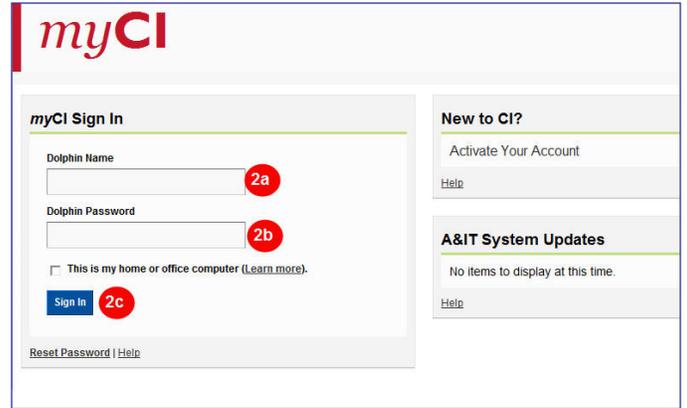


CI Records includes access to enroll in classes, view your class schedule, view your registration appointment times, view your CARR (formerly DPR), grades, and personal contact information on file with the university.

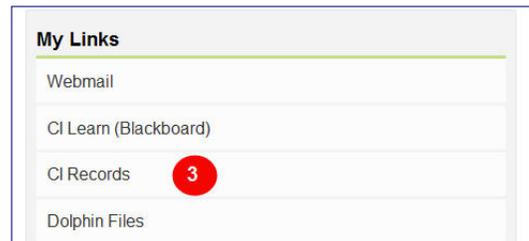
1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last####)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.

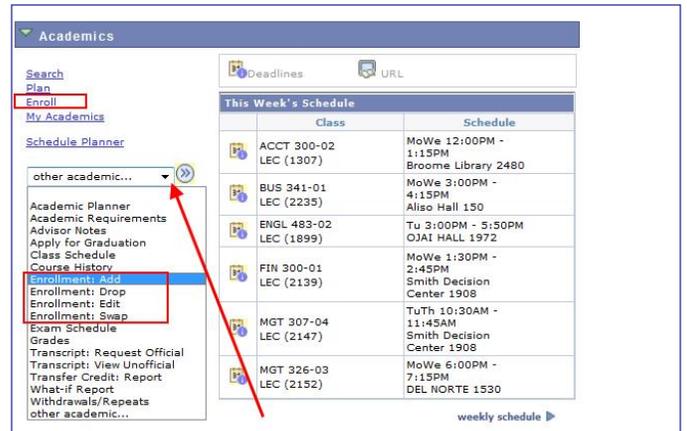
Note: New students must click on the "Activate Your Account" link and follow the instructions from there.



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

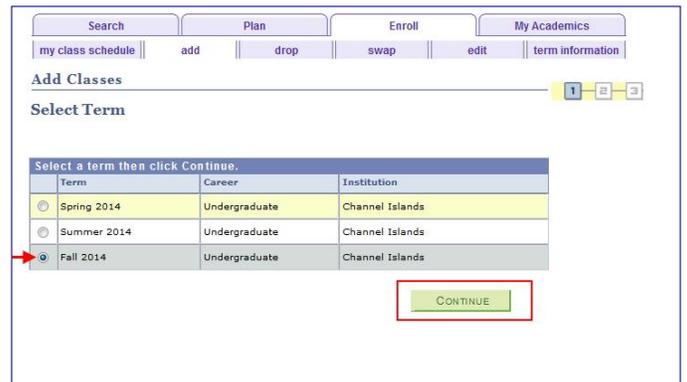


4. Once you are in the Student Center, in the Academics section, click on the "Enroll" link or use the drop drop and select "Enrollment: Add" and click on the go icon next to it.



Class	Schedule
ACCT 300-02 LEC (1307)	MoWe 12:00PM - 1:15PM Broome Library 2480
BUS 341-01 LEC (2235)	MoWe 3:00PM - 4:15PM Aliso Hall 150
ENGL 483-02 LEC (1899)	Tu 3:00PM - 5:50PM OJAI HALL 1972
FIN 300-01 LEC (2139)	MoWe 1:30PM - 2:45PM Smith Decision Center 1908
MGT 307-04 LEC (2147)	TuTh 10:30AM - 11:45AM Smith Decision Center 1908
MGT 326-03 LEC (2152)	MoWe 6:00PM - 7:15PM DEL NORTE 1530

5. Select a term if you are given a choice and click on Continue.



Term	Career	Institution
<input type="radio"/> Spring 2014	Undergraduate	Channel Islands
<input type="radio"/> Summer 2014	Undergraduate	Channel Islands
<input checked="" type="radio"/> Fall 2014	Undergraduate	Channel Islands

6. Options for Selecting a Class to add:

1. Type in the four digit Class Number associated to your course and click Enter
2. Click on Search to find a course based on Course Subject and Number (ex. MATH 150)

7. Once you select the class, you will be taken to the Enrollment Preferences page, where you will need to make choices prior to moving forward:

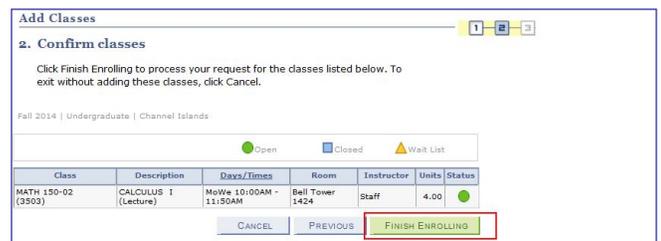
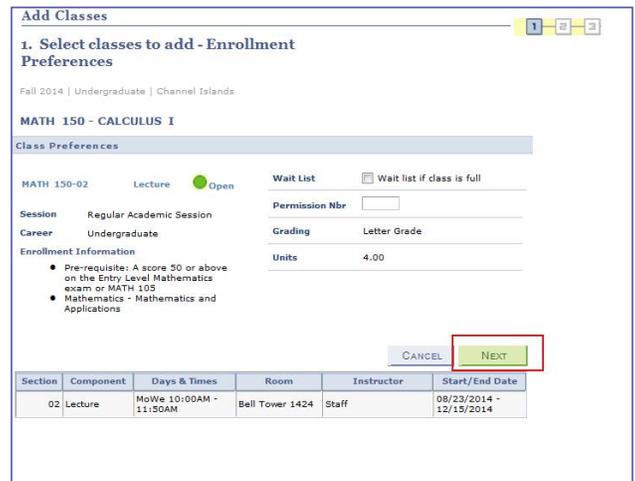
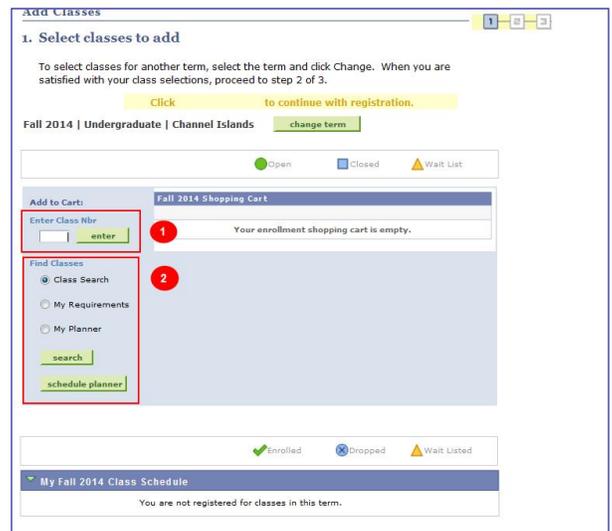
1. If the Class is Open and does not need a permission number*, you can click on Next.
2. If the Class is Full (Waitlisted) and you are interested in getting added to the Waitlist, click on the Checkbox "Wait list if class is full". Note: If the Class is Closed, no further enrollment in the class or on the Waitlist is being permitted.
3. *Permissions Numbers are used:

- i. Prior to the semester starting- to Enroll in a class where the pre-requisite is "Permission from Instructor to Add this class is required". These are typically senior level courses.
- ii. Weeks 1-3 of the semester- to Enroll in a class. If you are granted permission to add, the instructor will give you a number.

8. To add another class into your Shopping Cart, go back to Step 6. If you are ready to Add the Class, click on proceed to Step 2 of 3.

9. To finish adding a class, click on Finish Enrolling.

10. If your Status gives a Success message, you are now enrolled in the class. If your Status gives an Error, you are not enrolled in the class.



For assistance with understanding your Student Center,
please visit the Enrollment Center in Sage Hall, Room 1020