | UNITS | STATUS |   |
| X Delete                  | AH 3210-60<br>(82124) | MoWe 9:00AM -<br>10:15AM | ONLINE                   | A. Baca          | 3.00  | 0      |   |
| 🖞 My Fall 2023 Class Sche | edule                 |                          |                          |                  |       |        |   |
|                           |                       | You are not registered   | d for classes in this te | rm.              |       |        |   |

## 17. Select Finish Enrolling.

| View Full Site         |   |                                      |                      |                       |             |        |
|------------------------|---|--------------------------------------|----------------------|-----------------------|-------------|--------|
|                        | 1<br>SELECT                                   | CONFIRM                              | E.                   |                       | 3<br>FINISH |        |
| elect Finish Enrolling | to process your request for the classes liste | d. To exit without adding these clas | sses, select Cancel. |                       |             |        |
|                        |   |                                      |                      |                       |             |        |
|                        |   |                                      |                      |                       |             |        |
| OPEN                   | <b>®</b> (                                    | LOSED                                |                      | WAIT LIST             |             |        |
| OPEN                   | OESCRIPTION                                   | DAYS/TIMES                           | ROOM                 | WAIT LIST  INSTRUCTOR | UNITS       | STATUS |

You have successfully registered! If you receive an error, read the message carefully for further information.

| Add Classes > Vie      | w results > Fall 2023             |                            |         |                                  |
|------------------------|-----------------------------------|----------------------------|---------|----------------------------------|
| 4                      |                                   |                            |         |                                  |
|                        |                                   |                            |         |                                  |
| View Full Site         |                                   |                            |         |                                  |
|                        | •                                 |                            | •       |                                  |
|                        | SELECT                            |                            | CONFIRM | FINISH                           |
|                        |                                   |                            |         |                                  |
| Please review accou    | int activity for any optional fee | s prior to making payment. |         |                                  |
| View the following et  | atus report for aprollment cont   | firmations and arrars;     |         |                                  |
| view the following sta | atus report ior enroilment com    | inmations and errors.      |         |                                  |
| ∧ Success              |                                   |                            |         |                                  |
|                        |                                   |                            |         |                                  |
| AH 2210                |                                   |                            |         |                                  |
| AIT 3210               |                                   |                            |         |                                  |
| Success: This cl       | lass has been added to your s     | chedule.                   |         |                                  |
|                        | ,,                                |                            |         |                                  |
|                        |                                   |                            |         |                                  |
|                        |                                   |                            |         |                                  |
|                        |                                   |                            |         | My Class Schedule Add Another Cl |
|                        |                                   |                            |         |                                  |