FRESNO STATE

Craig School of Business
Advising Center

HOW TO SEARCH AND ADD CLASSES

HOW TO ADD A CLASS

(WWW.MY.FRESNOSTATE.EDU)

Launch Web browser and go to My Fresno State.

1. Under **My Menu**, click on **Student Self Service**, then click on **Student Center.**

2. To expand **My Academic Records & Registration**, click on the green arrow at the left of the bar.

3. Click on **Class Enrollment**.

4. Select the term you wish to enroll in. Enter a **5-digit Class Number** in the **Class Number** box. Click on **Enter**. This will bring you to a new page. This page allows you to verify your request, and if necessary, select a **related component**, such as a lab, **change your grading option**, or enter a **permission number**. At the bottom of the screen, click **Next** to proceed.

5. Use the **Search** feature to find open classes. Enter the course subject and course number (i.e. HIST 12) and click **Search** (leave the box checked to show open classes only). If you find a class you want to **add**, click on the **Select Class** button to add it to your Enrollment Shopping Cart.

6. After you have selected all of your classes, click on the button labeled **Proceed to Step 2 of 3**.

7. Click on the **Finish Enrolling** box to enroll in your courses.

8. Be sure to check the Status column for possible errors with your registration. If your registration is successful, the message "success" will be displayed. **If errors exist, the class was not added**. Specific details about the error are listed.

9. To drop a class previously added, click on **Drop a Class** tab. Select the class you want to drop. View your results by checking the box in the **Select** column. Then click **Drop Selected Classes**. Confirm your selection and click **Finish Dropping**.

10. To verify all classes are correct, click on **My Class Schedule**.

HOW TO SEARCH FOR GENERAL EDUCATION COURSES

(WWW.MY.FRESNOSTATE.EDU)

1. Log into My Fresno State web portal, my.fresnostate.edu

2. Open **Student Self Service**

3. Click the **Search for Classes** Link

4. Select the appropriate term and click continue

5. Click the **Additional Search Criteria** Link

6. In the **Course Attribute** drop the tab down and select **General Education**

7. In the **Course Attribute Value** field select the GE area you are searching for (i.e. IB, IC, ID, B1)

8. Click the **Search** button at the bottom

9. When you find a class that you like and fits your schedule click on the class number to add it to your shopping cart .

For assistance, please contact the

Craig School of Business Advising Center

at 559-278-4943, PB 185