Shopping Cart Validation

Check if you have met the pre-requisites for a class before you enroll by using shopping cart validation. You can also determine if you have time conflicts or other registration issues that you can resolve before your enrollment appointment.

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
   a. Enter your Dolphin Name* (ex. first.last###)
   b. Enter your Dolphin Password*
   c. Click on "Sign in" to log in.
   *Both are case sensitive.
   Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

3. Once you are logged into myCI, click on CI Records in the My Links section.

4. Select the "Plan" link in your Student Center under the Academics heading.

5. Add classes to your shopping cart. You can either:
   a. Type in the four digit Class Number associated to your class and click Enter or
   b. Click on Search to find a course based on Class Subject and Number
6. Click the check boxes to select which classes you would like to select for validation, then click Validate.

7. The results will let you know if you will be able to add the classes or if potential problems exist.

IMPORTANT: If more than one potential problems exists, validation will only display one message at a time. Successful validation does not guarantee enrollment in a course.

For assistance with Shopping Cart Validation please contact us at records.registration@csuci.edu or visit the Enrollment Center, Sage Hall 1020