Before you begin:

- Make sure you know your Dolphin name and password. If you do not know either, you must also know your Dolphin ID. To get your Dolphin ID, call 805-437-3269.
- Print the instructions and have this as a guide as you enroll.
- Make note of the 4-digit class numbers for the courses you desire. Please see the sample course description below for where to find class numbers.
- It may take up to a day for fees to populate to your account once you have enrolled in classes. If fees are populating incorrectly, please contact 805-437-3717.
- Make sure you do not have an outstanding balance that will prevent you from being able to enroll.

Sample Course Description:

**THE 1979 IRANIAN REVOLUTION (OLLI 1012)**

This lecture will trace the background and major events of the 1979 Iranian Revolution which destroyed the Shah and brought the Islamic Republic of Iran into existence. We will examine both religious and political aspects of Shia Islam as they impacted the events of 1979 and led to the reemergence of a highly politicized version of the religion on the world scene.

_Bill Garlington,_ Ph.D., has a Bachelor of Arts and Master of Arts in History from UCLA and a Doctor of Philosophy in Asian Studies and Sociology from the Australian National University. He has taught at all academic levels on three continents and carried out sociological/anthropological fieldwork in India. His main academic interests are the sociology of religion and history of ideas.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1265</td>
<td>Tuesday, June 6</td>
<td>9:45 am to 11:45 am</td>
<td>Broome Library 2325 at CSUCI</td>
</tr>
<tr>
<td>1269</td>
<td>Saturday, June 10</td>
<td>9:45 am to 11:45 am</td>
<td>Also Hall 180 at CSUCI</td>
</tr>
</tbody>
</table>

**STEPS FOR ENROLLING IN CLASSES ONLINE**

**Instructions**

Open your internet browser and visit [http://myci.csuci.edu](http://myci.csuci.edu).

On the myCI log in page:

1. Enter your Dolphin name (first.last###)
2. Enter your case-sensitive Dolphin password.
3. Click on “Sign In”

   _Note: If you have never logged on to myCI, you must click “Activate your account.”_

   _If your password is over 200 days old, you will need to reset your password._

   _For more help logging on to myCI, visit [Creating and Accessing myCI](http://myci.csuci.edu)._
Once you are logged on to myCI, click “CI Records” under MY LINKS.

You are now in the Student Center. Under the Academics section, click “Enroll.”

1. Select term (Summer 2017) if you are given a choice.
2. Click “Continue.”
Select your class(es):

1. Type in the four-digit Class Nbr (found in the catalog and on the enrollment form) associated with your course.

   Note, the catalog has two four-digit numbers. The class nbr is the number that starts with 12--.

   The class number “2728” has been filled in on this example.

2. Click “enter” to move to the next page.

You are now at the Enrollment Preferences page.

1. Verify the details of the class to ensure this is your desired class:
   - Day and Times
   - Room
   - Instructor
   - Start/End Date

   This example shows Harvill’s class happening Mondays from 10am to noon at the Broome Library, Room 2325. This class starts Sept. 12 and ends Oct. 31.

2. If the class is open (indicated by a green circle), click on “Next” to put this class in your shopping cart.

   If the class is closed, no further enrollment is being permitted at this time. You must call 805-437-3269 to be added to the wait list.

   Note, although a wait list option appears on this page, a wait list is not being permitted online.
The desired class is now in your shopping cart as indicated by the green box.

A. To add another class to your shopping cart, type in another 4-digit class nbr and click “enter.”

B. To remove a class from your shopping card, click the trash can icon.

Continue this process until all desired classes have been added to your shopping cart.
Once all of your desired class(es) have been added to your shopping card, click “Proceed to Step 2 of 3.”

You are now at the Confirm Classes screen. Click “Finish Enrolling” to complete enrollment.
You are now at the View Results screen.

If you receive a “Success” message, then you are now enrolled in the class.

If you receive an “Error” message, then you are NOT enrolled in the class.

*Note, your spot has not been secured in a class until you receive a success message for each desired course.*

Return to Student Center to access online payment.

In the drop down box in the upper right hand corner of the screen, click the down arrow, select “Student Center,” and click the go arrow icon.
You are now at the Student Center page. Within your student center you can:

A. View your class schedule.
B. View your account balance.
   - Note, it may take up to 1 business day for fees to populate to your account. Payment must be received on or before the first day of class or you will be dropped from the classes in which you enrolled.
   - If you have an annual membership, no charges should be posted to your account. If you are showing a balance and have paid an annual membership, please contact Neomi Basquez at neomi.basquez771@csuci.edu or 805-437-3717.

Once the correct fees have populated (sometimes this will happen automatically and sometimes it will happen within 1 business day of enrollment), click on “Make a Payment” if you would like to pay by credit/debit card or electronic check.

Note, checks can still be sent to the main office. Visit Payment Methods and Pricing to see all options for payment.
Click on "Login to CashNet" to be directed to a secure-site for payment.

Make a payment

Payment deadlines are strictly enforced and late payments are not accepted. Please visit www.csuci.edu/sbs for payment deadline information. **Fees are subject to change at anytime based on budget needs.**

You owe 200.00.

Due Now 0.00
Future Due 200.00

Login to CashNet

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66228 - 66228.6 of the Education Code).

Click on “make payment” in the red toolbar towards the top of the screen.
Click on “General Balance.”

Always verify your balance due from your "myCI" account before making a payment. Go to Main Menu > Self Service > Campus F

If you have a housing deposit or an intent to enroll payment on your account, they cannot reduce your overall balance and will only charge them they are intended for. Click on "general balance" and enter the full amount you need to pay for items such as orientation.

You must pay required balances, in full, by the appropriate payment deadline. If you have a credit on your account, after all fees have been processed via the original form of payment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Balance</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Ensure the amount owed is correct. If so, click “Add to shopping cart.”

To make a payment, click on General Balance and enter the amount you would like to pay.

Always verify your balance due from your "myCI" account before making a payment. Go to Main Menu > Self Serv

If you have a housing deposit or an intent to enroll payment on your account, they cannot reduce your overall balance and will only charge them they are intended for. Click on "general balance" and enter the full amount you need to pay for items such as orientation.

You must pay required balances, in full, by the appropriate payment deadline. If you have a credit on your account, refund will be processed via the original form of payment.

GENERAL BALANCE

Amount: 200.00

To pay for this item, click the button below.

Add to shopping cart
Click “Checkout.”

1. Select your method of payment. You may pay with a:
   - Credit/debit card – A 2.75% convenience fee will be incurred by the student if choosing this method
   - Electronic check – No fee will be incurred by the student

2. Click “Continue Checkout”

Follow the written instructions for the method of payment you have chosen.

Paying by credit/debit card:
   - Fill in all the required credit card information and click “Continue Checkout.”
   - Select that you acknowledge the 2.75% convenience fee and click “Continue Checkout.”
   - Click “Submit Payment.”
   - Once the payment has processed successfully, you will see a page titled “Transaction Approved.” A receipt for payment will be sent to your myCI student email account.
   - If you would like a receipt forwarded to a secondary email account, click “Email Another Receipt.”
   - For your own protection, always remember to log out and close the browser.
Paying by electronic check:
- Enter in the required bank account information and click “Continue Checkout.” Please double-check accuracy of information as a $25 fee will be charged for funds returned because of invalid account numbers or insufficient funds.
- Click “Submit Payment.”
- Once the payment has processed successfully, you will see a page titled “Transaction Approved.” A receipt for payment will be sent to your myCI student email account.
- If you would like a receipt forwarded to a secondary email account, click “Email Another Receipt.”
- For your own protection, always remember to log out and close the browser.

If you need further assistance with payment, you may email Student Business Services at sbs@csuci.edu, or call 805-437-8810.

Please note, within your myCI account, you will see links to Financial Aid and Transcripts. These links will be inactive for OLLI members. OLLI members may not apply for or inquire about financial aid or attempt to produce transcripts through this system.