

ONLINE ENROLLMENT FOR OLLI COURSES FOR EARLY SPRING 2017

Before starting the online enrollment process, consult the catalog to decide what courses you want to take.

Before you begin:

- Note, this session is now “Early Spring” and no longer called “Winter.” All courses will be found in the Spring 2017 term online.
- 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.

Sample Course Description:

How Scientists Think: A Critical Thinking Course (OLLI 1001)

Simone Aloisio

Mondays 10am-12pm | Jan. 23 to Mar. 13

Class Nbr 2691

Students will examine real and timely topics in the news related to science. Is there a difference between how scientists approach these topics versus how most people look at them? We will learn about asking questions, finding and examining data, discussing and interpreting results, coming to conclusions, and coming up with new questions. The objectives of the class are to examine how scientists come to conclusions and formulate new questions, and to become more comfortable discussing science in a general setting.

Simone Aloisio, Ph.D., is a Professor and Chair of the Chemistry Department at CSU Channel Islands. He is an analytical chemist who studies environmental problems, including climate change and how it affects the mercury cycle. He is passionate about science literacy and educating the next generation of scientists.

STEPS FOR ENROLLING IN CLASSES ONLINE

Instructions

Open your internet browser and visit <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.”

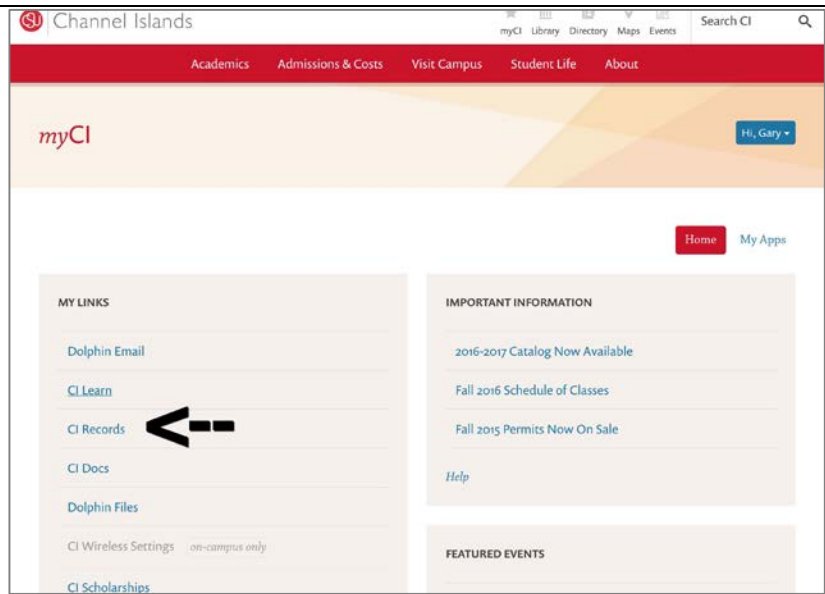
If your password is over 200 days old, you will need to reset your password.

For more help logging on to myCI, visit [Creating and Accessing myCI](#).

Screenshots

The screenshot shows the myCI login interface. At the top left is the myCI logo. Below it are two input fields: the first is labeled 'Dolphin Name' and the second is labeled 'Dolphin Password'. A red circle with the number '1' is next to the first field, and a red circle with the number '2' is next to the second field. Below the password field is a checkbox labeled 'This is my home or office computer (Learn more)'. At the bottom is a blue 'Sign In' button with a red circle and the number '3' next to it. At the very bottom are links for 'Reset Password' and 'Help'.

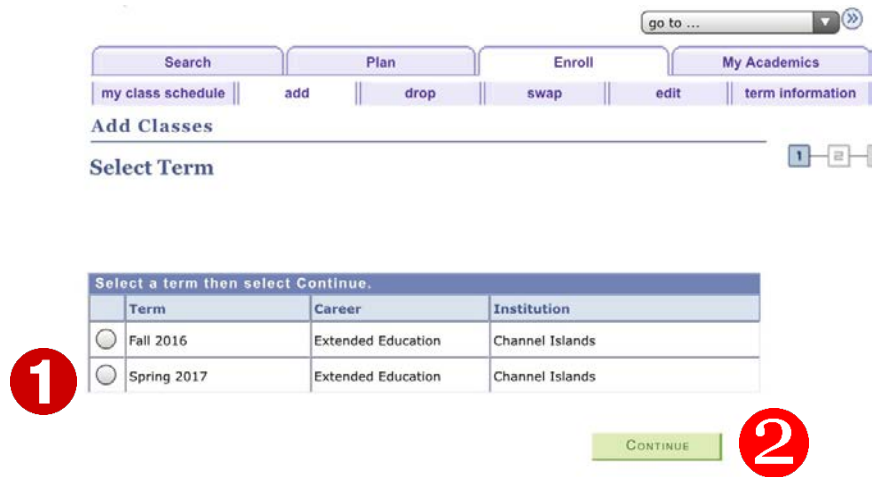
Once you are logged on to *myCI*, click “**CI Records**” under MY LINKS.



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



1. Select term (**Spring 2016**) 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 2---

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

2. Click "enter" to move to the next page.

1. Select classes to add

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

Fall 2016 | Extended Education | Channel Islands

change term

Open Closed Wait List

Add to Cart: Enter Class Nbr: 2728 enter

Find Classes: Class Search search

Fall 2016 Shopping Cart: Your enrollment shopping cart is empty.

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.

Search Enroll My Academics

my class schedule add term information

Add Classes

1. Select classes to add - Enrollment Preferences

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OLLI 1008 - OLLI CLASS 8

Class Preferences

OLLI 1008-1 Lecture Open Wait List Wait list if class is full

Session Extended Winter Session 8 Permission Nbr

Career Non-credit Extension Grading Non-Graded Component Units 0.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	Mo 10:00AM - 12:00PM	BROOME LIBRARY 2325	Matthew Harvill	09/12/2016 - 10/31/2016

Search Enroll My Academics

My Class Schedule Add Term Information

go to ...

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.

SearchPlanEnrollMy Academics

my class scheduleadddropswapeditterm information

Add Classes

1. Select classes to add

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

✔ **OLLI 1002 has been added to your Shopping Cart.**

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	OLLI 1002-1 (2722)	Fr 10:00AM - 12:00PM	Off Campus	A. Denton		●

Once all of your desired class(es) have been added to your shopping card, click **“Proceed to Step 2 of 3”**

Add Classes

1. **Select classes to add**

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

✓ **OLLI 1028 has been added to your Shopping Cart.**

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	OLLI 1002-1 (2722)	Fr 10:00AM - 12:00PM	Off Campus	A. Denton		●
	OLLI 1008-1 (2728)	Mo 10:00AM - 12:00PM	BROOME LIBRARY 2325	M. Harvill		●
	OLLI 1015-1 (2735)	Th 4:00PM - 6:00PM	BROOME LIBRARY 2325	M. Curtis		●
	OLLI 1018-1 (2738)	Th 1:00PM - 3:00PM	BROOME LIBRARY 2325	C. Paiva		●
	OLLI 1028-1 (2748)	We 10:00AM - 12:00PM	BROOME LIBRARY 2325	L. Hagel		●

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

Add Classes

2. **Confirm classes**

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

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
OLLI 1002-1 (2722)	OLLI CLASS 2 (Lecture)	Fr 10:00AM - 12:00PM	Off Campus	A. Denton		●
OLLI 1008-1 (2728)	OLLI CLASS 8 (Lecture)	Mo 10:00AM - 12:00PM	BROOME LIBRARY 2325	M. Harvill		●
OLLI 1015-1 (2735)	OLLI CLASS 15 (Lecture)	Th 4:00PM - 6:00PM	BROOME LIBRARY 2325	M. Curtis		●
OLLI 1018-1 (2738)	OLLI COURSE 18 (Lecture)	Th 1:00PM - 3:00PM	BROOME LIBRARY 2325	C. Paiva		●
OLLI 1028-1 (2748)	OLLI CLASS 28 (Lecture)	We 10:00AM - 12:00PM	BROOME LIBRARY 2325	L. Hagel		●

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.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

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:

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Success: enrolled Error: unable to add class

Class	Message	Status
OLLI 1002	Success: This class has been added to your schedule.	✓
OLLI 1008	Success: This class has been added to your schedule.	✓
OLLI 1015	Success: This class has been added to your schedule.	✓
OLLI 1018	Success: This class has been added to your schedule.	✓
OLLI 1028	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

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.

Favorites Main Menu > Self Service > Enrollment > Enrollment: Add Classes

ORACLE

Thomas Appleford

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

1. Select classes to add

Account Inquiry
My Academics
Student Center
User Preferences
go to ...

PAYING ONLINE

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.*

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Schedule Planner](#)

other academic... »

Deadlines URL

Fall 2016 Schedule

	Class	Schedule
📅	OLLI 1009-1 LEC (2729)	Mo 1:00PM - 3:00PM BROOME LIBRARY 2325
📅	OLLI 1015-1 LEC (2735)	Th 4:00PM - 6:00PM BROOME LIBRARY 2325
📅	OLLI 1018-1 LEC (2738)	Th 1:00PM - 3:00PM BROOME LIBRARY 2325
📅	OLLI 1023-1 LEC (2743)	Tu 4:00PM - 6:00PM BROOME LIBRARY 2325
📅	OLLI 1027-1 LEC (2747)	We 1:00PM - 3:00PM BROOME LIBRARY 2325

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct](#)
[Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... »

Account Summary

You owe 200.00.

- Due Now 0.00
- Future Due 200.00

B

Currency used is US Dollar.

[*Important Student Fee Information](#)
[Make a Payment](#)

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.

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct](#)
[Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... »

Account Summary

You owe 200.00.

- Due Now 0.00
- Future Due 200.00

Currency used is US Dollar.

[*Important Student Fee Information](#)
[Make a Payment](#)

Click on “Login to CashNet” to be directed to a secure-site for payment.

ORACLE

Make a payment

go to ...

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 66028 - 66028.6 of the Education Code).

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

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your account **make payment** shopping cart help sign out

CSUCI ePayments

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

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

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 paid in full, a refund will be processed via the original form of payment.

Fall 2016 Registration Payment Deadlines

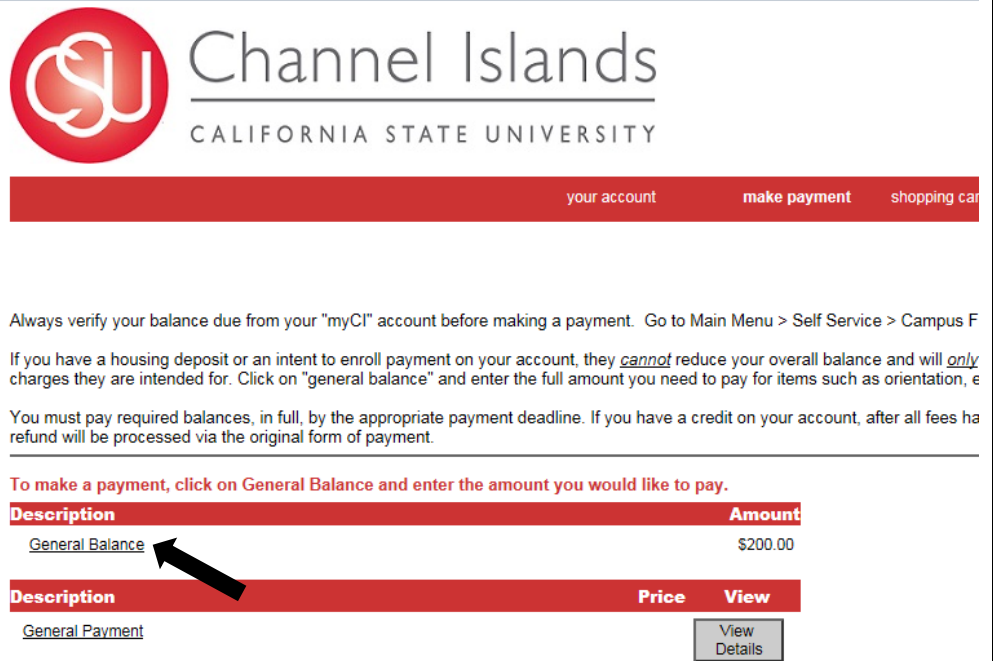
- If you register up to August 23, 2016, payment is due by 5:00 p.m on Tuesday, August 23, 2016
- If you register on August 24, 2016 or later, payment is due by 5:00 p.m on the following Tuesday*


* Late registration results in a \$25, non-refundable, late registration fee applied to your account.

Your Account	
Current Balance	\$200.00
(Zero or credit balances are not displayed)	
The last payment received was for \$56.00 on 7/11/2016.	

Your Bills	
View All	
There are no bills for you to view at this time.	

Click on “General Balance.”



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[your account](#) [make payment](#) [shopping cart](#)

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

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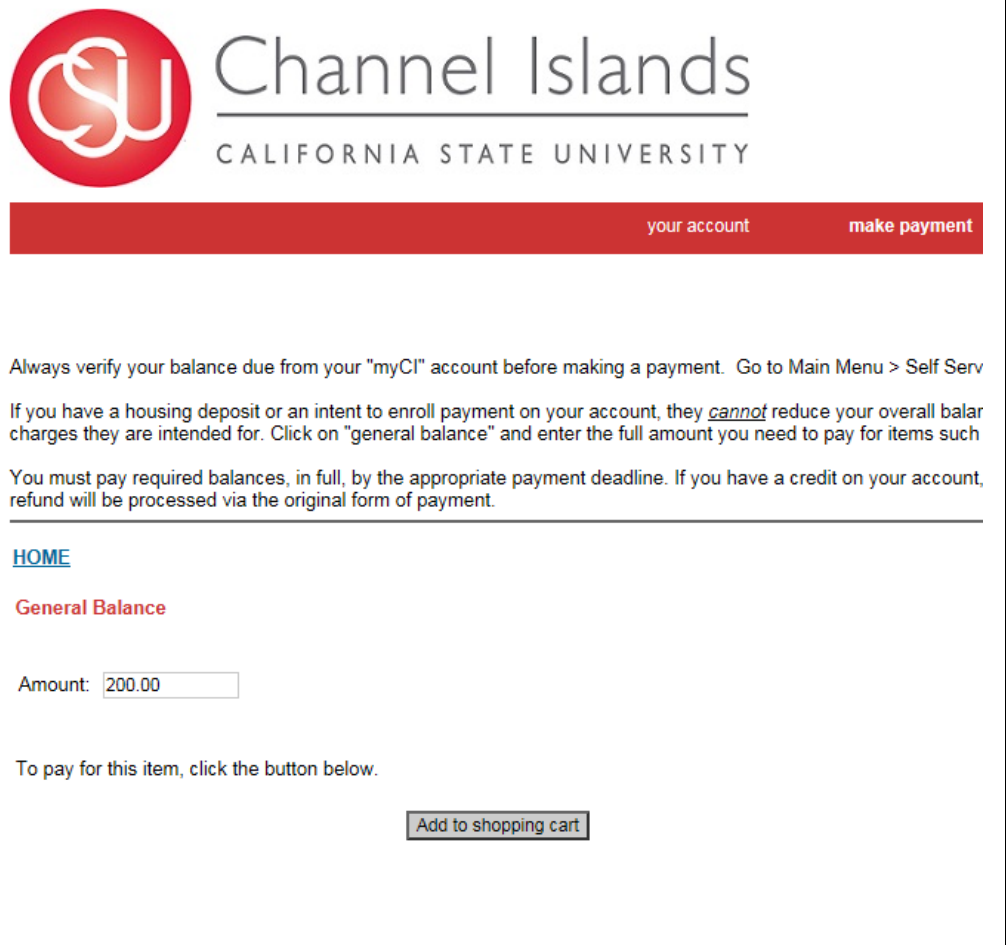
You must pay required balances, in full, by the appropriate payment deadline. If you have a credit on your account, after all fees ha refund will be processed via the original form of payment.


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

Description	Amount
General Balance	\$200.00

Description	Price	View
General Payment		View Details

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



 Channel Islands
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[your account](#) [make payment](#)

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

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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.

[HOME](#)

General Balance

Amount:

To pay for this item, click the button below.

[Add to shopping cart](#)

Click “Checkout.”



your account make payment shopping cart help sign out

CSUCI ePayments

Always verify your balance due from your “myCI” account before making a payment. Go to Main Menu > Self Service > Campus Finances > Account Inquiry

If you have a housing deposit or an intent to enroll payment on your account, they cannot reduce your overall balance and will only be used to offset the charges they are intended for. Click on “general balance” and enter the full amount you need to pay for items such as orientation, early start, etc.

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 paid in full, a refund will be processed via the original form of payment.

Your Shopping Cart

Item Code	Edit	Delete	Amount
General Balance	Edit	Delete	\$200.00
Total Amount			\$200.00

[Continue Shopping](#)

[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”



your account make payment shopping cart help sign out

CSUCI ePayments

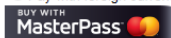
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You must pay required balances, in full, by the appropriate payment deadline. If you have a credit on your account, after all fees have been paid in full, a refund will be processed via the original form of payment.

Select Method of Payment *

- Enter new credit card information.
- Enter new electronic check information.
- Pay with foreign currency.



[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.