

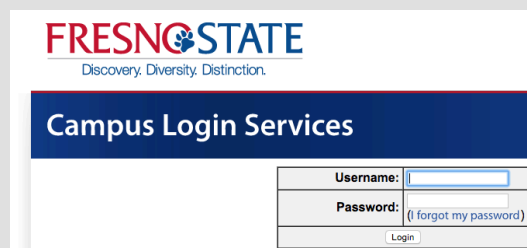
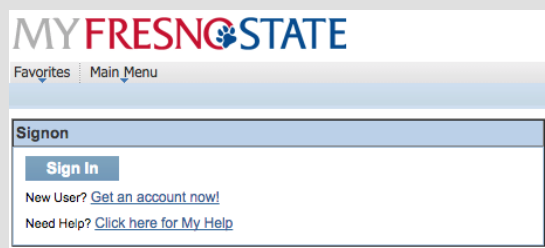
# Registering for Early Start Courses

## Instructions for Fresno State Students

These instructions will help you register for your Early Start courses at Fresno State. If you have any questions, please contact us using the information at the bottom of the page.

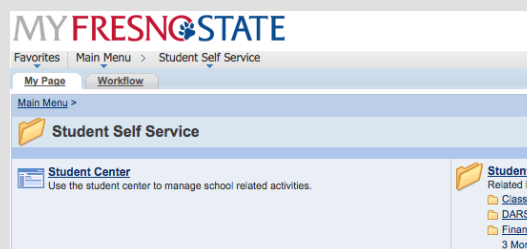
### Step 1: Log into your MyFresnoState account

1. Go to [my.fresnostate.edu](http://my.fresnostate.edu).
2. Click "Sign In."
3. Enter your Fresno State email username and password (without @mail.fresnostate.edu).
4. Click "Login."



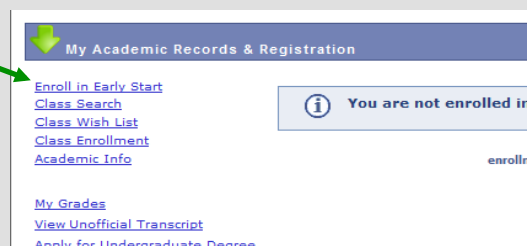
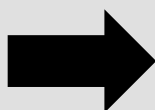
### Step 2: Enter your Student Center

1. Click on "Student Self-Service."
2. Click on "Student Center."



### Step 3: Enroll in Early Start

1. Click on the first green arrow for "My Academic Records & Registration."
2. Click on "Enroll in Early Start."



#### Need help? Call us first:

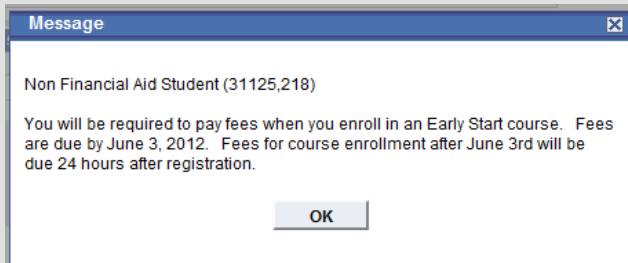
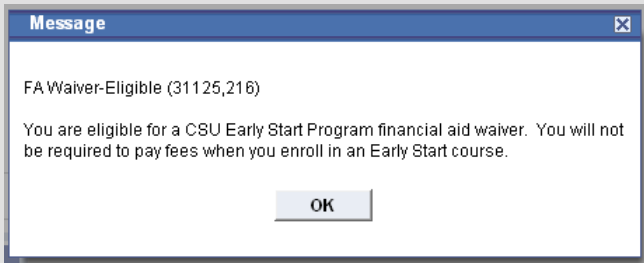
Continuing and Global Education  
5005 N. Maple Ave (M/S ED76) Fresno, CA 93740  
Education Building, Room 130  
559.278.0333  
Office Hours: Monday-Friday; 8:00am-5:00pm  
(please check back in mid-late May for summer office hours)

#### Need help after office hours? Call:

Campus Help Desk for Students  
559.278.7000  
Office Hours (until May 18) - Monday-Friday; 7:30am-8:00pm  
Saturday Hours: 10:00am-6:00pm; Sunday Hours: 2:00pm-6:00pm  
Office Hours (on and after May 18) - Monday-Friday; 7:00am-6:00pm

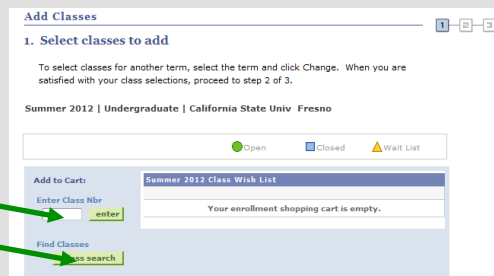
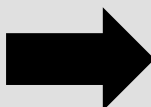
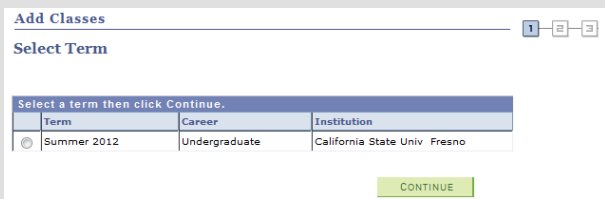
### Step 4: Review Financial Aid Information

- You should see one of two messages. This information should reflect what you saw on your Early Start Smart Page. If you have any questions or concerns, please contact the Admissions Office at 559.278.2261.
  - You are eligible for a CSU Early Start Program financial aid fee waiver. You will not be required to pay fees when you enroll in an Early Start course.
  - You will be required to pay fees when you enroll in an Early Start course (with due date information).
- Click "OK" to continue.



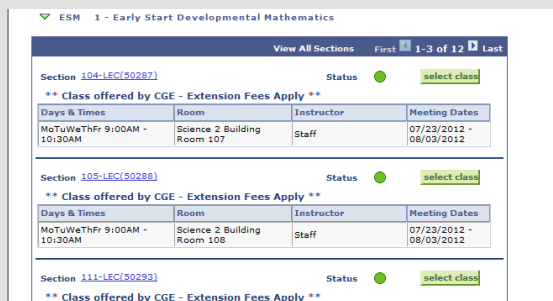
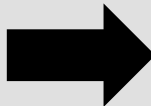
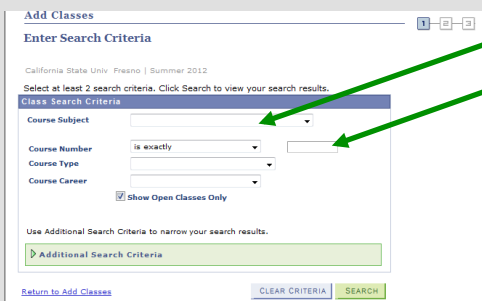
### Step 5: Select Term and Search for Classes

- On the Add Classes screen, select the Summer term and click "Continue."
- If you were given a 5-digit class number (e.g. "50408") enter it in the designated space and click "Class Search." If you were not given a number, leave the box blank and click "Class Search."



### Step 6: Enter Course Information and Search

- Select the course subject from the provided list. This will be either "Early Start English" or "Early Start Math," depending on which class you need to take. If you need to take both English and Math, you can come back to this screen later for the second class.
- Select the course number
  - Early Start English is always "1"
  - Early Start Math can either be 1 or 3 (if you're not sure which course to take, read ["What Class Do I Sign Up For"](#) on the Early Start website)
- Click "Search" to bring up a list of available courses (pictured on right)



## Step 7: Select Your Class

1. Review the available courses and click "Select Class" for your preferred course.
2. Review the course information carefully (*pictured on right*). If you were given a permission number to add the class, you may enter it in the box on the upper-right (see arrow). Permission numbers are only required for a few, specialized Early Start courses.

ESM 1 - Early Start Developmental Mathematics

View All Sections First 1-3 of 12 Last

Section 104-LEC(50287) Status ● select class

\*\* Class offered by CGE - Extension Fees Apply \*\*

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 9:00AM - 10:30AM	Science 2 Building Room 107	Staff	07/23/2012 - 08/03/2012

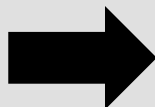
Section 105-LEC(50288) Status ● select class

\*\* Class offered by CGE - Extension Fees Apply \*\*

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 9:00AM - 10:30AM	Science 2 Building Room 108	Staff	07/23/2012 - 08/03/2012

Section 111-LEC(50293) Status ● select class

\*\* Class offered by CGE - Extension Fees Apply \*\*



Add Classes

1. Select classes to add - Enrollment Preferences

Summer 2012 | Undergraduate | California State Univ - Fresno

ESM 1 - Early St Col Alg

Class Preferences

ESM 1-104 Lecture ● Open Wait List  Wait List Access is full

Permission Nbr

Session Continuing & Global Ed Session

Career Undergraduate

Grading Early Start Program - Math

Enrollment Information

Units 1.00

Requirement Designation

NR - Non-Residence Extension Courses

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
104	Lecture	MoTuWeThFr 9:00AM - 10:30AM	Science 2 Building Room 107	Staff	07/23/2012 - 08/03/2012

NOTE:

## Step 8: Begin the Checkout Process

1. You should see a message stating that the class, "...has been added to your Shopping Cart."
  - If you need to take another Early Start class, use the class search function and repeat the steps above to select and add it to your shopping cart.
2. Click "Proceed to Step 2 of 3." You should now be taken to the "Confirm Classes" screen (pictured right).
3. Confirm the courses, dates, and times on the "Confirm Classes" screen." If the information looks correct, click "Finish Enrolling."

Add Classes

1. Select classes to add

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

ESM 1 has been added to your Shopping Cart.

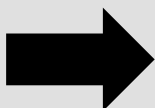
Summer 2012 | Undergraduate | California State Univ - Fresno

● Open □ Closed ▲ Wait List

Add to Cart: Summer 2012 Class Wish List

Class	Days/Times	Room	Instructor	Units	Status
ESM 1-104 (50287)	MoTuWeThFr 9:00AM - 10:30AM	Science 2 Building Room 107	Staff	1.00	●

PROCEED TO STEP 2 OF 3



Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2012 | Undergraduate | California State Univ - Fresno

● Open □ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ESM 1-104 (50287)	Early St Col Alg (Lecture)	MoTuWeThFr 9:00AM - 10:30AM	Science 2 Building Room 107	Staff	1.00	●

CANCEL PREVIOUS FINISH ENROLLING

## Step 9: Review Fee Waiver Information

- You will see one of two messages, just as in "Step 4: Review Financial Aid Information."
  - If you qualify for a fee waiver, you will see the message on the left. Click "OK" and review the "View Results" page. You are finished.
  - If you do not qualify for a fee waiver, you will see the message on the right. Click "OK" and review the "View Results" page. You should proceed to Step 10.

Message

FA Waiver-Eligible (31125,216)

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

OK

Message

Non Financial Aid Student (31125,218)

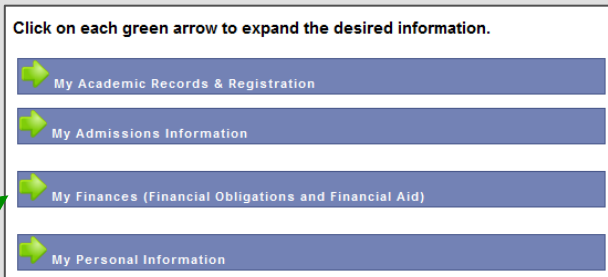
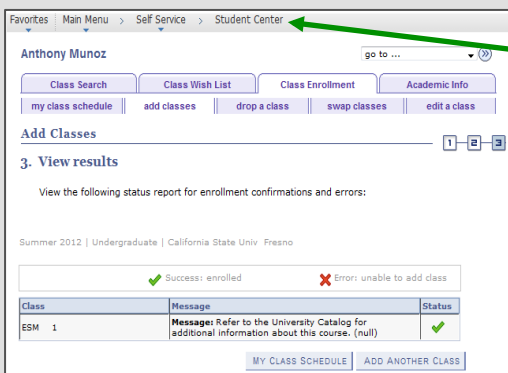
You will be required to pay fees when you enroll in an Early Start course. Fees are due by June 3, 2012. Fees for course enrollment after June 3rd will be due 24 hours after registration.

OK

## Step 10: Pay Online

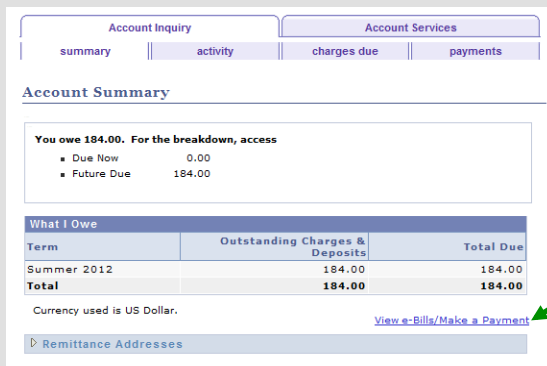
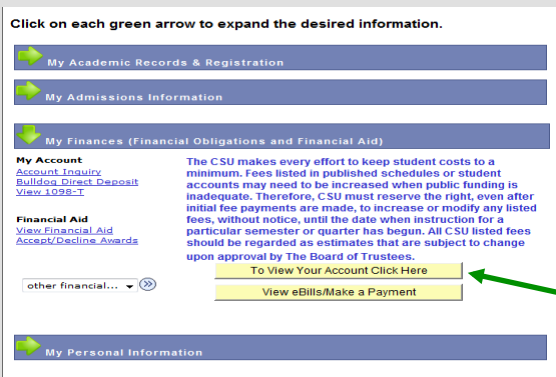
The remaining steps for online payment only apply to students who do not qualify for an Early Start fee waiver. You also have the option to skip these steps and pay in person (see page 6).

1. You should see a “View Results” screen (pictured left). Click on “Student Center” in the top menu bar.
2. Once you’re in the Student Center, click “My Finances” (this is the third green arrow, pictured right).



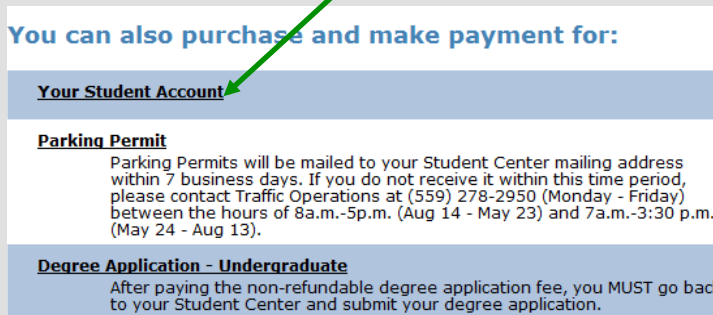
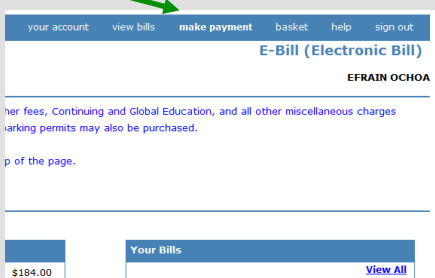
## Step 11: View Account Summary

1. Under the “My Finances” tab, click “To View Your Account Click Here.”
2. You will now see an Account Summary page. Make a note of the total owed and then click “View e-Bills/Make a Payment.”



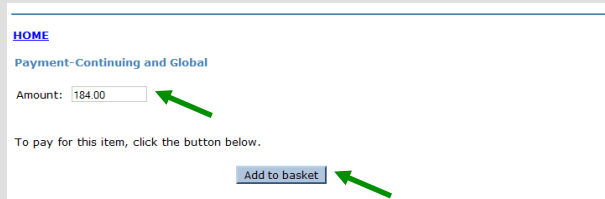
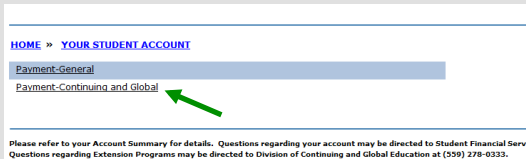
## Step 12: Proceed to “E-Bill” Page

1. You should now see an “E-Bill” page. Click “make payment” at the top.
2. Click “Your Student Account”



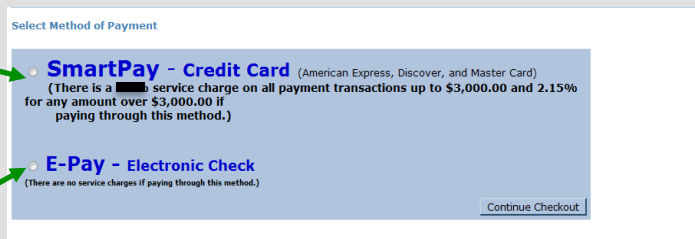
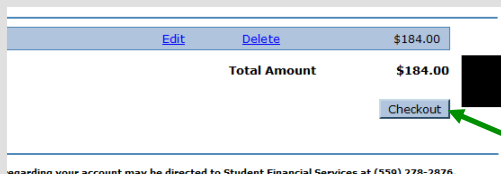
### Step 13: Make a “Continuing and Global” Payment

1. Click “Payment-Continuing and Global” (IMPORTANT – Do NOT select “Payment-General”).
2. Type in the amount you owe in the “Amount” box (the amount was on the Account Summary screen)
3. Click “Add to Basket”



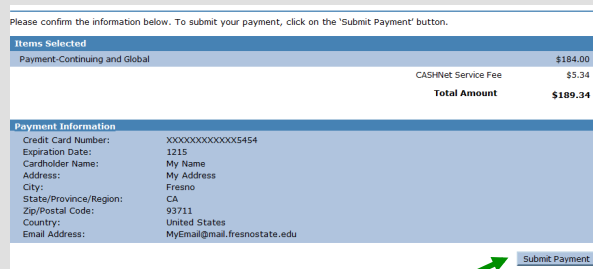
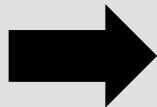
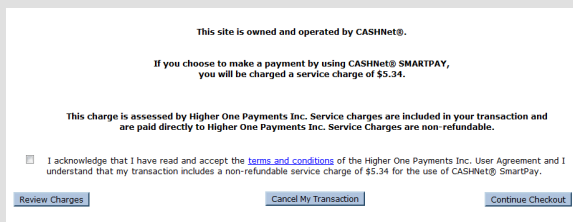
### Step 14: Checkout and Select Pay Option

1. Review your basket and click “Checkout”
2. Select a payment option
  - Smart Pay – Credit Card (note the service charge)
  - E-Pay – Electronic Check (no charge)
3. Select an option and click “Continue Checkout.”



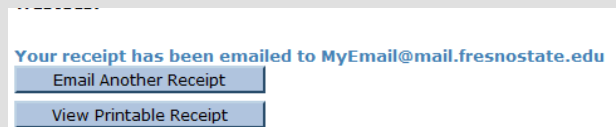
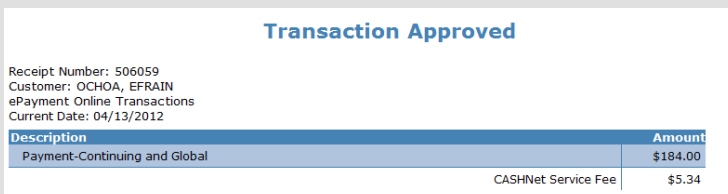
### Step 15: Review and Submit Payment

1. Review the screen on pictured below on the left and click “Continue Checkout.”
2. Review the payment confirmation screen for accuracy and click “Submit Payment.”



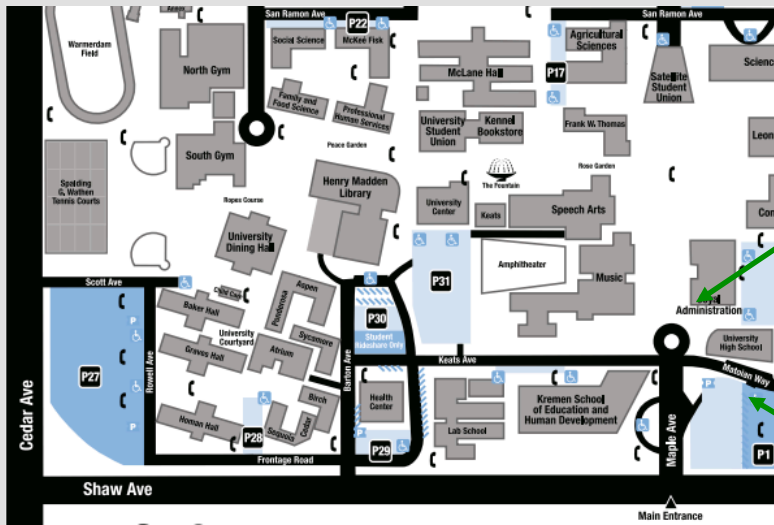
### Step 16: Print or Email Receipt

1. You should see a “Transaction Approved” screen (pictured left).
2. To email or print a copy of your receipt, use the options at the bottom of the screen (pictured right).



## Alternative: Pay in Person

To pay in person, visit the Cashiers' Windows in the south lobby of the Joyal Building on campus. **IMPORTANT** – inform the cashier that you wish to pay for Early Start with a “Continuing and Global Education Payment.”



Joyal  
Cashiers'  
Lobby

Metered  
Parking

Cashiers Stations  
Open Monday-Friday  
8AM-4:30PM  
through May 15

Open Monday-Friday  
7AM-3:30PM  
May 18 – August 17

Cashiers' Windows  
accept the following:  
-Cash  
-Checks  
-Money orders  
-VISA  
-MasterCard

### Need help? Call us first:

Continuing and Global Education  
5005 N. Maple Ave (M/S ED76) Fresno, CA 93740  
Education Building, Room 130  
559.278.0333  
Office Hours: Monday-Friday; 8:00am-5:00pm  
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