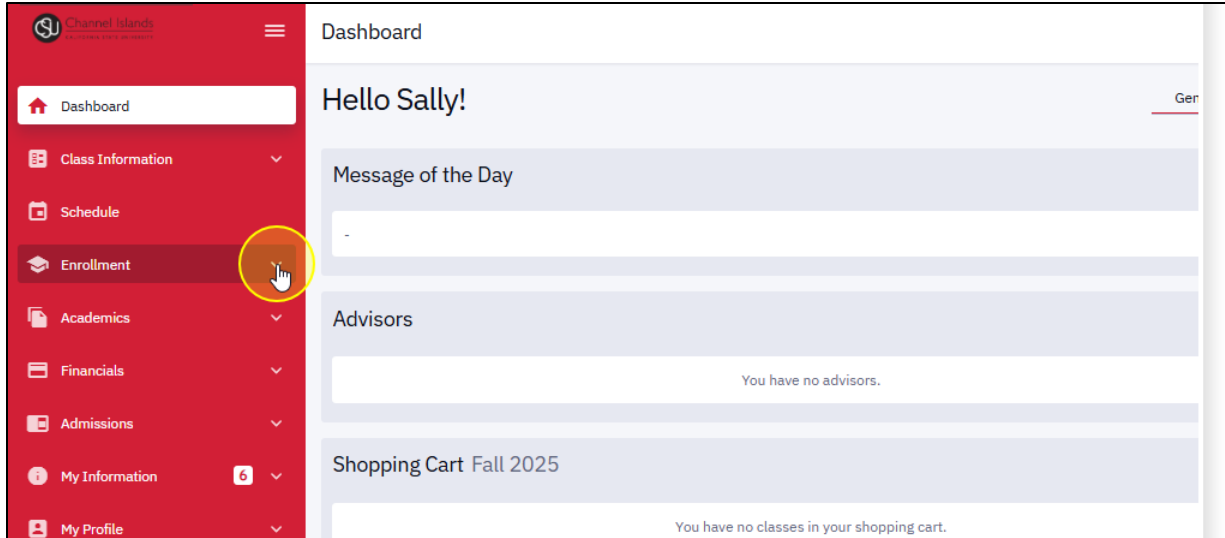


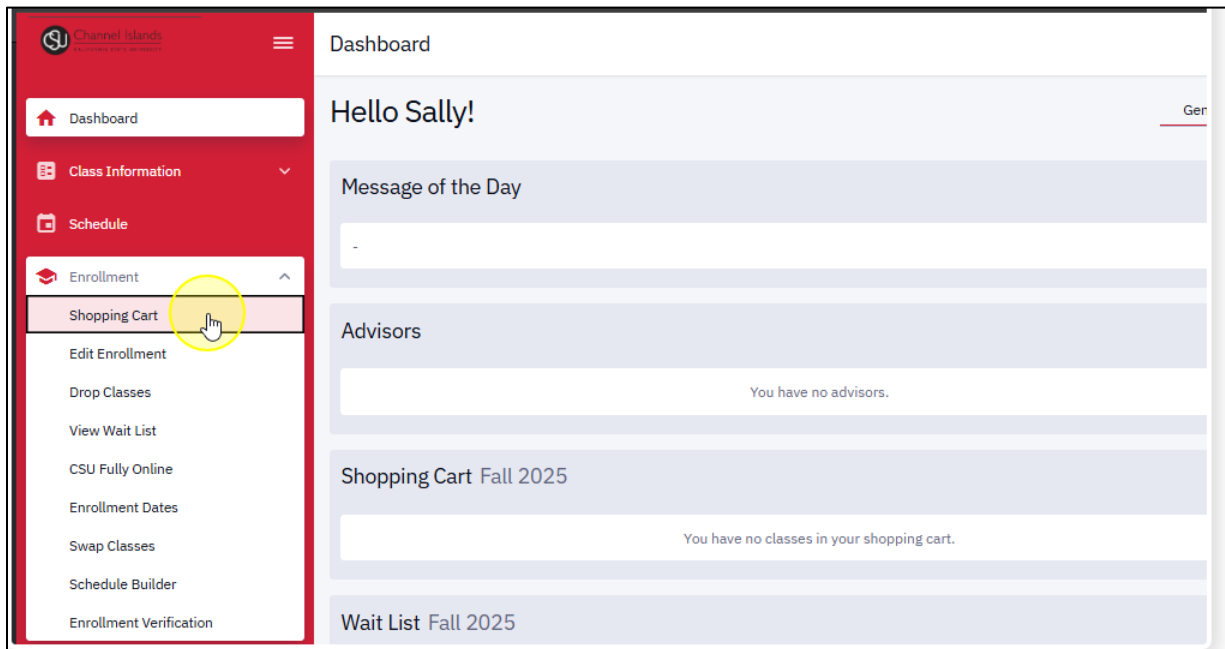
How to Enroll in Classes

Navigation:

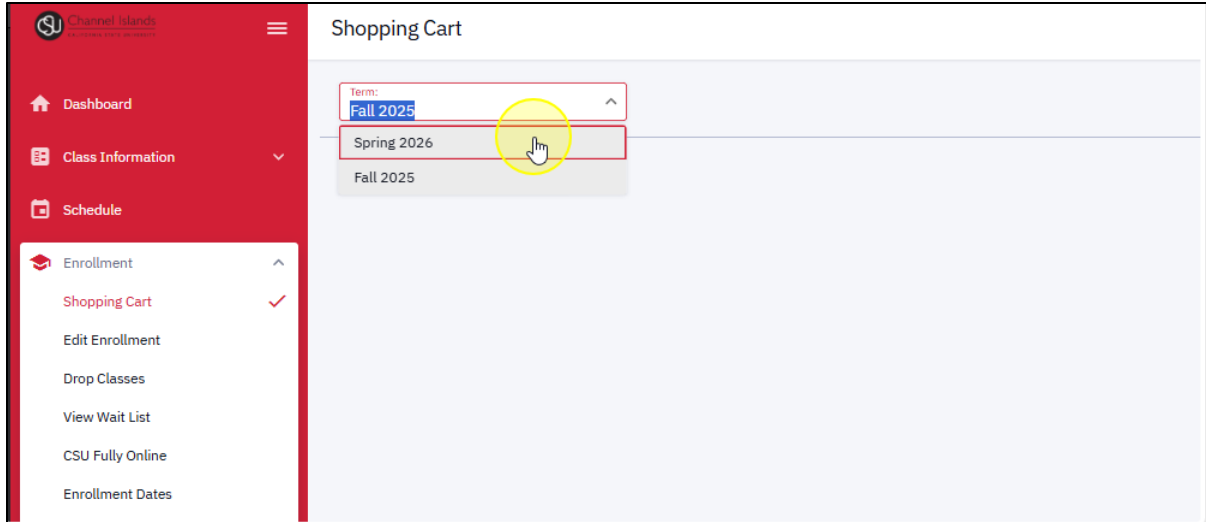
1. Log into myCI and Click the CI Records Tile.
2. From your Dashboard, click on the Enrollment drop-down.



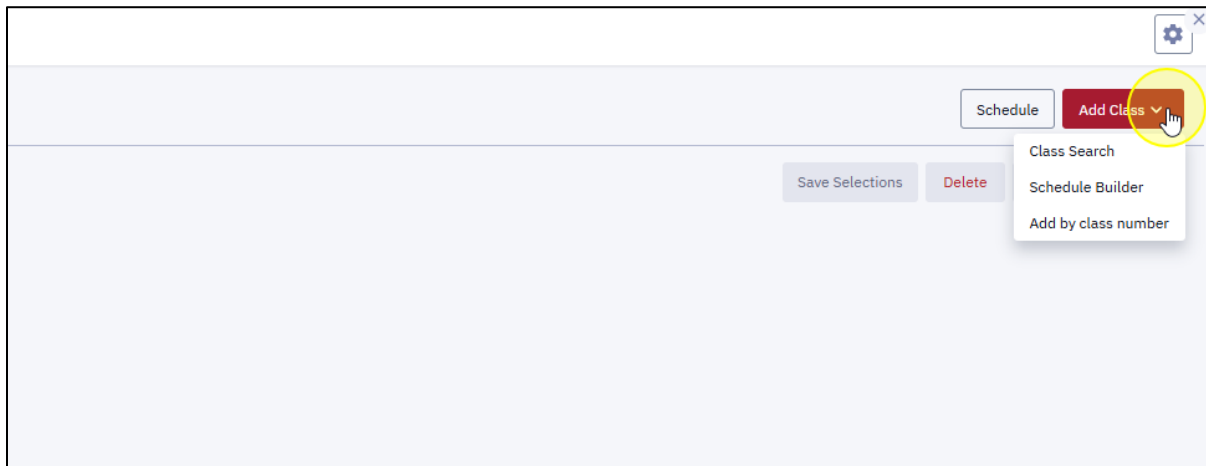
3. Click "Shopping Cart".



4. Select a Term from the drop-down menu.



5. Click "Add Class".

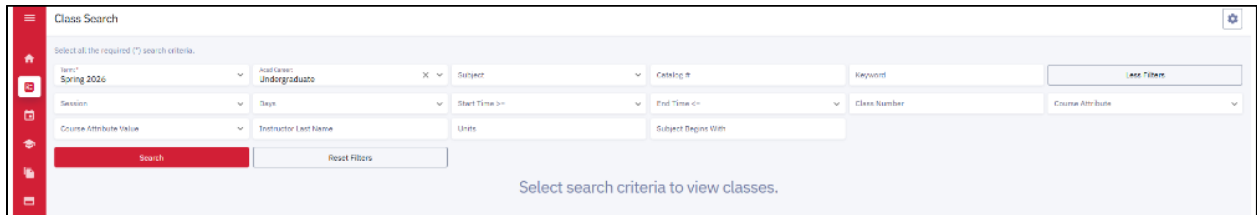


You are given 3 options

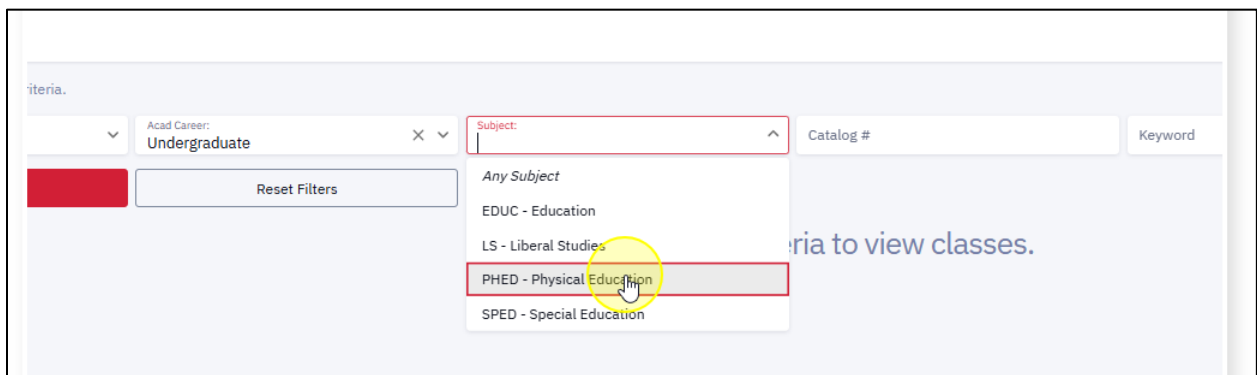
1. Class Search: Find a course based on filters
2. Schedule Builder: Please refer to the [Schedule Builder Guide](#)
3. Add by Class number: Type in the four-digit Class Number associated to your course

Class Search

1. When you select "Class Search" you will want to update the filters based off your search criteria.

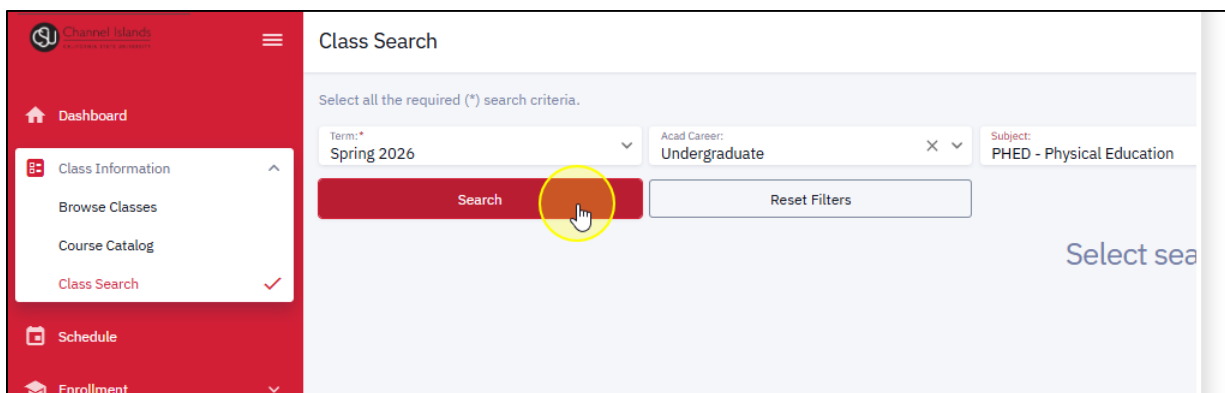


The screenshot shows the "Class Search" page with a sidebar on the left containing navigation icons. The main area has a header "Class Search" and a sub-header "Select all the required (*) search criteria." Below this are several filter fields: "Term:" (Spring 2026), "Acad Career:" (Undergraduate), "Subject", "Catalog #", "Keyword", "Less Filters", "Session", "Days", "Start Time >=", "End Time <=", "Class Number", "Course Attribute", "Course Attribute Value", "Instructor Last Name", "Units", and "Subject Begins With". A red "Search" button and a "Reset Filters" button are at the bottom. A blue prompt "Select search criteria to view classes." is centered at the bottom.



This close-up shows the "Subject:" dropdown menu open. The options are: "Any Subject", "EDUC - Education", "LS - Liberal Studies", "PHED - Physical Education" (highlighted with a red box and a yellow circle), and "SPED - Special Education". The "PHED - Physical Education" option is being selected by a mouse cursor. The background shows the "Reset Filters" button and the blue prompt "Select search criteria to view classes."

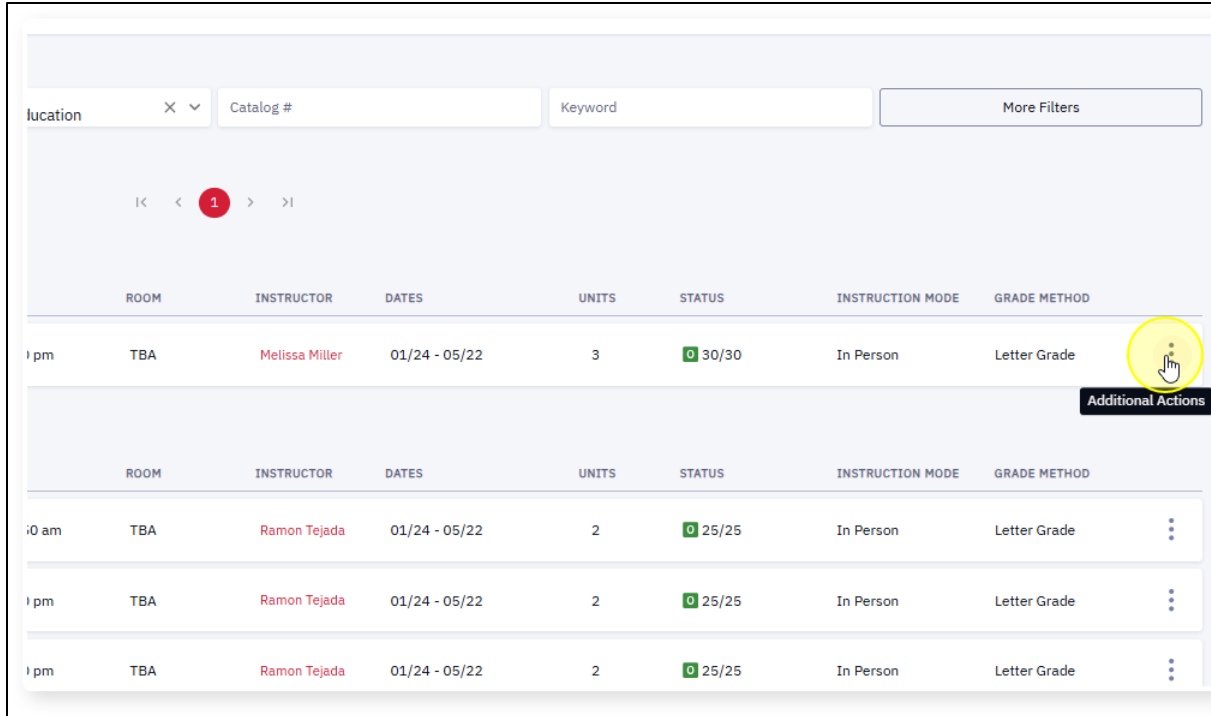
2. Once you have updated the search criteria. Click "Search"



The screenshot shows the "Class Search" page with the sidebar on the left. The sidebar has a red background and contains a "Class Search" option with a checkmark. The main area shows the search criteria: "Term:" (Spring 2026), "Acad Career:" (Undergraduate), and "Subject:" (PHED - Physical Education). The red "Search" button is highlighted with a yellow circle and a mouse cursor. The "Reset Filters" button is also visible. The blue prompt "Select search" is partially visible at the bottom right.

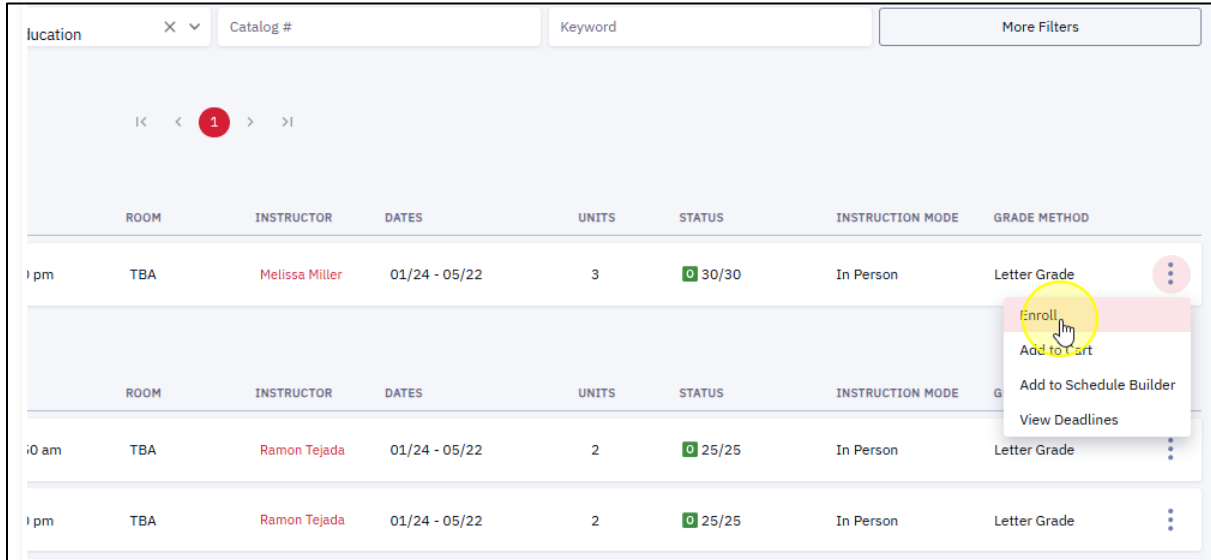
3. On the results page, Click "Additional Actions" on your preferred course.

How to Enroll in Classes



LOCATION	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	GRADE METHOD
1 pm	TBA	Melissa Miller	01/24 - 05/22	3	30/30	In Person	Letter Grade
10 am	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade
1 pm	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade
1 pm	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade

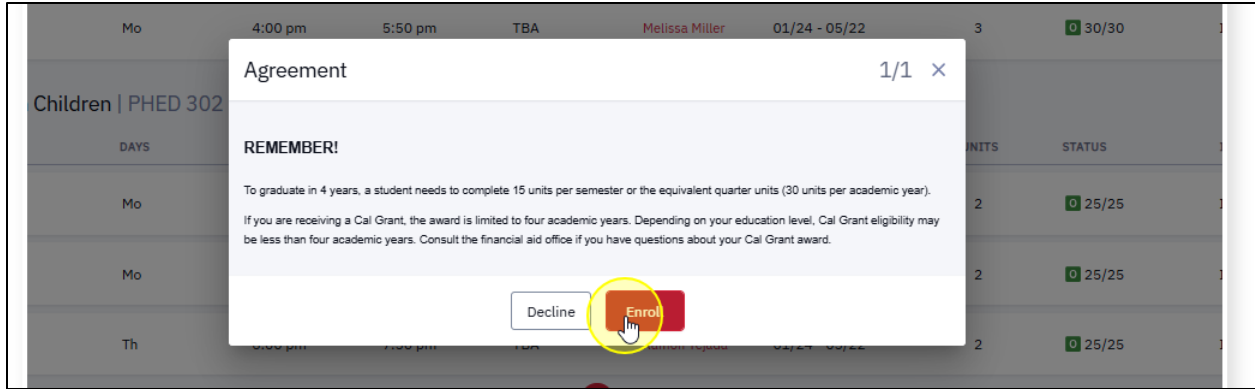
4. Click "Enroll" to register for the course.



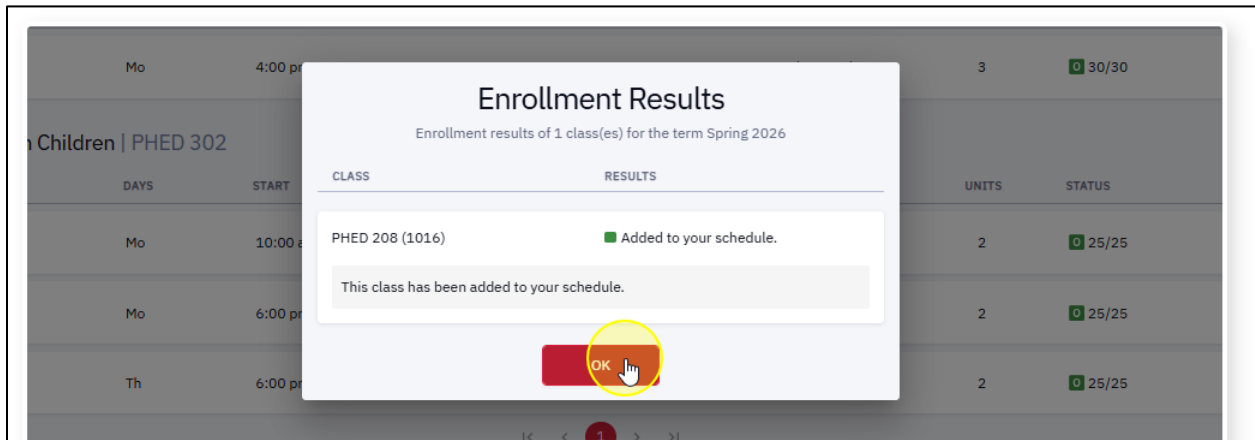
LOCATION	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	GRADE METHOD
1 pm	TBA	Melissa Miller	01/24 - 05/22	3	30/30	In Person	Letter Grade
10 am	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade
1 pm	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade

5. A Cal Grant notice will appear. Click "Enroll".

How to Enroll in Classes



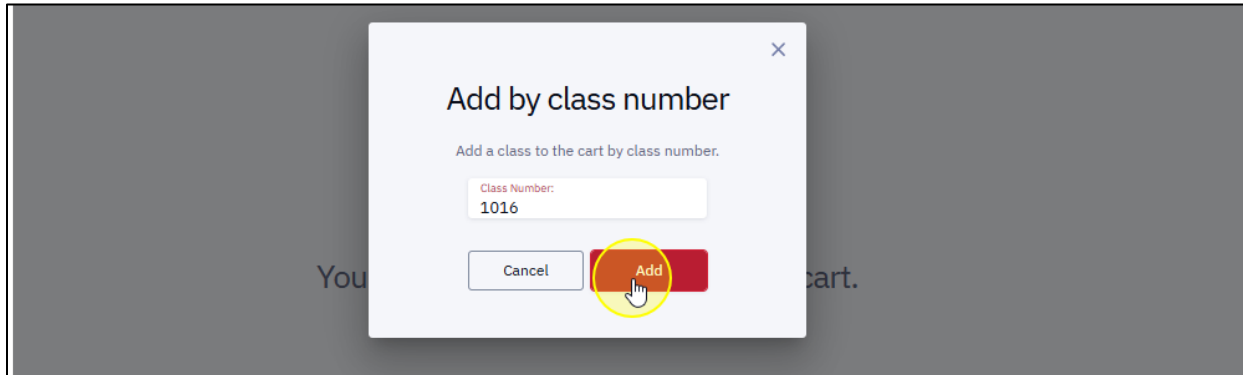
6. Enrollment results will pop up. Click "OK" to exit.



How to Enroll in Classes

Add by Class Number

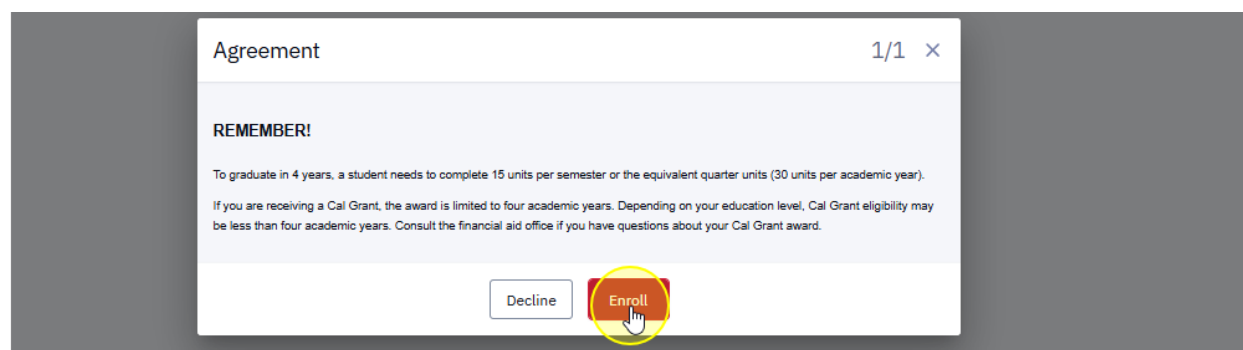
1. When you select “Add by Class Number” enter the Class Number and click “Add”.



2. Click “Enroll” to register for the class.

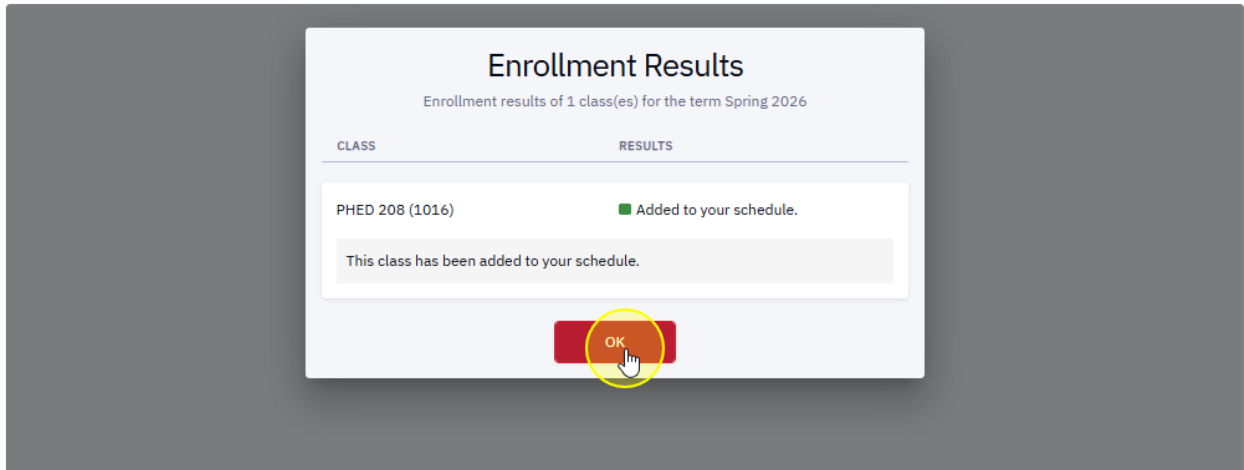


3. A Cal Grant notice will appear. Click "Enroll".



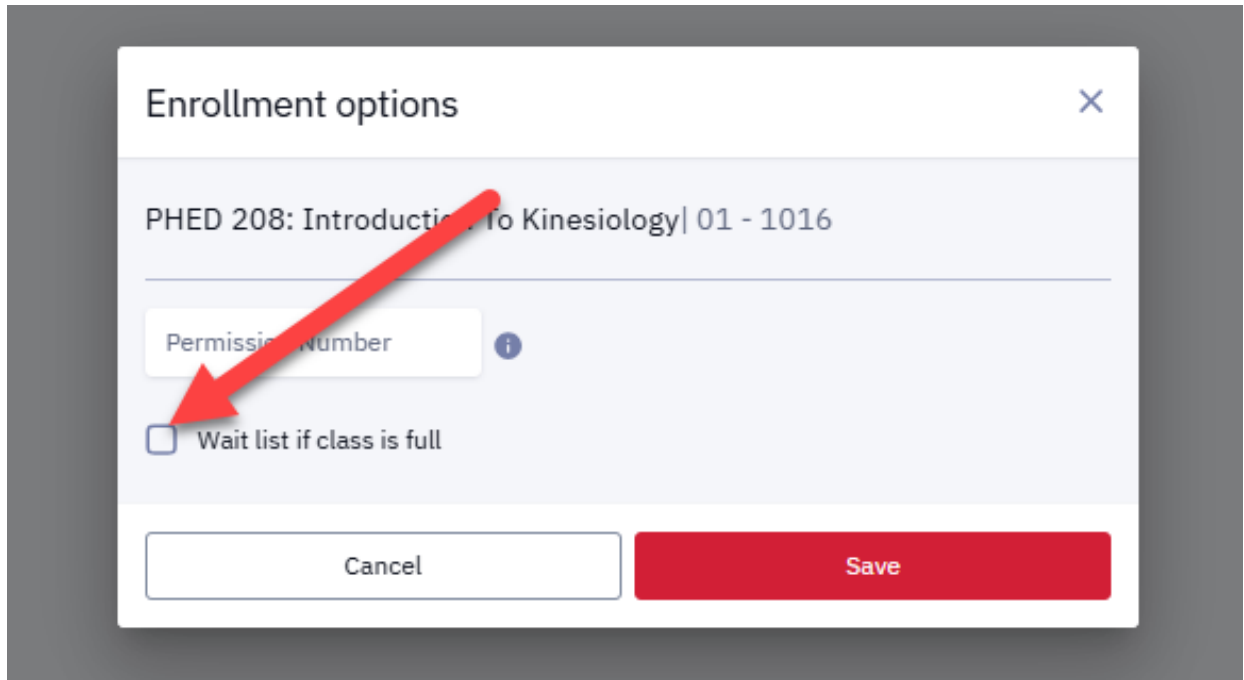
How to Enroll in Classes

4. Enrollment results will pop up. Click "OK" to exit.

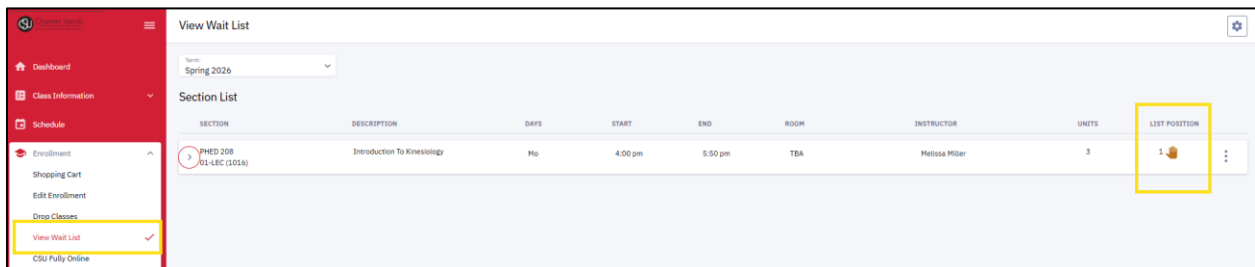


Waitlist

1. If you would like to Waitlist for the class check the “Wait list if class is full” box. Click “Save”.

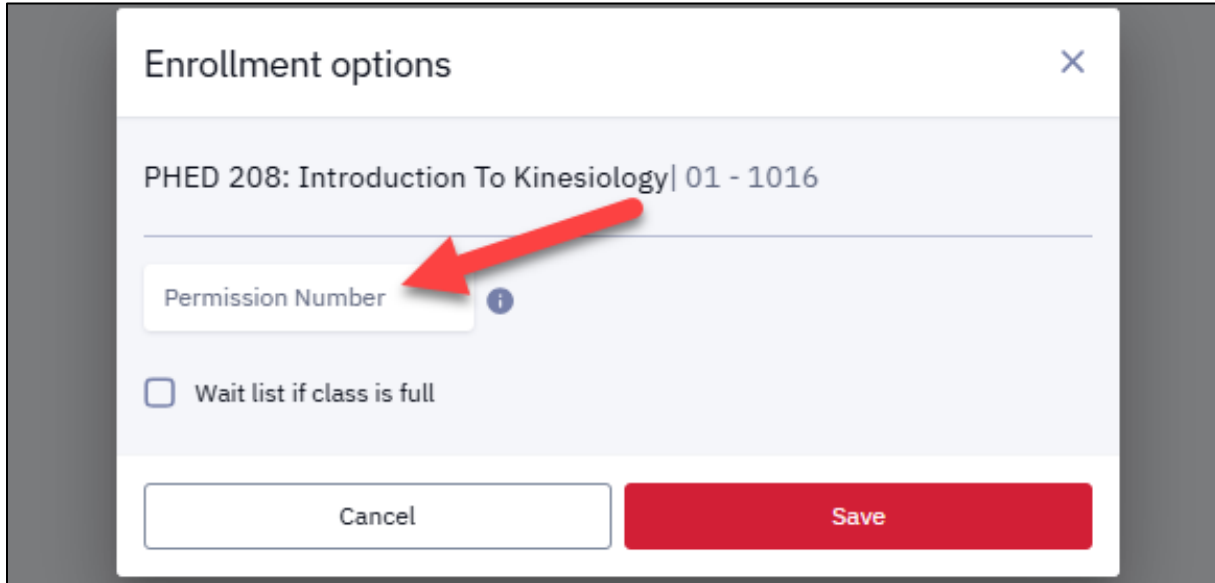


2. You can view your waitlisted course(s) and position by selecting the “View Wait List” option in the “Enrollment” drop-down menu.



Permission Numbers

1. If the course requires a Permission Number. Enter that number in the box. Click “Save”.



Enrollment options

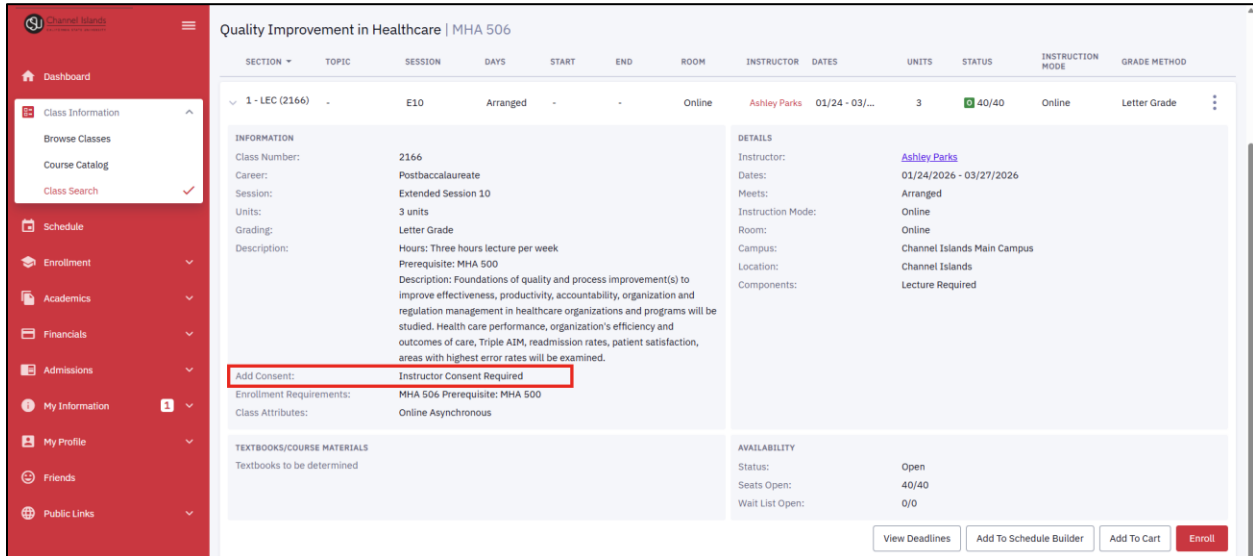
PHED 208: Introduction To Kinesiology | 01 - 1016

Permission Number i

Wait list if class is full

Cancel Save

Please note: If a permission number is required, you will see the note “Instructor Consent Required” in the course description.



Quality Improvement in Healthcare | MHA 506

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	GRADE METHOD
1 - LEC (2166)		E10	Arranged			Online	Ashley Parks	01/24 - 03/...	3	40/40	Online	Letter Grade

INFORMATION

Class Number: 2166
 Career: Postbaccalaureate
 Session: Extended Session 10
 Units: 3 units
 Grading: Letter Grade
 Description: Hours: Three hours lecture per week
 Prerequisite: MHA 500
 Description: Foundations of quality and process improvement(s) to improve effectiveness, productivity, accountability, organization and regulation management in healthcare organizations and programs will be studied. Health care performance, organization's efficiency and outcomes of care, Triple AIM, readmission rates, patient satisfaction, areas with highest error rates will be examined.

DETAILS

Instructor: Ashley Parks
 Dates: 01/24/2026 - 03/27/2026
 Meets: Arranged
 Instruction Mode: Online
 Room: Online
 Campus: Channel Islands Main Campus
 Location: Channel Islands
 Components: Lecture Required

Enrollment Requirements: MHA 506 Prerequisite: MHA 500
Class Attributes: Online Asynchronous

TEXTBOOKS/COURSE MATERIALS
 Textbooks to be determined

AVAILABILITY
 Status: Open
 Seats Open: 40/40
 Wait List Open: 0/0

View Deadlines Add To Schedule Builder Add To Cart **Enroll**

The Permission Number box will appear regardless of if you need a permission number or not.

For assistance with Enrollment, please contact us at registrar@csuci.edu or visit the Enrollment Center on the First Floor of Marin Hall.

How to Enroll in Classes