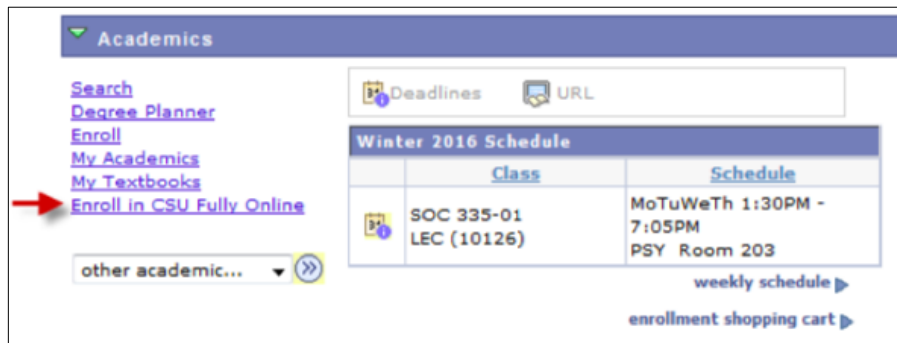# How to Enroll in CSU Fully Online

Before enrolling in an online course at another CSU, you should complete the CSU Fully Online Readiness Survey (available on the CSU Fully Online website) to be sure that this program is right for you. Consult with your academic advisor to determine if the course can apply to your degree requirements.
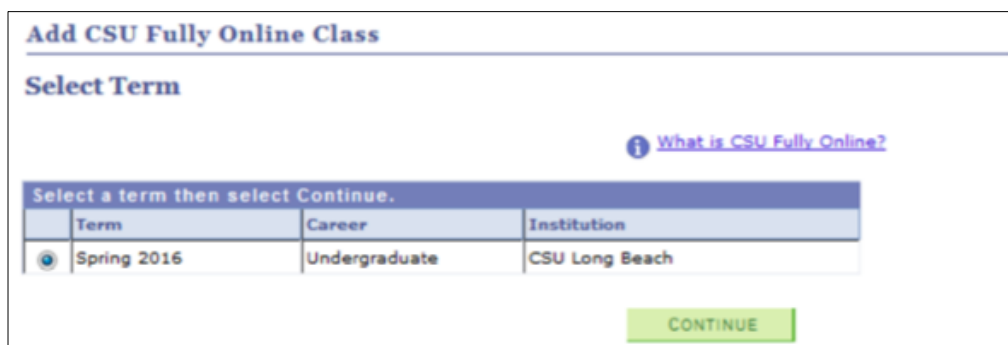
Once you have reviewed the CSU Fully Online requirements and determined you are eligible to participate in the program:

1. Select the **Enroll in CSU Fully Online** link in your Student Center.



2. Select term of enrollment and select **Continue**.

   For additional information regarding this program, select the **What is CSU Fully Online?** link.



3. Search for available CSU Fully Online classes.

   Leave all search fields blank to display all available CSU Fully Online classes or narrow your search results by selecting one or more of the following criteria:

   - Host Campus

- Subject Course Number
- Course Career
- Class Number

4. Select the **Search** button to review the results.



5. Select a class to add by selecting the class number.

6. Review the class details and select the **Select Class** button to continue.



7. Confirm your class selection and submit your enrollment request by selecting **Submit Enrollment Request** button.

8. Select the **OK** button to review the status of your request.



9. Your request will remain in *Request Pending* status until the host campus processes your enrollment.

Final confirmation of enrollment will be sent to you from the host campus along with information regarding logging into their Self-Service portal.

## Add CSU Fully Online Class

## Select classes to add

To view the CSU Fully Online Class Schedule, click Search. To select classes for another term, click Change Term.  If you need more information on CourseMatch, also click Change Term and review the information available via "What is CSU Fully Online?" link.

**Spring 2016 | Undergraduate | CSU Long Beach**   [ change term ]

🕐 Request Pending     ⊗ Not Enrolled     ✔ Enrolled

| Spring 2016 CSU Fully Online Enrollment | | | | | |
|---|---|---|---|---|---|
| Campus | Class | Description | Days & Times | Units | Status |
| Sonoma | EDSP 421D (2472) | Healthy Learners & School Envi | Open | 1.00 | 🕐 |

You have requested or enrolled in the maximum number of CSU Fully Online classes allowed for this term.