

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.

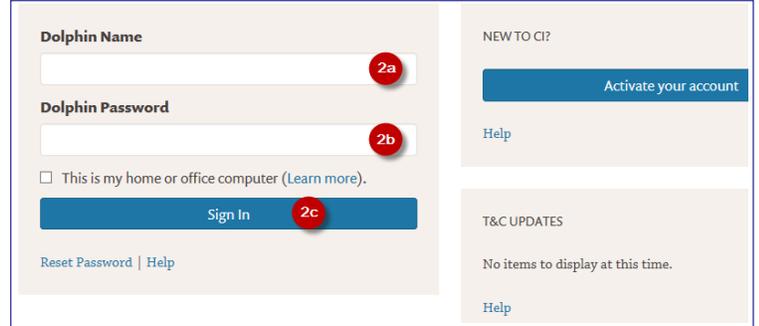
2. On the sign-in page:

- Enter your Dolphin Name* (ex. first.last####)
- Enter your Dolphin Password*
- Click on "Sign in" to log in.

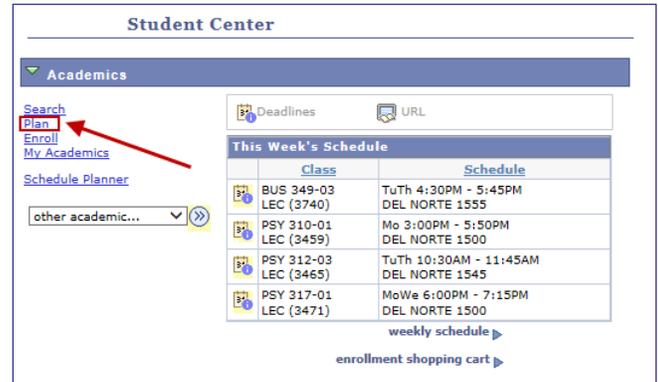
*Both are case sensitive.

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.



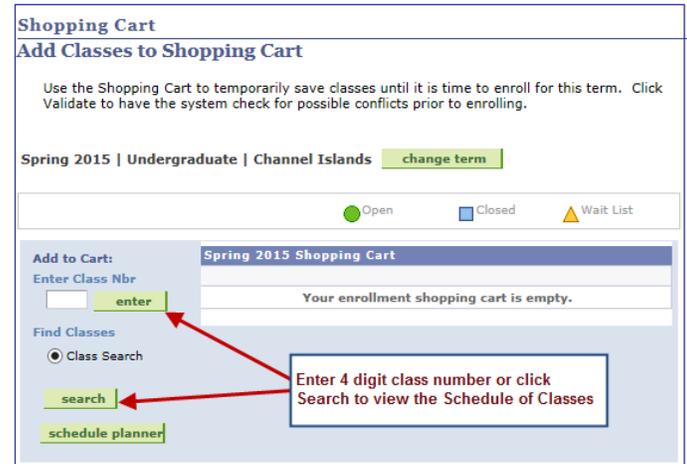

4. Select the "Plan" link in your Student Center under the Academics heading.



Class	Schedule
BUS 349-03 LEC (3740)	TuTh 4:30PM - 5:45PM DEL NORTE 1555
PSY 310-01 LEC (3459)	Mo 3:00PM - 5:50PM DEL NORTE 1500
PSY 312-03 LEC (3465)	TuTh 10:30AM - 11:45AM DEL NORTE 1545
PSY 317-01 LEC (3471)	MoWe 6:00PM - 7:15PM DEL NORTE 1500

5. Add classes to your shopping cart. You can either:

- Type in the four digit Class Number associated to your class and click Enter or
- Click on Search to find a course based on Class Subject and Number



Enter 4 digit class number or click Search to view the Schedule of Classes

- Click the check boxes to select which classes you would like to select for validation, then click Validate.

Shopping Cart
Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Spring 2015 | Undergraduate | Channel Islands [change term](#)

Open Closed Wait List

Add to Cart:
 Enter Class Nbr [enter](#)
 Find Classes
 Class Search
[search](#)
[schedule planner](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 101-01 (3086)	Mo 9:00AM - 11:50AM	DEL NORTE 2550	A. Perchuk	3.00	●
<input checked="" type="checkbox"/>	PSY 300-1A (3680)	Mo 6:00PM - 7:50PM	Bell Tower 1716	L. Malakoff	4.00	●
<input type="checkbox"/>	PSY 300-01 (3679)	MoWe 3:00PM - 4:15PM	DEL NORTE 1550	L. Malakoff		●
<input checked="" type="checkbox"/>	PSY 313-01 (3713)	Mo 9:00AM - 11:50AM	DEL NORTE 1500	M. Moon	3.00	●
<input checked="" type="checkbox"/>	PSY 345-05 (2560)	We 6:00PM - 8:50PM	TBA	L. Walker	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

You must select the classes that you wish to validate

Enrolled Dropped Wait Listed

My Spring 2015 Class Schedule
 You are not registered for classes in this term.

- 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.

Shopping Cart
Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

OK to Add Potential Problem

Description	Message	Status
PSY 345	OK to Add.	✓
ART 101	OK to Add.	✓
PSY 300	Enrollment Requisites are not met. Pre-requisite: PSY 202 and Upper division standing, or consent of instructor	✗
PSY 313	There is a time conflict for class number 3086 and class number 3713. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✗

[SHOPPING CART](#)

For assistance with Shopping Cart Validation

please contact us at registrar@csuci.edu or visit the Enrollment Center, Sage Hall 1020