Register for Early Start Classes at CSU Chico

1) Log into your Chico State Portal account at http://portal.csuchico.edu

2) Under the Records, Registration and Finances tab, click the “Enter Student Center” link.

3) You may be required to update your contact information. If you have any issues, please see the instructions at the end of this document, then come back here to continue registering.

4) A new page will open with the red Oracle logo in the top left corner. Click on the “Enroll in Early Start” link found directly below the Academics heading.

5) A message regarding fee waiver eligibility will pop up. California residents who apply for financial aid and have an Estimated Family Contribution (EFC) of $5,000 or less may be eligible for a waiver of the per unit fee. If you are attending Chico State in the fall and are ineligible for a fee waiver, some or all of your $200 enrollment confirmation deposit may be applied to your Early Start course fee(s). Read the message and click “OK” to continue.
6) On the **Add Classes** screen click the green “**Search**” button.

7) You are now on the **Enter Search Criteria** screen. From the **Subject** drop-down menu, select either Early Start Program English, or Early Start Program Math—whichever one you need. Check the box stating “**Show Open Classes Only**,” then click the green “**Search**” button.
8) Available courses will be listed on the Search Results screen. Click the green “Select” button next to the course you need. If you need help selecting a class, please refer to the Early Start website (http://earlystart.csuchico.edu) or the last page of this document.

9) On the Select classes to add – Enrollment Preferences screen, review the details of the class, including dates, payment deadline, and prerequisites. If you wish to enroll in this class, click the green “Next” button. Otherwise click “Cancel” to search again.
10) Your class is now in your shopping cart on the Select Classes to Add screen. If this is the only course you need, click the green “Proceed to Step 2 of 3” button. If you need to select another class, click the green “Search” button and repeat steps 6–8.

11) If all looks correct on the Confirm classes screen, click the green “Finish Enrolling” button.

12) You might see the Financial Aid Waiver message again. Click OK to proceed.
13) On the **View results** screen, read the messages to be sure your registration was successful. A **green check mark** in the status box means you are enrolled.

Click the “**My Class Schedule**” button if you’d like to print your schedule.

14) If you see a **red x** in the status box, you need to correct an error. If you are enrolling in a math class, you likely chose the wrong level (Beginning vs. Intermediate Algebra). Click the “Add Another Class” button off to the right.

Back on the “Add Classes” screen, click the trash can icon to remove the incorrect class from your shopping cart. Then “**Search**” again (follow steps 5–10) to choose another class.

15) If you need to make a fee payment, select the “**Student Center**” option from the drop down menu in the top right of the screen and then click the “>>” button.
16) In your **Student Center**, you will see your Early Start Summer 2018 Schedule. Regardless of a message in the “Finances” tab saying “You have no outstanding charges at this time,” click the “Account Inquiry” to confirm whether any fees are due after a fee waiver or enrollment confirmation deposit is applied.

17) You’ll be directed to your account summary and any fees owed will be displayed under “Total Due.” If you owe fees, click the green “Make-A-Payment” button to be directed to CashNet, the cashiering system.

18) In CashNet, click one of the “General Student Payment” links. The first link shows all fees due, which may be more than your Early Start fees if you have other CSU, Chico fees owed, including housing or tuition.

The second link will let you enter an adjusted amount you wish to pay. Be sure to pay all Early Start fees to guarantee your seat in the class.

Enter your payment information to complete the Early Start registration process.
Reviewing Contact Information

1) Log into your Chico State Portal account at [http://portal.csuchico.edu](http://portal.csuchico.edu)

2) A new page will open with the red Oracle logo in the top left corner. If you are prompted to review your contact information, you must click the link underlined, “Review/Update your Contact Information.”

3) Another page will open with all of your contact information, which you must either confirm or enter. If there is missing information, that item will be both highlighted and marked with an asterisk.
4) In order to enter information for the required fields, select the underlined, blue link above the highlighted item.

5) For each link you click, you'll be directed to another page prompting you to either add a field or enter information in an empty field.
6) If you add a new field and are prompted to select the type of item, whether it is local, billing, or permanent, you must select the option that was above the highlighted item on the previous screen. If a local phone number was required, for example, you must select the local phone as the “phone type.” This applies to all circumstances, including addresses.

7) Once all of the information is entered, click “Save.” Then, you should notice either the page refreshed or a completion message.

Select “Contact Summary” above the Oracle logo to return the main contact information page.
8) Repeat steps 4-7 until there are no more items highlighted in red. A completed contact information page should look like the image on the right.

9) If all items are completed and correct, check “Yes my information is complete” and then click the link to return your Chico student center.