How to Enroll in Classes

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon:

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (*See the bottom of page if you forgot your password.)

3. Once you are logged in to myCI, click on CI Records in the My Account section.

4. To Enroll in a Class, click on the “Add a Class” link.

5. You can add a class in one of two ways:
   i. Search for a Class (see step 6)
   ii. Enter a Class Number (see step 7)

6. To Enroll in a Class by Searching for a Class, click on the Search button.
   i. Use the drop down to select the Subject (ex. ART)
   ii. In the Course Number field, type in the course number (ex. 100)
   iii. Click on Search, this will produce results
   iv. If you find a course that meets your needs, click on Select Class.
   v. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.
   vi. Go to Step 8.

7. To Enroll in a Class by Class number, enter the Class Number and click on Enter.
   i. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.

8. Click on Next to add another class to your shopping cart or to move to the next step.

9. Click on Proceed to Step 2 of 3 to Review your Schedule.

10. Click on Finish Enrolling to Confirm your Schedule.

11. If you encounter errors, click on the Fix Errors button to go back to fix the errors. Usually, the class is full or you do not meet the pre-requisites.

If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.
If you need registration assistance, visit the Extended University office at 2109 Sage Hall.
Email us at exed@csuci.edu or call us at (805) 437-2748