**Important:** If your Early Start Program Page indicates that you that you are required to participate in BOTH Math and English/Written Communication, you will need to **Opt Out** of English by clicking the check box on the Program Page. You will not be able to register for both classes due to a time conflict and should **register for the Math course**.

1) Log into your Student Center in the Chico State Portal. Under the Academics banner click “Early Start Program” link

2) You are now on the **Enter Search Criteria** screen. From the **Subject** drop-down menu, select either English, or Mathematics. You can also check the box stating **Show Open Classes Only,** then click the green **Search** button.
3) 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 ([https://rce.csuchico.edu/earlystart](https://rce.csuchico.edu/earlystart)) or the last page of this document.

![Search Results](image)

4) 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.

![Select classes to add](image)
5) 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.
6) Click “OK”

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

8) If you see a green check mark, your enrollment is complete. If you see a red X, you likely chose a class that you are not required to take. Remove the class from your schedule and double check your Early Start requirement on your Program Page or by contacting the Admissions Office.
9) 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.

10) In your **Student Center**, you will see your Early Start Summer 2019 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.

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.
11) 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.