

How to Register for a Course Online

The screenshot shows the My Fresno State website interface. At the top, there is a navigation bar with the URL https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST and various utility links like 'Apps', 'California State Univer...', 'Undergraduate Studie...', 'Web Support Request', 'ePortfolio', 'Program Review', and 'COS Courses'. Below this is the 'MY FRESNO STATE' logo and a 'Favorites' section with a 'Main Menu' dropdown. The main content area is divided into several sections: 'Signon' with a 'Sign In' button (highlighted by a red arrow), 'New User? Get an account now!', and 'Need Help? Click here for My Help'; 'My Menu' with links for 'Future Students & Alumni', 'Apply for Admission', 'Class Schedule', 'Continuing & Global Ed Courses', and 'View University Catalog'; 'Campus Links' with links for 'Campus Directory', 'Campus Calendars', and 'Campus Maps'; 'What can My Fresno State do for you?' with introductory text and a 'Login using your Fresno State email name and password' instruction; 'Fresno State News' with several news items including 'Education and Communicative Disorders graduates awarded University's highest honors', 'Next stop, bold impact', 'Commencement events celebrate diversity', and 'Fresno State's 105th Commencement features new looks'; and 'Campus Events' with a list of events including 'Discovering Kristin Saleri', 'Baseball Cards of the 20th Century', 'Service Learning Faculty Dev. Course', 'Summer Staff Training', 'Summer 2016 Classes Begin', 'Former President Bill Clinton', 'Mi Mentor', 'PMP Makeup Class', and 'Alpha Sigma Phi'. At the bottom, there is a 'Disclaimer' section with copyright information and a link to email questions and comments.

Step 1: Sign in to your Fresno State Student Portal at <https://my.fresnostate.edu>



Discovery. Diversity. Distinction.

 QUICK LINKS ▾

Campus Login Services



Username:	<input type="text"/>
Password:	<input type="password"/> (I forgot my password)
<input type="button" value="Login"/>	

Need an Account?

Faculty and Staff: [Request your Fresno State email account now](#) to gain access to email, calendaring, My Fresno State, Blackboard, free campus Wi-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a Google Apps account [here](#).

Students: [Create your Fresno State student account now](#) to gain access to Google Apps, email, your My Fresno State class schedule and registration site, BlackBoard online classes, free campus Wi-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at <http://googleapps.fresnostate.edu>.

You can also [set up mobile access](#) to your Google Apps at Fresno State account.

Having Trouble?

Step 2: Enter your Fresno State username and password to log in to your Student Portal.

My Fresno State

https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=DEFAULT

Apps California State Univer Undergraduate Studie Web Support Request ePortfolio Program Review COS Courses

MY FRESNO STATE

Favorites Main Menu

My Page Workflow

Personalize Content Layout

My Menu

- Employee Self Service
- Student Self Service**
- eRecruit
- Reports Portfolio
- Forms Portfolio
- Security Requests
- Reporting Tools
- Lynda.com
- Blackboard
- BulldogLink
- Student Clubs & Organizations
- Bizflow Workflow
- GradesFirst-Academics
- Access Google Apps/Mail
- Change My Password

My Messaging Center

Date/Time	Sender	Subject
04/07/16 09:57:45AM	Office of the Registrar	Drop Deadline Approaching
04/01/16 05:26:46PM	Office of the Registrar	Important Fall 2016 Registration Information
02/09/16 11:39:05AM	Office of the Registrar	Class Schedule
02/09/16 09:53:57AM	Office of the Registrar	Upcoming Add / Drop Deadline!
02/08/16 06:02:13AM	Student Accounts	Outstanding Student Account Balance due February 16, 2016

[View All Messages](#)

My Announcements

Alerts

- [Major Upgrade - Network Infrastructure](#)

[More...](#)

 [Feed](#)

[View All Articles and Sections](#)

Disclaimer
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[Click here to email questions and comments about My Fresno State portal](#)

Step 3: Click on Student Self Service in your Student Portal Menu.

Student Self Service

https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=FR_ST

Apps California State Unive Undergraduate Studie Web Support Request ePortfolio Program Review COS Courses

MY FRESNO STATE

Favorites Main Menu > Student Self Service

My Page Workflow

Main Menu >

Student Self Service

 Student Center Use the student center to manage school related activities.	 Student Center Related Links Related links to help and other content relating to the Student Center. <ul style="list-style-type: none">Class ScheduleDPRFinances3 More...
 Apply for Scholarship Web Based Scholarship Application	 Financial Aid Financial Aid Website
 Tuition Fee Payment Plans Get full information on Payment Options, including the Tuition Fee Payment Plan and the Non-Resident Tuition Fee Payment Plan.	 Intrasystem Concurrent Enroll Full time CSU students enrolled at any CSU campus have access to fully online courses at other CSU campuses through the Intrasystem Concurrent Enrollment (ICE) program.
 Request Official Transcripts Request Official Transcripts - Online Directly from Credential Solutions	 Career Services Access information and services to achieve your professional goals. <ul style="list-style-type: none">BulldogLinkOptimalResumeCareer Assessments

Step 4: Click on Student Center under the Student Self Service Menu.

Student Center

Click on each green arrow to expand the desired information.

- My Academic Records & Registration
- My Admissions and Program Applications
- My Finances (Financial Obligations and Financial Aid)
- My Personal Information

SEARCH FOR CLASSES

Important Info & Holds
Violence Training Completed
details ▶

To Do List
None

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the Fall 2016 Regular Academic Session on April 25, 2016 at 9:30AM.
details ▶

Advisor
Program Advisor
[Redacted Name]
details ▶

Important Links
[Register to Vote](#)
[California State Student Assoc](#)
[Student Involvement & Rep Fee](#)

Step 5: Click on the Search for Classes green tab to begin searching for the desired course.

Search for Classes

Enter Search Criteria

Search for Classes

Institution ▼

Term ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject

Catalog Number ▼

Class Type ▼

Career ▼

Show Open Classes Only

▶ **Additional Search Criteria**

[Class Search](#) [Class Wish List](#) [Class Enrollment](#) [Academic Info](#)

▼

Step 6: Select the current term you are registering for.

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject Mathematics

Catalog Number

Class Type

Career

Show Open Classes Only

Additional Search Criteria

[Class Search](#) [Class Wish List](#) [Class Enrollment](#) [Academic Info](#)

Step 7: Once desired term is selected, enter specific search information for the class you are searching for and select Search. For example, if I am searching for Math 45, I will enter Math into the Subject area and the class number in the Catalog Number section.

Search for Classes

Enter Search Criteria

Search for Classes

Institution ▼

Term ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject

Catalog Number ▼

Class Type ▼

Career ▼

Show Open Classes Only

  **Additional Search Criteria**

Step 8: If you are searching for any GE courses that satisfy a specific GE Area, then select the Additional Search Criteria green drop down arrow.

Search for Classes

Enter Search Criteria

Search for Classes

Institution: California State Univ Fresno ▼
Term: Fall 2016 ▼

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: select subject [input]
Catalog Number: contains [input]
Class Type: Regular Academic Session ▼
Career: [input]
 Show Open Classes Only

▼ Additional Search Criteria

Meeting Start Time: greater than or equal to [input]
Meeting End Time: less than or equal to [input]
Days of Week: include only these days ▼
 Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with [input]
Class Nbr: [input] ?
Course Attribute: [input] ▼
Course Attribute Value: [input] ▼
Course Keyword: [input] ?
Minimum Units: greater than or equal to [input]
Maximum Units: less than or equal to [input]
Course Component: [input] ▼
Mode of Instruction: [input] ▼
Campus: [input] ▼
Location: [input] ▼

CLEAR SEARCH

Step 9: Enter information into any of the additional search criteria sections and then select Search.

Search for Classes

Enter Search Criteria

Search for Classes

Institution: California State Univ Fresno
Term: Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: select subject
Catalog Number: contains
Class Type: Regular Academic Session
Career:
 Show Open Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to
Meeting End Time: less than or equal to
Days of Week: include only these days
 Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with
Class Nbr:
Course Attribute: **General Education**
Course Attribute Value: DISCOVERe Tablet Class
Course Keyword: Fully On line
Minimum Units:
Maximum Units:
Course Component:
Mode of Instruction:
Campus:
Location:

CLEAR SEARCH

Step 10: If searching for any GE class that satisfies a specific GE Area, then select General Education in the Course Attribute drop down menu.

Search for Classes

Enter Search Criteria

Search for Classes

Institution: California State Univ Fresno
Term: Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: select subject

Catalog Number: contains

Class Type: Regular Academic Session

Career:

Show Open Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with

Class Nbr: ?

Course Attribute: General Education

Course Attribute Value:

- A1 - Foundation, Oral Comm
- A2 - Foundation, Written Comm
- A3 - Foundation, Crit Thinking
- B1 - Breadth, Physical Science
- B1LS - Breadth, LS Physical Sci
- B2 - Breadth, Life Sciences
- B4 - Foundation, Quant Reason
- C1 - Breadth, Arts
- C2 - Breadth, Humanities
- D1 - American History
- D2 - American Government
- D3 - Social Science
- E1 - Life Undrstnd & Self Devl
- IB - Integration, Physcl Unvrs
- IC - Integration, Arts & Hum
- ID - Integration, Soc/Ecn/Behv
- MI - Multiculture/Internation

Course Keyword:

Minimum Units: grea

Maximum Units: less

Course Component:

Mode of Instruction:

Campus:

Location:

Step 11: Once General Education is selected in the Course Attribute drop down, select any GE Area in the Course Attribute Value drop down and then select Search.

Search for Classes

Search Results

California State Univ Fresno | Fall 2016

My Class Schedule show all	Shopping Cart show all
<div style="background-color: black; width: 100px; height: 15px;"></div>	<div style="background-color: black; width: 100px; height: 15px;"></div>

The following classes match your search criteria Course Subject: **Mathematics**, Course Number contains '45', Show Open Classes Only: **Yes**, Session: **Regular Academic Session**, Course Attribute: **General Education**

Open Closed Wait List

[NEW SEARCH](#) [MODIFY SEARCH](#)

4 class section(s) found

▼ **MATH 45 - What Is Mathematics?**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
74945	03-LEC	MoWeFr 10:00AM - 10:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	●	select
74946	05-LEC	MoWeFr 11:00AM - 11:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	●	select
74947	09-LEC	TuTh 2:00PM - 3:15PM	Peters Education Center	James Ryan	08/22/2016 - 12/15/2016	●	select
75078	11-LEC	TuTh 3:30PM - 4:45PM	Peters Education Center	Jeremy Brandl	08/22/2016 - 12/15/2016	●	select

[NEW SEARCH](#) [MODIFY SEARCH](#)

Step 12: Register for desired course by clicking on Select.

Search for Classes

Add to Shopping Cart - Enrollment Preferences

MATH 45 - What Is Math

Class Preferences

MATH 45-03 Lecture ● Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergraduate Grading Letter

Enrollment Information

- Math Remediation completed or in-progress
- Foundation - Quantitative Reasoning

Units 3.00

Requirement Designation
4QR - Core-QR & B4 Quantitative Reasoning

Section	Component	Days & Times	Room	Instructor	Start/End Date
03	Lecture	MoWeFr 10:00AM - 10:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016

NOTES

Class Notes Web-Enhanced classes meet during regularly scheduled class times, and use Blackboard or other technology to deliver class materials. Up to half of the traditional class time may be replaced with on-line instruction. More information is available at <http://www.fresnostate.edu/academics/blackboard/>. This section has a prerequisite. For more information, please refer to the current California State University, Fresno General Catalog or consult with your academic adviser. Students must satisfy ELM requirements. Satisfies a General Education requirement as specified in the 1998-1999 or earlier California State University, Fresno General Catalog. Satisfies a General Education requirement as specified in the 1999-2000 or later California State University, Fresno General Catalog. This class takes place in the Peters Ed. Center Auditorium within the Student Recreation Center on Shaw/Woodrow Avenues. Please keep the location of the Student Recreation Center in mind when registering for classes that are directly before/after this class. This course is offering optional Supplemental Instruction (SI) 2 - 3 times per week. An SI Leader will be assigned to the course and will provide guided study sessions at a time and place to be arranged. For more information call the Learning Center at (559) 278-3052.

Subject Notes Calculus Readiness Test required for enrollment in Math 75 or Math 75A. (For additional information on the Calculus Readiness Test see the Department of Mathematics website: <http://www.csufresno.edu/math>). Some Math 75 sections are restricted to Engineering majors only (see class note 4009).

[Class Search](#) [Class Wish List](#) [Class Enrollment](#) [Academic Info](#)

go to ...

Step 13: After verifying that this is the course you want to register for, click Next.

Search for Classes

Search Results

California State Univ Fresno | Fall 2016

[My Class Schedule](#) [show all](#) [Shopping Cart](#) [show all](#)

MATH 45 MoWeFr 10:00AM - 10:50AM
Peters Education Center

The following classes match your search criteria Course Subject: **Mathematics**, Course Number contains '45', Show Open Classes Only: **Yes**, Session: **Regular Academic Session**, Course Attribute: **General Education**

✓ MATH 45 has been added to your Shopping Cart.

Open Closed Wait List

[NEW SEARCH](#) [MODIFY SEARCH](#)

4 class section(s) found

▼ MATH 45 - What Is Mathematics?

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
74945	03-LEC	MoWeFr 10:00AM - 10:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	<input checked="" type="radio"/>	select
74946	05-LEC	MoWeFr 11:00AM - 11:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	<input checked="" type="radio"/>	select
74947	09-LEC	TuTh 2:00PM - 3:15PM	Peters Education Center	James Ryan	08/22/2016 - 12/15/2016	<input checked="" type="radio"/>	select
75078	11-LEC	TuTh 3:30PM - 4:45PM	Peters Education Center	Jeremy Brandl	08/22/2016 - 12/15/2016	<input checked="" type="radio"/>	select

[NEW SEARCH](#) [MODIFY SEARCH](#)

Step 14: Once the class is added to your Shopping Cart, you can search for another course to register for by selecting either New Search or Modify Search and by following the previous steps described above.

Search for Classes

Search Results

California State Univ Fresno | Fall 2016

[My Class Schedule](#) [show all](#) [Shopping Cart](#) [show all](#)

MATH 45 MoWeFr 10:00AM - 10:50AM
Peters Education Center

The following classes match your search criteria Course Subject: **Mathematics**, Course Number contains '45', Show Open Classes Only: **Yes**, Session: **Regular Academic Session**, Course Attribute: **General Education**

✓ MATH 45 has been added to your Shopping Cart.

● Open ■ Closed ▲ Wait List

NEW SEARCH

MODIFY SEARCH

4 class section(s) found

MATH 45 - What Is Mathematics?							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
74945	03-LEC	MoWeFr 10:00AM - 10:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	●	select
74946	05-LEC	MoWeFr 11:00AM - 11:50AM	Peters Education Center	Paul Kryder	08/22/2016 - 12/15/2016	●	select
74947	09-LEC	TuTh 2:00PM - 3:15PM	Peters Education Center	James Ryan	08/22/2016 - 12/15/2016	●	select
75078	11-LEC	TuTh 3:30PM - 4:45PM	Peters Education Center	Jeremy Brandl	08/22/2016 - 12/15/2016	●	select

NEW SEARCH

MODIFY SEARCH

Step 15: To COMPLETELY register for the courses you added to your Shopping Cart, click on the Shopping Cart hyperlink.

Class Wish List

Basic Class & Schedule Verification

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

[change term](#)

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes
[class search](#)

[schedule planner](#)

Fall 2016 Class Wish List							
	Select	Class	Days/Times	Room	Instructor	Units	Status
	<input type="checkbox"/>	MATH 45-03 (74945)	MoWeFr 10:00AM - 10:50AM	Peters Education Center	P. Kryder	3.00	

for selected: [verify](#) [enroll](#)

Step 16: Select the box next to the desired courses and click Verify, to verify that you are able to enroll in the selected courses.

Class Wish List

Basic Class & Schedule Verification

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

View the following status report for enrollment confirmations and errors:

 OK to Add		 Potential Problem	
Description	Message	Status	
MATH 45	You have been added to this class. Note: This class will meet one basic graduation requirement. See the University Catalog for more information.		



[Class Search](#)

[Class Wish List](#)

[Class Enrollment](#)

[Academic Info](#)

go to ...  

Step 17: If you are cleared to enroll in the course you will see a green check mark to the right of the course. To FINISH enrolling in the course, select the green Shopping Cart tab.

Class Wish List

2. Confirm classes

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



● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 45-03 (74945)	What Is Math (Lecture)	MoWeFr 10:00AM - 10:50AM	Peters Education Center	P. Kryder	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

go to ... ▾ >>

Step 19: Select Finish Enrolling to finish the course registration process.

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:



 Success: enrolled  Error: unable to add class

Class	Message	Status
MATH 45	Message: Enrollment Success. If needed, refer to the University Catalog for additional information about this course.	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

go to ...  

Step 20: If you receive a green check mark to the right of your course you have been enrolled successfully and may either view your schedule by clicking My Class Schedule or search for more classes by clicking Add Another Class.