

OPEN UNIVERSITY



HOW TO ENROLL

First, create a student account

If you are a current or former CSUN student, skip this step and use your current portal login information.

- 1 Click on the **"Get ID"** button.
- 2 Fill out the student application
- 3 On the next page under Program to Enroll, select either:
- 4 Graduate Credit or Undergraduate Credit
- 5 Save your Password, User ID, & Student ID

Ready! Enroll and pay

Before you enroll in classes:

- Change your browser settings to allow pop-ups for payment transactions.
- Be prepared with your credit card information. Payment is due immediately.
- If necessary, have your Permission Number available.

my class schedule add drop swap edit

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer Term 2014 | Undergraduate | CSUN Northridge

Open Closed

Add to Cart: Enter Class Nbr [enter]

Enrollment Year: 2014 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes: Class Search [search]

my class schedule add drop swap edit

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIODL 100 has been added to your Shopping Cart.

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Open Closed

Add to Cart: Enter Class Nbr [enter]

Enrollment Year: 2014 Shopping Cart

Full Semester: 2014 Shopping Cart

Unlink	Class	Days/Times	Room	Instructor	Units	Status
	BIODL 100-07 (12046)	Fr 11:00AM - 1:45PM	Chaparral Hall 5122	K. Zou	3.00	

Find Classes: Class Search [search]

PROCEED TO STEP 2 OF 3

My Fall Semester: 2014 Class Schedule

You are not registered for classes in this term.

my class schedule add drop swap edit

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
BIODL 100-07 (12046)	INTRO BIOLOGY (Lab/lec)	Fr 11:00AM - 1:45PM	Chaparral Hall 5122	K. Zou	3.00	

CANCEL PREVIOUS FINISH ENROLLING

My Class Schedule Add Drop Swap Edit

Go to: [dropdown]

- 1 Go to the **"CSUN homepage"** and select the **"MyCSUN"** link to expand the CSUN Portal. Log in with your CSUN User ID and Password.
 - Mouseover the **"Academics"** menu and select **"Additional Terms & Programs."** On the next page, click the link for **"Select Program to Enroll"**
 - Select either Tseng College Graduate or Undergraduate Credit for the program and select the appropriate term.
- 2 Read and acknowledge the **"Fee Payment Acknowledgment"** page.
- 3 The **"Add Classes"** page begins Step 1 of the enrollment process. Enter the 5-digit Class Number and click **"Enter"**. The course info will appear and you can enter a Permission Number if you have one.
 - Click **"Next"** to proceed.
 - If you want to add another class, enter the Class Number here and proceed as before.
 - If you have no further classes to add, click **"Proceed to Step 2 of 3"**.
- 4 Step 2 is the **"Confirm Classes"** page. If correct, click **"Finish Enrolling"**.
- 5 In Step 3, the **"View Results"** page, you will see if you have successfully enrolled and you will need to make a payment in order to maintain your enrollment. If you do not pay within two hours, you may be dropped from your classes. Click **"Make a Payment"** to complete the transaction.
 - Payment methods: Visa, MasterCard or Electronic Check (must wait 24 hours after account activation to pay by Electronic Check).



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