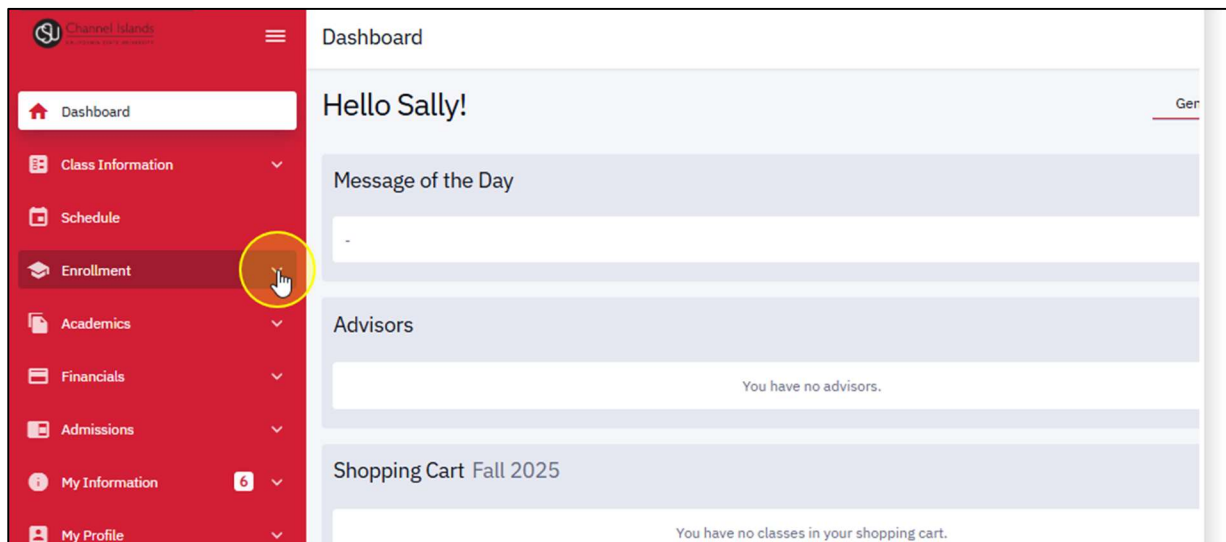


How to Enroll in Classes

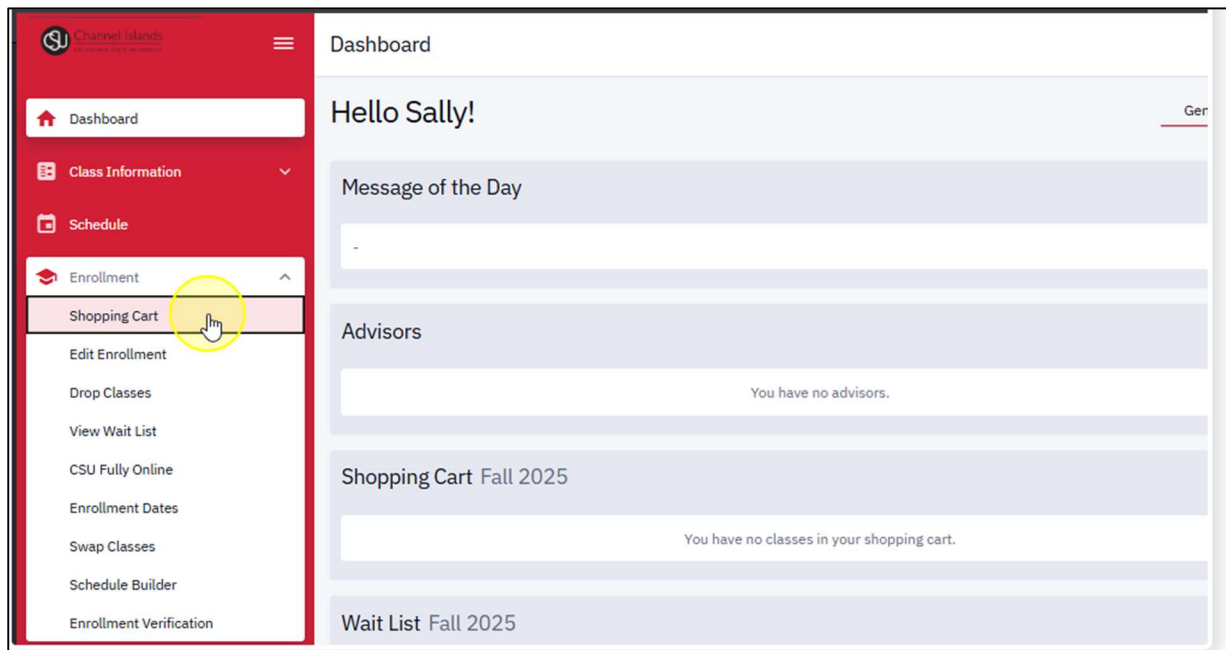
CI Records includes access to enroll in classes, view your class schedule, view your registration appointment times, view your CARR (formerly DPR), grades, and personal contact information on file with the university.

Navigation:

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

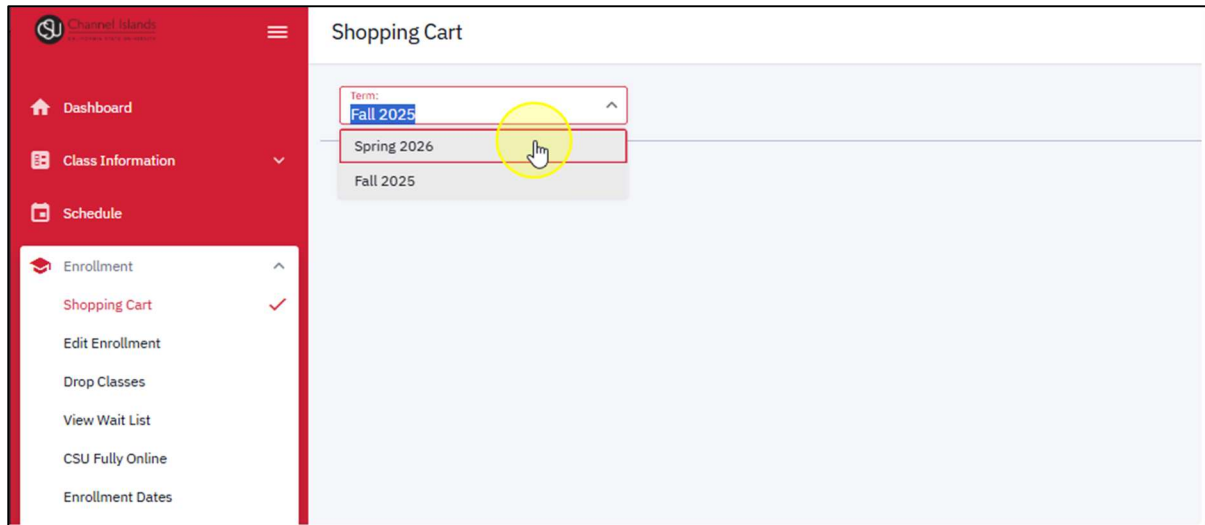


3. Click "Shopping Cart".

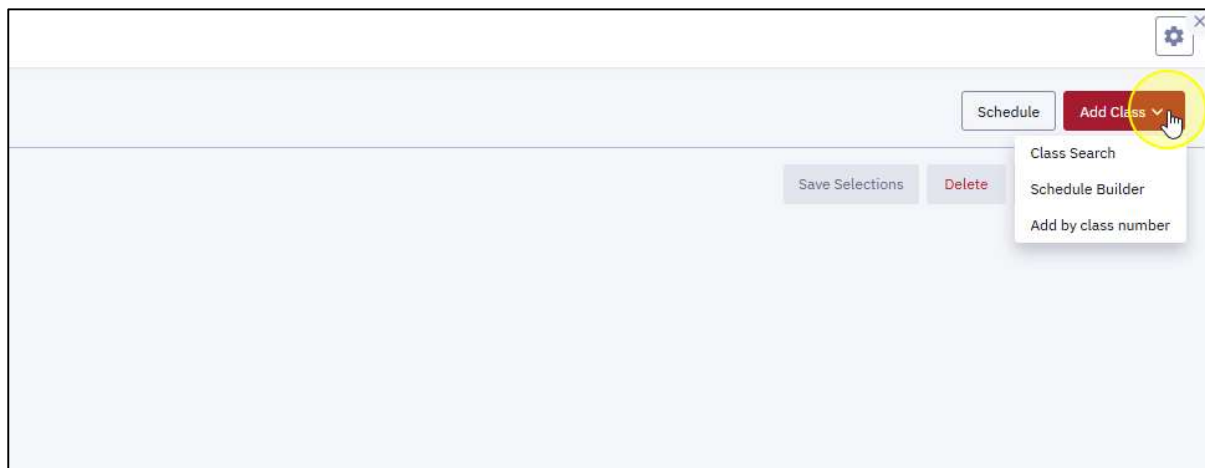


4. Select a Term from the drop-down menu.

How to Enroll in Classes



5. Click "Add Class".



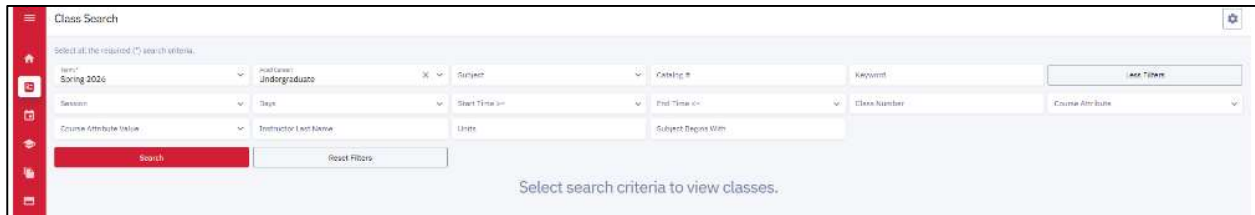
You are given 3 options

1. Class Search: Find a course based on filters
2. Schedule Builder (Refer to Schedule Builder guide) Need to hyperlink to registrar page guide
3. Add by Class number: Type in the four-digit Class Number associated to your course

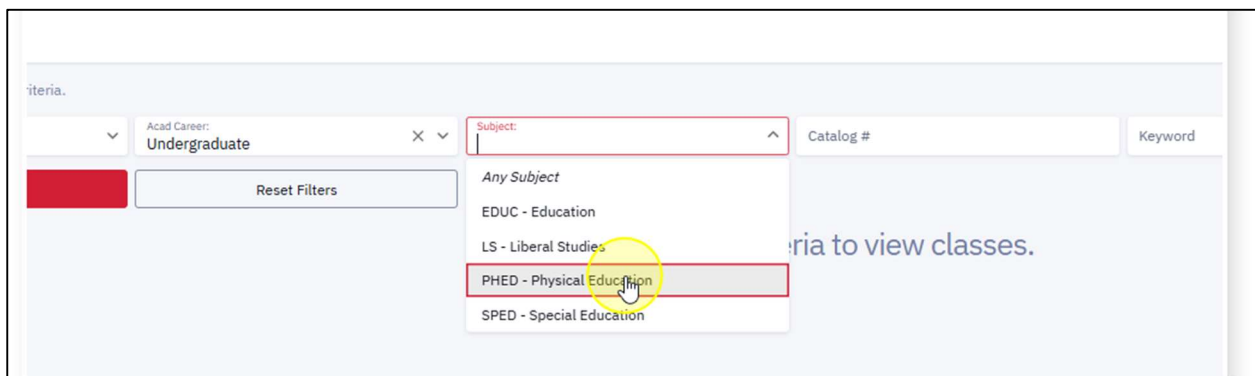
How to Enroll in Classes

Class Search

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

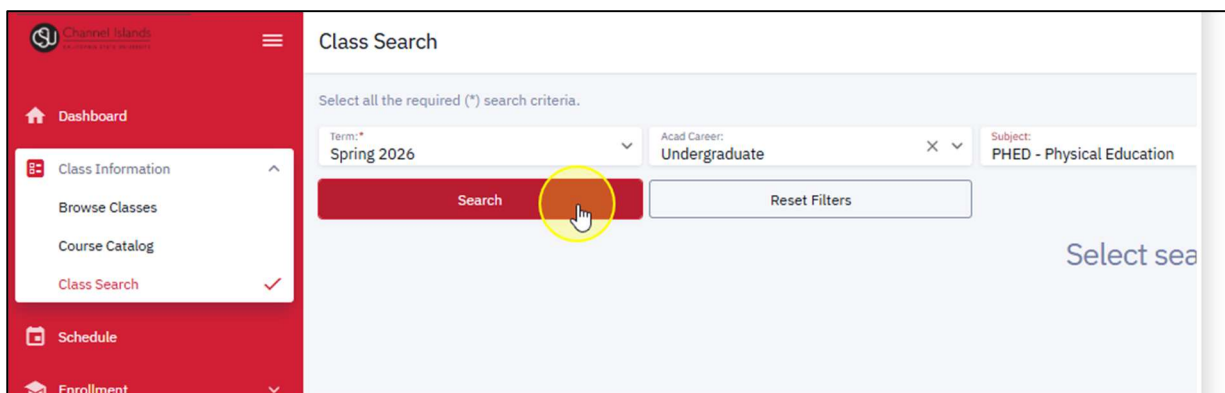


The screenshot shows the 'Class Search' page with a sidebar on the left containing navigation icons. The main area has a header 'Class Search' and a sub-header 'Select all the required (*) search criteria.' Below this are several filter dropdowns: Term (Spring 2026), Acad Career (Undergraduate), Subject, Catalog #, Keyword, 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 text prompt 'Select search criteria to view classes.' is visible.



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 yellow circle and a mouse cursor), and SPED - Special Education. The background shows the 'Reset Filters' button and the blue text prompt 'Select search criteria to view classes.'

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



This screenshot shows the full 'Class Search' page. The sidebar on the left has a red background and contains links: Dashboard, Class Information (with a sub-menu: Browse Classes, Course Catalog, Class Search), Schedule, and Enrollment. The main area shows the search filters updated: 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 text prompt 'Select search criteria to view classes.' is partially visible.

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

How to Enroll in Classes

location

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Catalog #

Keyword

More Filters

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	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	⋮
Additional Actions								
	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	GRADE METHOD	
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

X

▼

Catalog #

X

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Keyword

X

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More Filters

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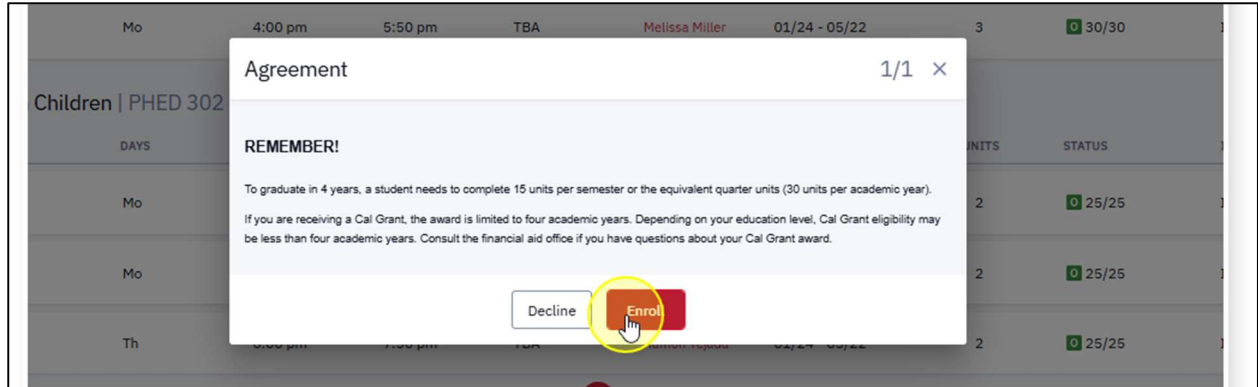
<

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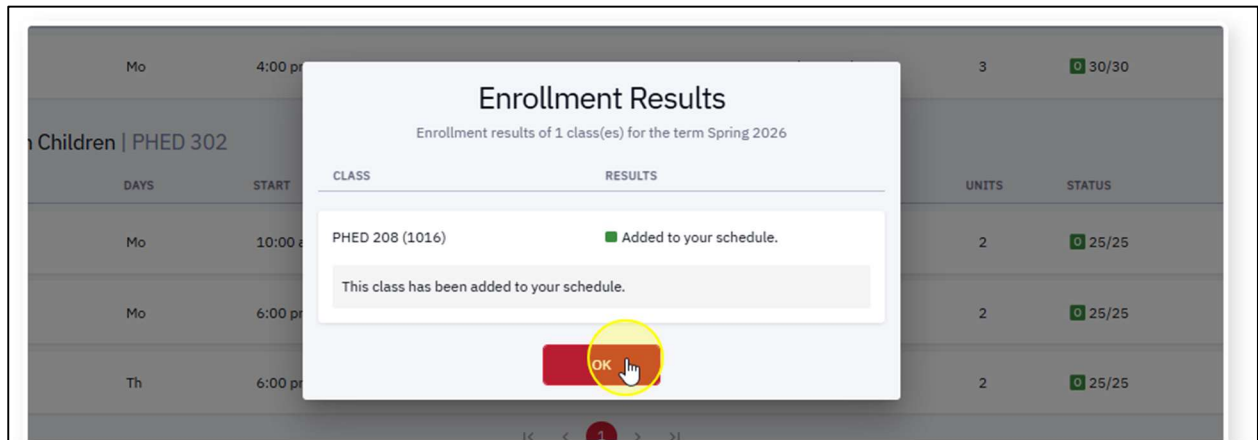
	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	GRADE METHOD
1 pm	TBA	Melissa Miller	01/24 - 05/22	3	30/30	In Person	Letter Grade
							Enroll Add to Cart Add to Schedule Builder View Deadlines
10 am	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade
1 pm	TBA	Ramon Tejada	01/24 - 05/22	2	25/25	In Person	Letter Grade

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

How to Enroll in Classes



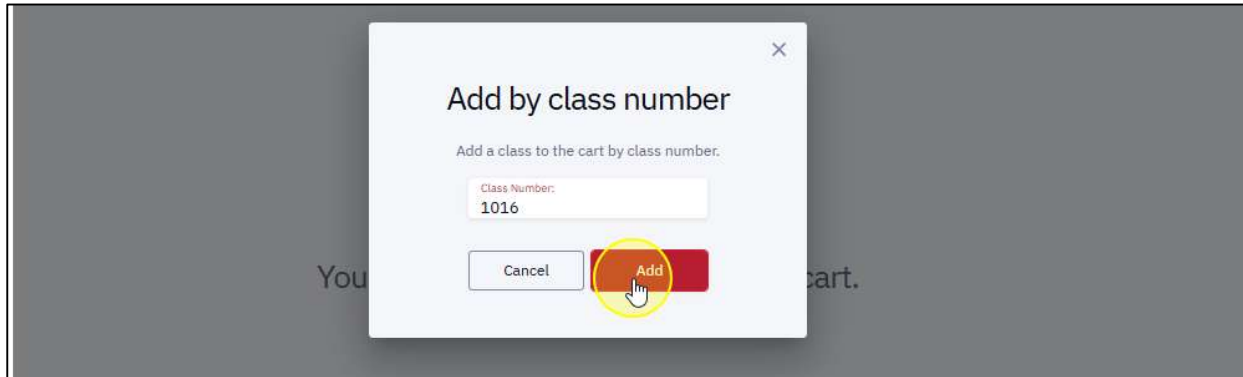
6. Enrollment results will pop up. Click "OK" to exit.



How to Enroll in Classes

Add by Class Number

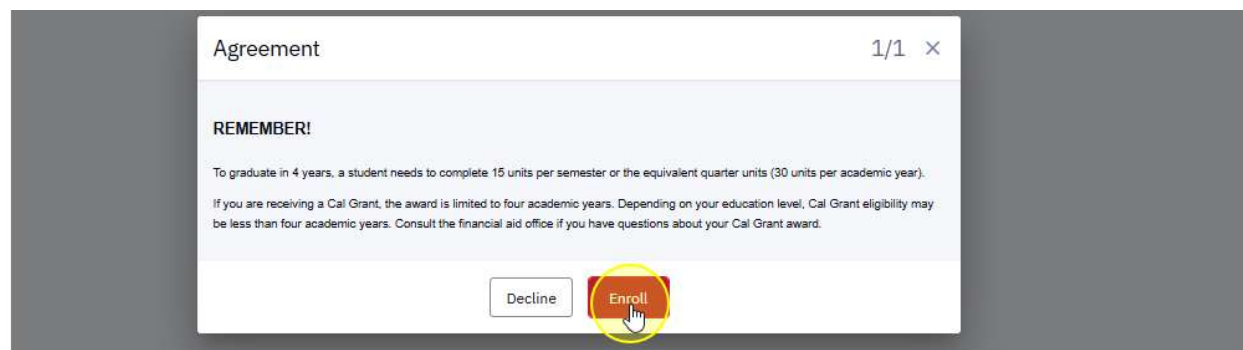
1. When you select “Add by Class Number” enter the Class Number and click “Add”.



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

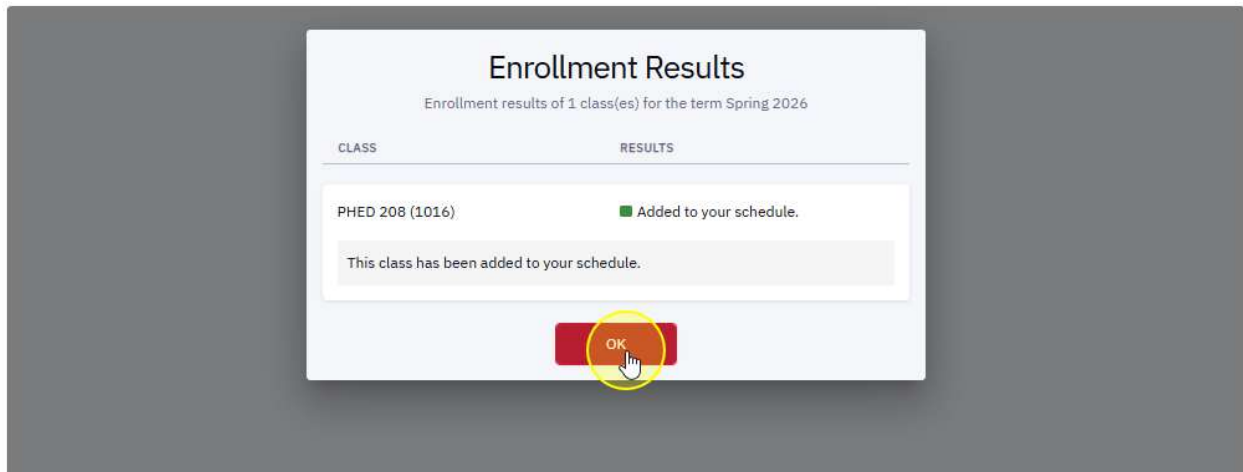


3. A Cal Grant notice will appear. Click "Enroll".



How to Enroll in Classes

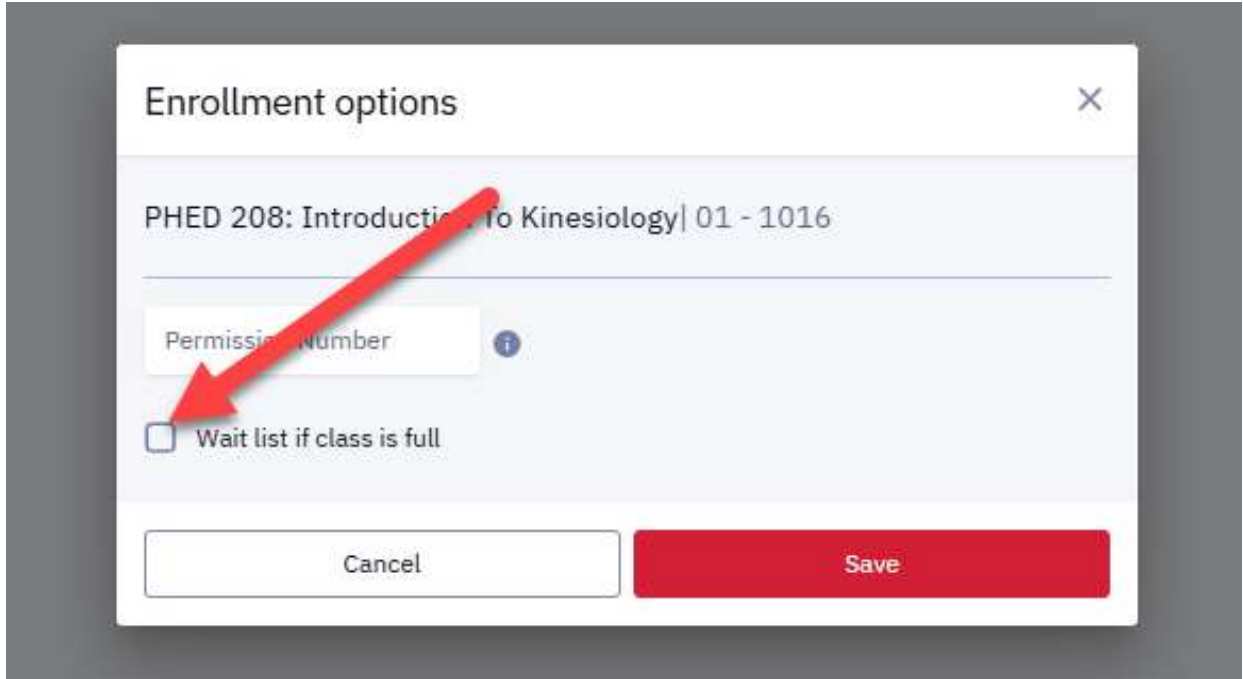
4. Enrollment results will pop up. Click "OK" to exit.



How to Enroll in Classes

Waitlist

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



Enrollment options [X]

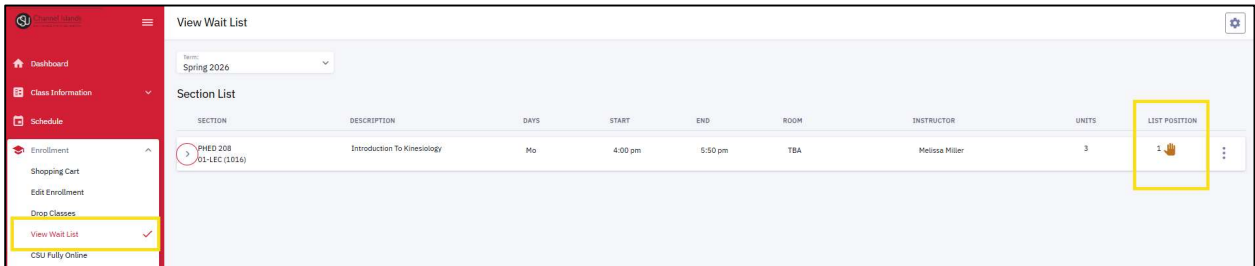
PHED 208: Introduction to Kinesiology | 01 - 1016

Permission Number [i]

☐ Wait list if class is full

Cancel Save

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



View Wait List [Settings]

Term: Spring 2026

Section List

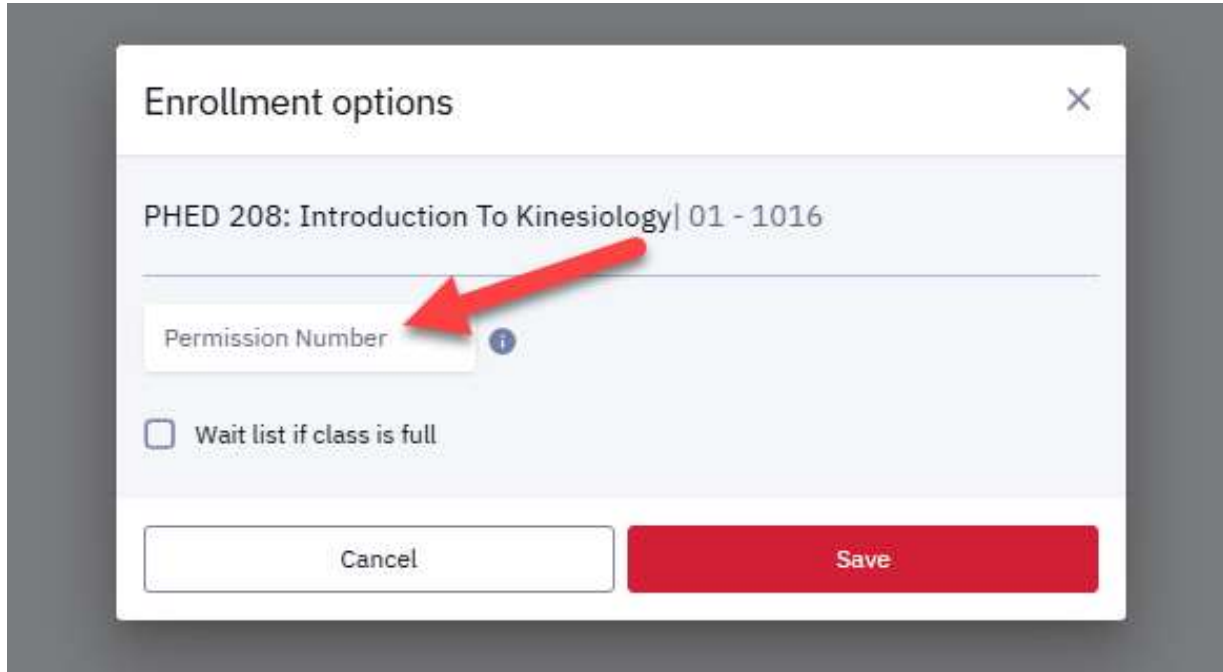
SECTION	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	LIST POSITION
PHED 208 01-LEC (1016)	Introduction To Kinesiology	Mo	4:00 pm	5:50 pm	TBA	Melissa Miller	3	1

Left Sidebar: Enrollment, Shopping Cart, Edit Enrollment, Drop Classes, **View Wait List** (checked), CSU Fully Online

How to Enroll in Classes

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

☐ Wait list if class is full

Cancel Save

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