ONLINE ENROLLMENT FOR OLLI COURSES (SPRING II 2018)

Before starting the online enrollment process, consult the catalog to decide what courses you want to take.
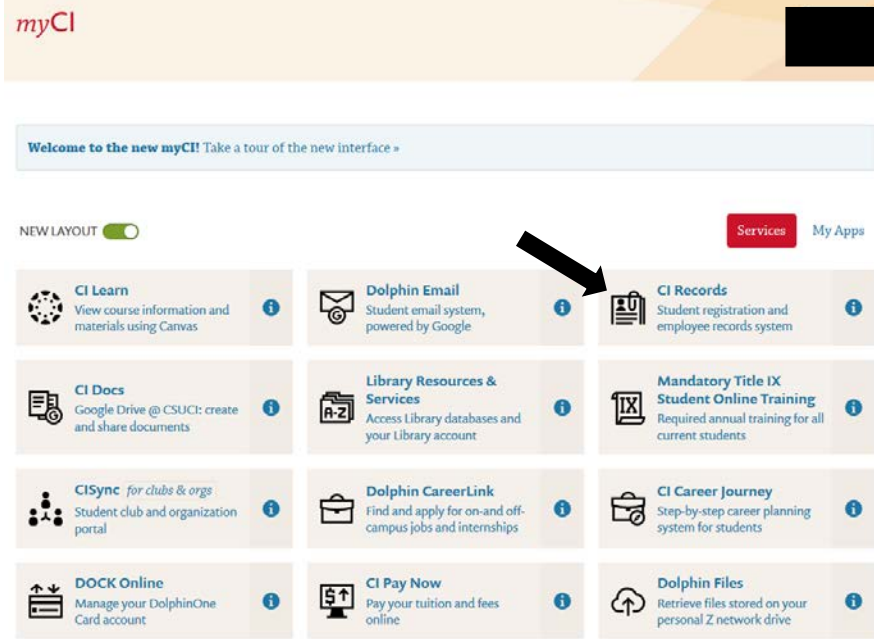
Before You Begin	Sample Course Description from Catalog
- Make sure you know our Dolphin name and password to login. - If you have never logged on to *my*CI or if you need to reset your password, you must know your **Dolphin ID**. To get your Dolphin ID, call 805-437-2748. - Print the instructions and 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 **24 hours for fees to populate** to your account once you have enrolled in classes. If fees are populating incorrectly, please contact 805-437-3717.	**Latin America: The Invisible Continent** **CSUCI Broome Library 2325** **10 a.m. to noon	8 weeks (8/28-10/23. No class 9/4)** **OLLI 1005 Class Nbr 3083** With a population approaching 700 million (twice that of the United States), Latin America is a region that is vitally important to the United States in many ways. Despite its proximity to our shores, this collection of diverse nations draws little attention from the American media compared to other areas of the world such as Europe, Asia, and the Middle East. In this course, we will take a look at why Latin America matters as we gain appreciation for its rich culture and history from pre-Hispanic times to the present. *Stephen Clark, Ph.D.,* *received his doctorate from the University of Colorado with a dissertation on autobiographical writings of Cuban exiles. He lived in Spain where he completed his master's degree. His publications include criticism, literary translations, interviews of major Cuban writers, and book reviews. He has taught at Northern Arizona University and Indiana State University and is currently a Professor of Spanish at CSUCI. He enjoys teaching Latin American literature, literary translation, and Latin American culture and civilization.*

STEPS FOR ENROLLING IN CLASSES

Instructions	Screenshots
Open your internet browser and visit http://myci.csuci.edu. On the *my*CI 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.** *If you need to reset your password, the last four digits of your SSN most likely will need to be put in as XXXX.* *For more help logging on to myCI, visit Creating and Accessing myCI.*	**myCI** **Dolphin Name** [ ] **Dolphin Password** [ ] ☐ This is my home or office computer (Learn more). Sign In Reset Password	Help

Instructions	Screenshots
Once you are logged on to *my*CI, click "**CI Records**."	
You are now in the *Student Center*. Under the Academics section, click "**Enroll**."	
1. Select term (**Spring 2017**) if you are given a choice. 2. Click "**Continue**."	

Instructions	Screenshots
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 3.* *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 • 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 805-437-2748 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.*	

Instructions	Screenshots
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**"	

Instructions	Screenshots
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.	

PAYING ONLINE

Instructions	Screenshots
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.*	
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.	

Instructions	Screenshots
Click on "**Login to CashNet**" to be directed to a secure-site for payment.	
Click on "**make payment**" in the red toolbar towards the top of the screen.	
Click on "**General Balance.**"	

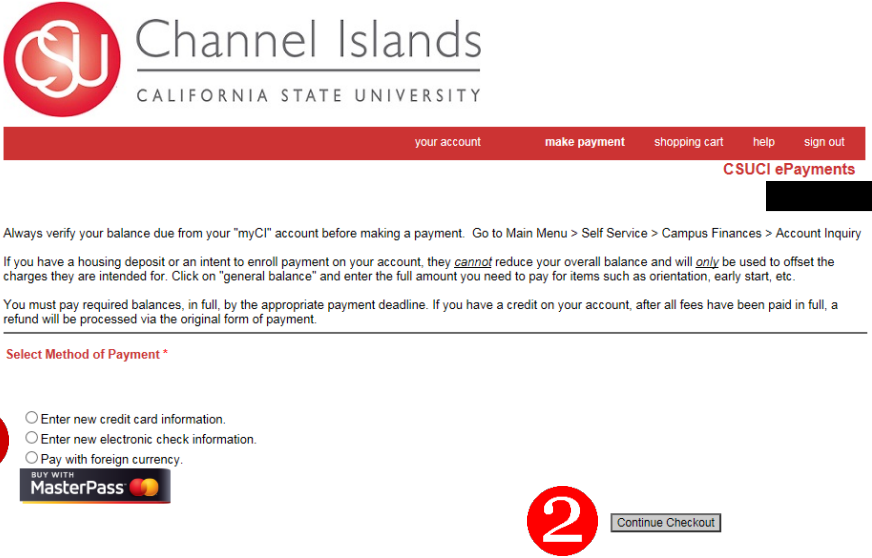| Instructions	Screenshots
Ensure the amount owed is correct. If so, click "**Add to shopping cart**."	**Channel Islands** CALIFORNIA STATE UNIVERSITY your account make payment Always verify your balance due from your "myCI" account before making a payment. Go to Main Menu > Self Serv If you have a housing deposit or an intent to enroll payment on your account, they _cannot_ reduce your overall balar charges they are intended for. Click on "general balance" and enter the full amount you need to pay for items such 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: 200.00 To pay for this item, click the button below. Add to shopping cart
Click "**Checkout**."	**Channel Islands** CALIFORNIA STATE UNIVERSITY 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** <table><tr><th>Item Code</th><th>Edit</th><th>Delete</th><th>Amount</th></tr><tr><td>General Balance</td><td>Edit</td><td>Delete</td><td>$200.00</td></tr><tr><td></td><td></td><td>Total Amount</td><td>$200.00</td></tr></table> Continue Shopping Checkout

Instructions	Screenshots
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 acknowlege 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 *my*CI 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 *my*CI 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.