

## 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.

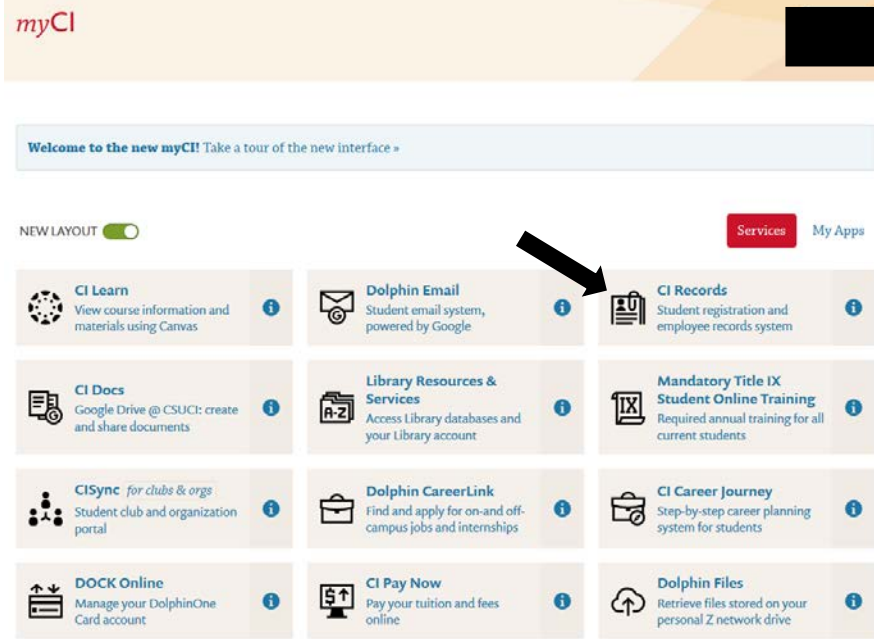
Before You Begin	Sample Course Description from Catalog
<ul style="list-style-type: none"> <li>• Make sure you know our Dolphin name and password to login.</li> <li>• If you have never logged on to myCI or if you need to reset your password, you must know your <b>Dolphin ID</b>. To get your Dolphin ID, call 805-437-2748.</li> <li>• Print the instructions and have this as a guide as you enroll.</li> <li>• Make note of the <b>4-digit class numbers</b> for the courses you desire. Please see the sample course description below for where to find class numbers.</li> <li>• It may take up to <b>24 hours for fees to populate</b> to your account once you have enrolled in classes. If fees are populating incorrectly, please contact 805-437-3717.</li> </ul>	<p><b>Latin America: The Invisible Continent</b>  <b>CSUCI Broome Library 2325</b>  <b>10 a.m. to noon   8 weeks (8/28-10/23. No class 9/4)</b>  <b>OLLI 1005 Class Nbr 3083</b></p> <p>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.</p> <p><i>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.</i></p>

STEPS FOR ENROLLING IN CLASSES	
Instructions	Screenshots
<p>Open your internet browser and visit <a href="http://myci.csuci.edu">http://myci.csuci.edu</a>.</p> <p>On the myCI log in page:</p> <ol style="list-style-type: none"> <li>1. Enter your Dolphin name (first.last####)</li> <li>2. Enter your case-sensitive Dolphin password.</li> <li>3. Click on "Sign In"</li> </ol> <p><i>Note: If you have never logged on to myCI, you must click "Activate your account."</i></p> <p><i>If your password is over 200 days old, you will need to <b>reset your password</b>. If you need to reset your password, the last four digits of your SSN most likely will need to be put in as XXXX.</i></p> <p>For more help logging on to myCI, visit <a href="#">Creating and Accessing myCI</a>.</p>	

Instructions

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

Screenshots



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

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.

## Screenshots

### 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
  - 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.*

go to ...

[Search](#) [Enroll](#) [My Academics](#)  
my class schedule add term information

Add Classes

### 1. Select classes to add - Enrollment Preferences

Fall 2016 | Extended Education | Channel Islands

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  
Career Non-credit Extension

Permission Nbr

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 ...

## Instructions

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**"

## Screenshots

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links: my class schedule, add, drop, swap, edit, and term information. The main heading is 'Add Classes' with a sub-heading '1. Select classes to add'. A green notification box states: 'OLLI 1002 has been added to your Shopping Cart.' Below this, the term 'Fall 2016 | Extended Education | Channel Islands' is displayed. There are status indicators for Open (green circle), Closed (blue square), and Wait List (yellow triangle). The 'Add to Cart' section includes an 'Enter Class Nbr' field with an 'enter' button and a 'Find Classes' section with a 'Class Search' radio button and a 'search' button. A table titled 'Fall 2016 Shopping Cart' is shown with columns: Delete, Class, Days/Times, Room, Instructor, Units, and Status. The table contains one row: OLLI 1002-1 (2722), Fr 10:00AM - 12:00PM, Off Campus, A. Denton, and a green status indicator. A red 'A' is placed over the 'enter' button, and a red 'B' is placed over the trash can icon in the table. At the bottom right, there is a green button labeled 'PROCEED TO STEP 2 OF 3'.

This screenshot is identical to the one above, showing the 'Add Classes' interface with the class OLLI 1002-1 added to the shopping cart. The main difference is a black arrow pointing from the bottom right of the table area towards the 'PROCEED TO STEP 2 OF 3' button.

**Instructions**

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

**Screenshots**

**2. Confirm classes**

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

Fall 2016 | Extended Education | Channel Islands

● 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		●

CANCEL    PREVIOUS    **FINISH ENROLLING**

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.*

**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:

Fall 2016 | Extended Education | Channel Islands

✓ Success: enrolled    ✗ Error: unable to add class

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

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

**1. Select classes to add**

## PAYING ONLINE

### Instructions

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.

### Screenshots

▼ 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

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**

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0.00
- Future Due
200.00

Currency used is US Dollar.

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

Instructions

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

Screenshots

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

Click on "General Balance."

Description	Amount
General Balance	\$200.00

Description	Price	View
General Payment		<a href="#">View Details</a>



Instructions

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

Screenshots



[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:

To pay for this item, click the button below.

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

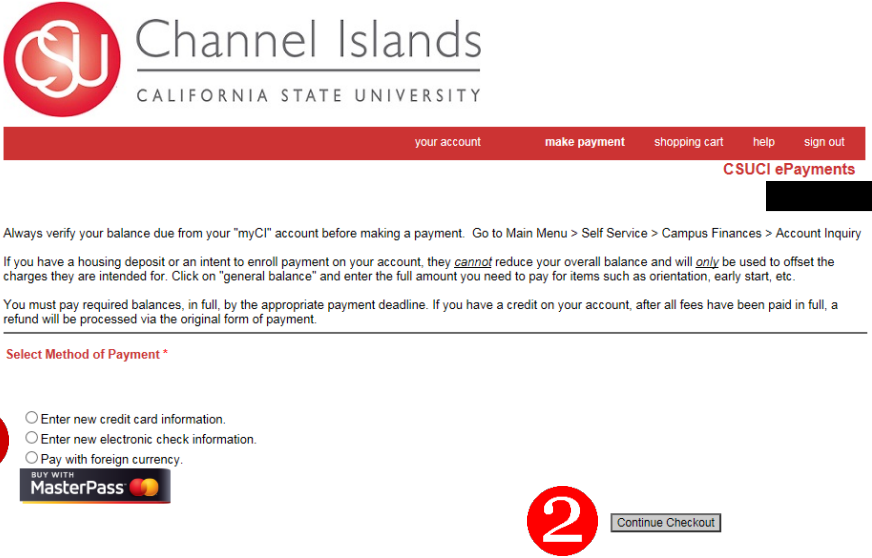
If you have a housing deposit or an intent to enroll payment on your account, they cannot reduce your overall balance and will only be used to offset the charges they are intended for. Click on "general balance" and enter the full amount you need to pay for items such as orientation, early start, etc.

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	<a href="#">Edit</a>	<a href="#">Delete</a>	\$200.00
<b>Total Amount</b>			<b>\$200.00</b>



Instructions	Screenshots
<p>1. Select your method of payment. You may pay with a:</p> <ul style="list-style-type: none"> <li>• Credit/debit card – A 2.75% convenience fee will be incurred by the student if choosing this method</li> <li>• Electronic check – No fee will be incurred by the student</li> </ul> <p>2. Click “<b>Continue Checkout</b>”</p>	 <p>Channel Islands CALIFORNIA STATE UNIVERSITY</p> <p>your account    make payment    shopping cart    help    sign out</p> <p>CSUCI ePayments</p> <p>Always verify your balance due from your "myCI" account before making a payment. Go to Main Menu &gt; Self Service &gt; Campus Finances &gt; Account Inquiry</p> <p>If you have a housing deposit or an intent to enroll payment on your account, they <u>cannot</u> reduce your overall balance and will <u>only</u> 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.</p> <p>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.</p> <p>Select Method of Payment *</p> <p><input type="radio"/> Enter new credit card information.  <input type="radio"/> Enter new electronic check information.  <input type="radio"/> Pay with foreign currency.</p> <p>BUY WITH MasterPass</p> <p>Continue Checkout</p>
<p>Follow the written instructions for the method of payment you have chosen.</p>	<p><u>Paying by credit/debit card:</u></p> <ul style="list-style-type: none"> <li>• Fill in all the required credit card information and click “<b>Continue Checkout.</b>”</li> <li>• Select that you acknowledge the 2.75% convenience fee and click “<b>Continue Checkout.</b>”</li> <li>• Click “<b>Submit Payment.</b>”</li> <li>• Once the payment has processed successfully, you will see a page titled “Transaction Approved.” A receipt for payment will be sent to your <i>myCI</i> student email account.</li> <li>• If you would like a receipt forwarded to a secondary email account, click “Email Another Receipt.”</li> <li>• For your own protection, always remember to log out and close the browser.</li> </ul> <p><u>Paying by electronic check:</u></p> <ul style="list-style-type: none"> <li>• Enter in the required bank account information and click “<b>Continue Checkout.</b>” Please double-check accuracy of information as a \$25 fee will be charged for funds returned because of invalid account numbers or insufficient funds.</li> <li>• Click “<b>Submit Payment.</b>”</li> <li>• Once the payment has processed successfully, you will see a page titled “Transaction Approved.” A receipt for payment will be sent to your <i>myCI</i> student email account.</li> <li>• If you would like a receipt forwarded to a secondary email account, click “Email Another Receipt.”</li> <li>• For your own protection, always remember to log out and close the browser.</li> </ul> <p>If you need further assistance with payment, you may email Student Business Services at <a href="mailto:sbs@csuci.edu">sbs@csuci.edu</a>, or call 805-437-8810.</p>

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.