

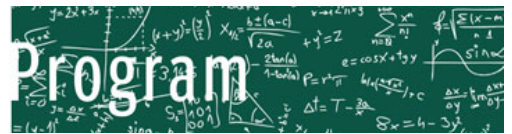
Register for Early Start Classes at CSU Chico

- 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.

The screenshot shows the Student Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The 'Academics' section is expanded, showing a list of links: 'Enroll in Early Start', 'Advisor Notes', 'Degree Progress Report', 'Enroll/Drop', 'Grades', 'My Academics', 'My Class Schedule', 'Smart Planner', 'Transcript - Unofficial', 'Wildcat Scheduler', and 'Withdrawals/Repeats'. A red arrow points to the 'Enroll in Early Start' link. A message box states: 'You are not enrolled in classes for the term selected. Select another term from My Class Schedule.' The 'Finances' section is also visible, with a message: 'You have no outstanding charges at this time.' and a 'MAKE-A-PAYMENT' button.

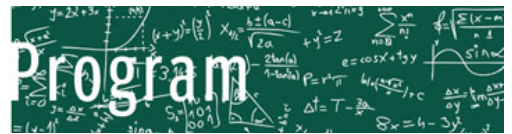
- 5) A message regarding fee waiver eligibility will pop up. California residents who apply for financial aid and have an Estimated Family Contribution (EFC) of \$5,000 or less may be eligible for a waiver of the per unit fee. If you are attending Chico State in the fall and are ineligible for a fee 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.

The screenshot shows the 'Add Classes' page. The top navigation bar includes 'Search', 'Enroll', and 'My Academics'. The 'Add Classes' section is active, with a sub-section '1. Select classes to add'. A message dialog box is overlaid on the page, containing the following text: 'Message', 'FA Waiver - No (30025,12)', and 'You are not eligible for a CSU Early Start Program financial aid waiver. You will be required to pay fees when you enroll in an Early Start course at a CSU campus.' There is an 'OK' button at the bottom of the message box.



- 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.

5 class section(s) found

▼ ESPE 020 - Early Start English

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1171	750-ACT ESP 3WK 1	TBA	World Wide Web/Internet ONLINE	Kimberly Jaxon	06/13/2016 - 06/30/2016	●	select
1182	751-ACT ESP 3WK 1	TBA	World Wide Web/Internet ONLINE	Kimberly Jaxon	06/13/2016 - 06/30/2016	●	select
1183	752-ACT ESP 3WK 1	TBA	World Wide Web/Internet ONLINE	Kimberly Jaxon	06/13/2016 - 06/30/2016	●	select

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.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Summer 2016 | Undergraduate | California State Univ, Chico

ESPE 020 - Early Start English

Class Preferences

ESPE 020-761 Activity ● Open Wait List Wait list if class is full

Session ESP Three Week - Second Permission Nbr

Career Undergraduate Grading Early Start Program - English

Enrollment Information Units 1.00

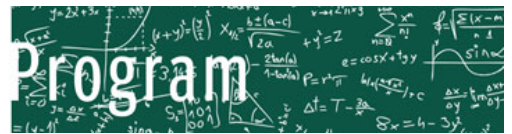
- **Prerequisites:** Must be in Early Start Program and have an EPT score less than 147, a SAT score between 460-490, ACT score between 19-21, or a EAP score of 2.
- Pre-Collegiate
- Remedial Course

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
761	Activity		World Wide Web/Internet ONLINE	Christian Fosen	07/05/2016 - 07/21/2016

NOTES

Class Notes **Registration and payment deadline, June 29.**



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.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ ESPE 020 has been added to your Shopping Cart.

Summer 2016 | Undergraduate | California State Univ, Chico

● Open ■ Closed ▲ Wait List

Add to Cart:		Summer 2016 Shopping Cart						
Enter Class Nbr	enter	Delete	Class	Days/Times	Room	Instructor	Units	Status
	search	🗑	ESPE 020-761 (1173)		World Wide Web/Internet ONLINE	C. Fosen	1.00	●

PROCEED TO STEP 2 OF 3

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

Add Classes 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2016 | Undergraduate | California State Univ, Chico

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ESPE 020-761 (1173)	Early Start English (Activity)		World Wide Web/Internet ONLINE	C. Fosen	1.00	●

12) You might see the Financial Aid Waiver message again. Click **OK** to proceed.

Add Classes 1 2 3

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

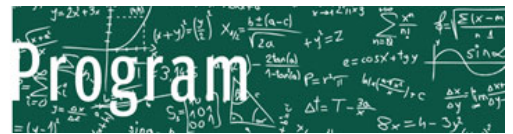
Summer 2016 | Undergraduate | California State Univ, Chico

Class	Status
ESPE 020	✔

Message

FA Waiver - No (30025,12)

You are not eligible for a CSU Early Start Program financial aid waiver. You will be required to pay fees when you enroll in an Early Start course at a CSU campus.



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.

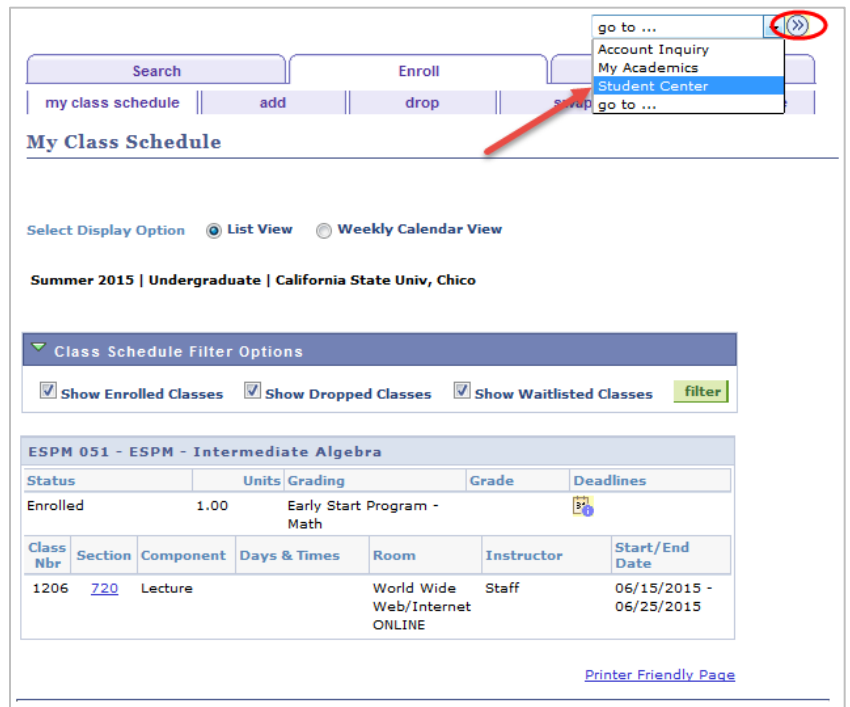


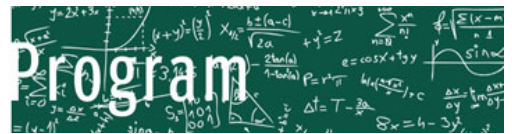
14) If you see a **red x** in the status box, you need to correct an error. If you are enrolling in a math class, you likely chose the wrong level (Beginning vs. Intermediate Algebra). Click the **“Add Another Class”** button off to the right.

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 2017 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.

Finances

My Account
[Account Inquiry](#)
[View 1098-T](#)
 Enroll In Direct Deposit

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... ▾ >>

You have no outstanding charges at this time.

[*Important Student Fee Information](#)

MAKE-A-PAYMENT

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.

Account Inquiry | **Account Services**

summary | activity | charges due | payments | pending aid

Account Summary

You owe **548.00**. For the breakdown, access [Charges Due](#)

- Due Now 548.00
- Future Due 0.00

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Summer 2016	548.00		548.00
Total	548.00		548.00

Currency used is US Dollar.

MAKE-A-PAYMENT

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.

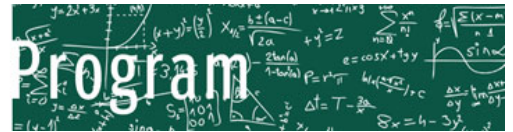
The second link will let you enter an adjusted amount you wish to pay. Be sure to pay all Early Start fees to guarantee your seat in the class.

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

Your account currently has the following charges:

Description	Amount
GENERAL STUDENT PAYMENT	\$548.00

Description	Price	View
GENERAL STUDENT PAYMENT Applies to all student center charges as applicable - tuition, registration fees, non-resident tuition, and housing		View Details
SUMMER SESSION 2016		View Details
FALL 2016 INITIAL HOUSING PAYMENT		View Details
FALL 2016 ADMIT-ENROLLMENT CONFIRM DEPOSIT (\$200) For NEWLY ADMITTED (fall 2016) students only		View Details



Reviewing Contact Information

- 1) Log into your Chico State Portal account at <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."

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

ORACLE Home Sign out

Review of Contact Information is Required

Chico State requires all students keep their contact information current each semester. Before you enroll in classes you are required to review your information and update as needed.

[Review Contact Information](#)

[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***.

Navigation: Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center > Contact Summary Home Sign out

ORACLE

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Permanent Address 400 W. 1st St. Chico, CA 95929	Mail/Local Address 400 W. 1st St. Chico, CA 95929

Phone Information Required by the University

Permanent and Mail/Local phone numbers are required

** A required item is missing. Please click on the hyperlink above the missing information to update.

Contact Information	
Permanent Phone 530-898-6105	Mail/Local Phone **Required**

Contact Information needed "In Case of Emergency"

A person to contact on your behalf in case of an emergency is required.

** A required item is missing. Please click on the hyperlink above the missing information to update.

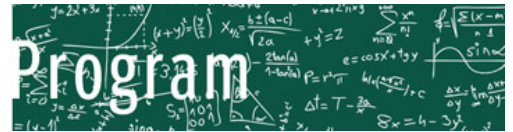
Contact Information	
Primary Contact Name **Required**	Primary Contact Address **Required**
Primary Contact Phone **Required**	

Contact Information if there is an "Emergency On Campus"

The emergency notification system is a service provided by the university to students, faculty and staff to receive an alert in the event of an emergency on campus. You must either include one contact point or choose to OPT-OUT of the service.

** A required item is missing. Please click on the hyperlink above the missing information to update.
**You must either subscribe to this service or Opt-Out.

Contact Information	
Emergency Phone/Voice	Emergency SMS/Texting
Emergency Email	Subscription Status **Required**



- 4) In order to enter information for the required fields, [select the underlined, blue link](#) above the highlighted item.

Oracle Student Center Contact Summary

Please verify that your information is correct. If it is, proceed below.

Contact Information

Permanent Address 400 W. 1st St. Chico, CA 95929	Mail/Local Address 400 W. 1st St. Chico, CA 95929
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Phone Information Required by the University

Permanent and Mail/Local phone numbers are required.

**** A required item is missing. Please click on the hyperlink above the missing information to update.**

Contact Information

Permanent Phone 530-898-6105	Mail/Local Phone Required
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Contact Information needed "In Case of Emergency"

A person to contact on your behalf in case of an emergency is required.

**** A required item is missing. Please click on the hyperlink above the missing information to update.**

Contact Information

Primary Contact Name Required	Primary Contact Address Required
Primary Contact Phone Required	

Contact Information if there is an "Emergency On Campus"

The emergency notification system is a service provided by the university to students, faculty and staff to receive an alert in the event of an emergency on campus. You must either include one contact point or choose to OPT-OUT of the service.

**** A required item is missing. Please click on the hyperlink above the missing information to update.**

****You must either subscribe to this service or Opt-Out.**

Contact Information

Emergency Phone/Voice	Emergency SMS/Texting Required
Emergency Email	Subscription Status Required

- 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.

Oracle Student Center Contact Summary Phone Numbers

Personal Information Security

addresses names phone numbers emergency contacts demographic information

Phone Numbers

You are required to have permanent and mail/local phone numbers on file.

To add a phone type, click on 'Add A Phone Number'.

You cannot delete a permanent or mail/local phone number, but you may edit. Please specify your primary contact number by selecting the preferred checkbox.

To return to the previous page, click Contact Summary or Student Center above.

(14100,326)

*Phone Type	*Telephone	Ext	Country	Preferred	
Permanent	530-898-6105			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Personal Information Security

Addresses Names Phone Numbers Emergency Contacts Demographic Information

go to ...

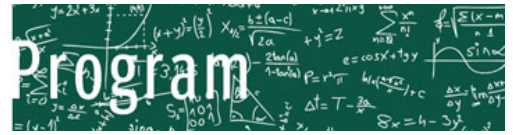
- 6) If you add a new field and are prompted to select the type of item, whether it is local, billing, or permanent, **you must select the option that was above the highlighted item on the previous screen.** If a local phone number was required, for example, you must select the local phone as the “phone type.” This applies to all circumstances, including addresses.

Oracle Self Service interface showing the 'Phone Numbers' section. The page title is 'Phone Numbers' and the breadcrumb trail is 'Favorites > Main Menu > Self Service > Student Center > Contact Summary > Phone Numbers'. The Oracle logo is visible in the top left. The page contains a search bar, navigation tabs for 'Personal Information' and 'Security', and sub-tabs for 'addresses', 'names', 'phone numbers', 'emergency contacts', and 'demographic information'. The 'Phone Numbers' section includes instructions: 'You are required to have permanent and mail/local phone numbers on file.' and 'To add a phone type, click on 'Add A Phone Number'. You cannot delete a permanent or mail/local phone number, but you may edit. Please specify your primary contact number by selecting the preferred checkbox.' Below this is a table with columns: *Phone Type, *Telephone, Ext, Country, Preferred, and delete. The table contains one row with 'Permanent' as the phone type and '530-898-6105' as the telephone number. A red arrow points to the 'ADD A PHONE NUMBER' button below the table. At the bottom, there are 'ADD A PHONE NUMBER' and 'SAVE' buttons, and a '* Required Field' section with navigation tabs for 'Personal Information' and 'Security'.

- 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.

Oracle Self Service interface showing the 'Phone Numbers' section. The page title is 'Phone Numbers' and the breadcrumb trail is 'Favorites > Main Menu > Self Service > Student Center > Contact Summary > Phone Numbers'. The Oracle logo is visible in the top left. The page contains a search bar, navigation tabs for 'Personal Information' and 'Security', and sub-tabs for 'addresses', 'names', 'phone numbers', 'emergency contacts', and 'demographic information'. The 'Phone Numbers' section includes instructions: 'You are required to have permanent and mail/local phone numbers on file.' and 'To add a phone type, click on 'Add A Phone Number'. You cannot delete a permanent or mail/local phone number, but you may edit. Please specify your primary contact number by selecting the preferred checkbox.' Below this is a table with columns: *Phone Type, *Telephone, Ext, Country, Preferred, and delete. The table contains two rows: one with 'Permanent' as the phone type and '530-898-6105' as the telephone number, and another with 'Local' as the phone type and '530-898-6105' as the telephone number. A red arrow points to the 'SAVE' button below the table. At the bottom, there are 'ADD A PHONE NUMBER' and 'SAVE' buttons, and a '* Required Field' section with navigation tabs for 'Personal Information' and 'Security'.



- 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.

Permanent and Mail/Local phone numbers are required

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Permanent Phone	Mail/Local Phone
530-898-6105	530-898-6105

Contact Information needed "In Case of Emergency"

A person to contact on your behalf in case of an emergency is required.

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Primary Contact Name	Primary Contact Address
George Washington	400 W. 1st Street Chico, CA 95929
Primary Contact Phone	
530-898-6105	

Contact Information if there is an "Emergency On Campus"

The emergency notification system is a service provided by the university to students, faculty and staff to receive an alert in the event of an emergency on campus. You must either include one contact point or choose to OPT-OUT of the service.

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Emergency Phone/Voice	Emergency SMS/Texting
None	530-898-6105
Emergency Email	Subscription Status
None	Enrolled in Service

Thank you for updating your Chico State contact information. Check the box below to continue to your Student Center.

Yes my information is complete

- 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.

[Return to Registration Instructions](#)

Permanent and Mail/Local phone numbers are required

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Permanent Phone	Mail/Local Phone
530-898-6105	530-898-6105

Contact Information needed "In Case of Emergency"

A person to contact on your behalf in case of an emergency is required.

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Primary Contact Name	Primary Contact Address
George Washington	400 W. 1st Street Chico, CA 95929
Primary Contact Phone	
530-898-6105	

Contact Information if there is an "Emergency On Campus"

The emergency notification system is a service provided by the university to students, faculty and staff to receive an alert in the event of an emergency on campus. You must either include one contact point or choose to OPT-OUT of the service.

Please verify that your information is correct. If it is, proceed below.

Contact Information	
Emergency Phone/Voice	Emergency SMS/Texting
None	530-898-6105
Emergency Email	Subscription Status
None	Enrolled in Service

Thank you for updating your Chico State contact information. Check the box below to continue to your Student Center.

Yes my information is complete