



Instructional Design & Technology Registration Guide

College Park 570 | msidt@fullerton.edu

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IDT Course Information

Fall Start

Fall

IDT 505

IDT 510

Spring

IDT 520

IDT 525

Summer

IDT 530

IDT 535

Fall

IDT 540

IDT 545

Spring

IDT 550

IDT 597

IDT Course Information

Spring Start

Spring

IDT 505

IDT 510

Summer

IDT 520

IDT 525

Fall

IDT 530

IDT 535

Spring

IDT 540

IDT 545

Summer

IDT 550

IDT 597

**Spring start cohorts will participate in spring commencement exercises, but officially graduate in summer.*

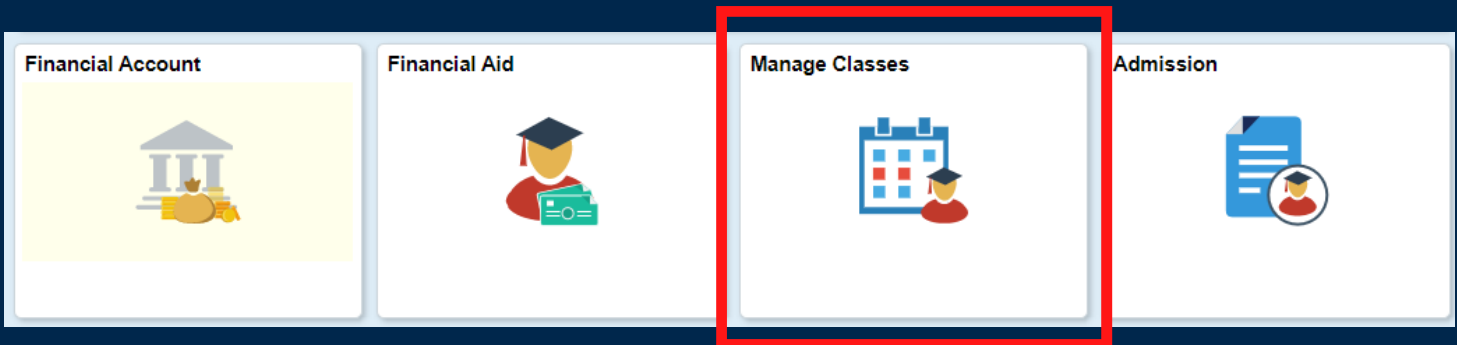
Before You Register

Enrollment Appointment

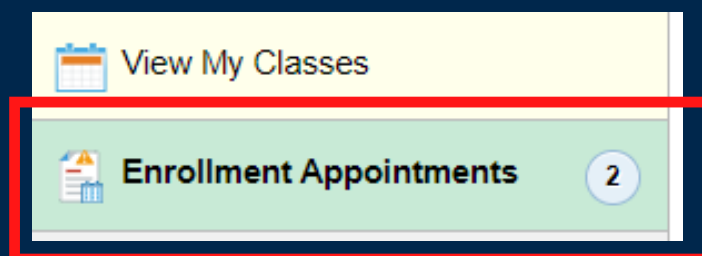
Registration opens up, generally, a few months into the semester. You can always check the [registration calendar](#) to know when registration opens up, the last day to register without a late fee, and the last day to register for the semester (with a late fee).

Locating Your Enrollment Appointment

1. From your Student Portal, click on "Student Homepage" link.
2. Click on the "Manage Classes" tile



3. Select "Enrollment Appointment(s)"



Before You Register

1	2	3	4	5	6	7
Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	October 29, 2021 9:00AM	February 7, 2022 11:59PM	12.00	12.00	12.00	8.00
Regular Academic Session	November 1, 2021 8:00AM	February 7, 2022 11:59PM	12.00	12.00	12.00	8.00

After clicking on "Enrollment Appointments," you will be taken to a page that will give you the following information:

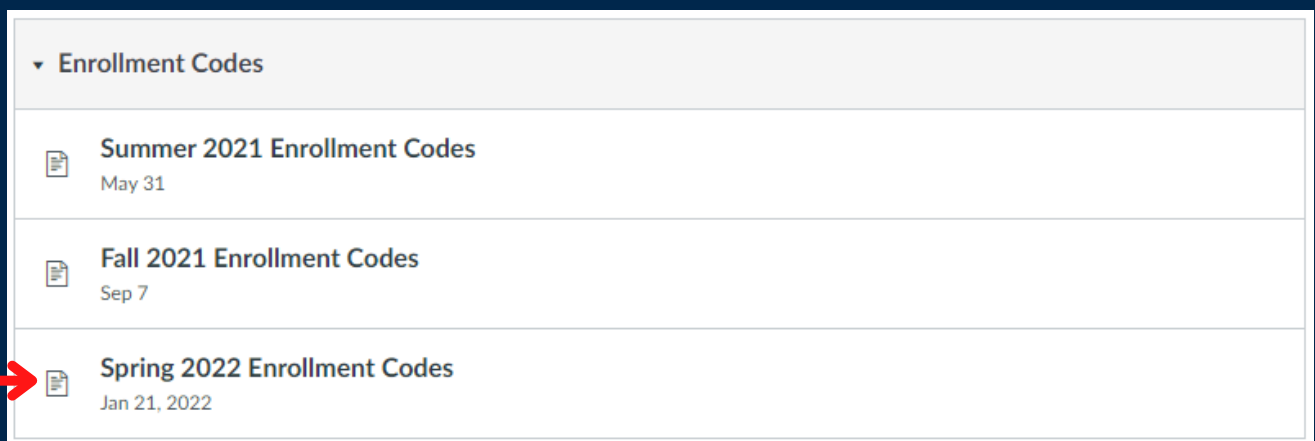
1. **Session** - usually "Regular Academic Session" or Session E (for summer)
2. **Appointment Begins** - the date and time your enrollment appointment begins. You cannot register before that time.
3. **Appointment Ends** - The last day to register with a late fee. Please refer to registration calendar for last day to register without a late fee.
4. **Max Term Units** - The total number of units you are allowed to take. Graduate students are generally allowed 12 units per semester.
5. **Max No GPA Units** - Maximum number of GPA units allowed to take (classes that count toward your GPA).
6. **Max Audit Units** - Maximum units you can take to audit a class (class does not count toward your GPA).
7. **Max Wait List Units** - Maximum number of units you can waitlist

Before You Register

Locating Enrollment Codes

You need your enrollment codes in order to find your next courses. We do not print our courses as we want only IDT students (master's or certificate) to enroll in our classes. You cannot find them just by putting in the course (e.g. "IDT 520").

1. From your Student Portal, click on "Canvas" link.
2. Click on your cohort's canvas tile
3. From the homepage, scroll down until you see the "Enrollment Codes" module
4. Locate the upcoming semester and click on the link



Before You Register

Spring 2022 Enrollment Codes 

To-Do Date: Jan 21 at 11:59pm



1 Class	2 Section	3 Class Number
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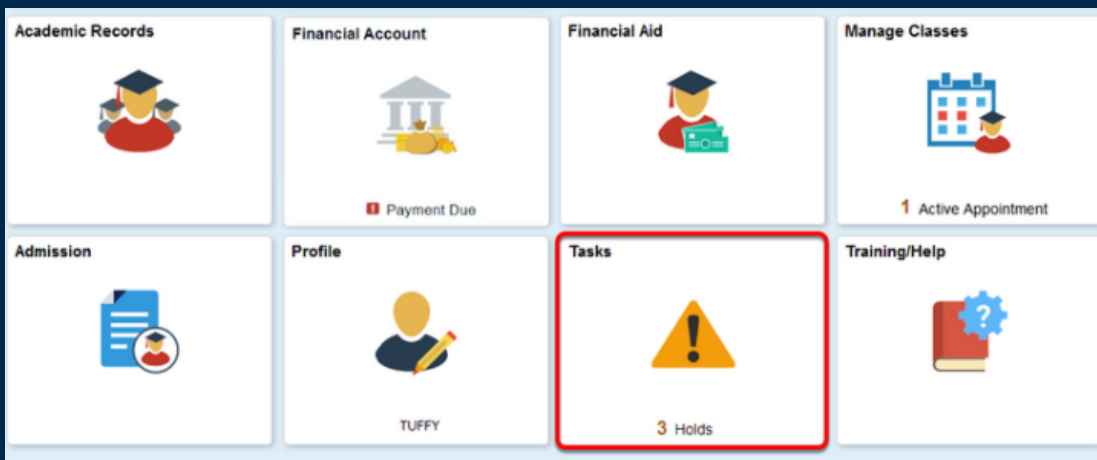
5. Upon opening the page, you will be given a table with course information:

1. **Class** - The class(es) you will next take (i.e. "IDT 520")
2. **Section** - Your section/cohort you're a part of (i.e. section 50 or section 51). You are assigned your section number at the start. It is in your admission letter. You can also find it on your class schedule (e.g. IDT 520-50 or IDT 520-51). If you are still having trouble, please contact the program coordinator.
3. **Class Number** - This five-digit number is important. Please use this number to locate your classes when you enroll.

Before You Register

Holds

Before your enrollment period opens up, please make sure you do not have any holds on your account. Holds will prevent you from registering for your next classes. Holds can be found on the Student Homepage and via the "Tasks" tile.

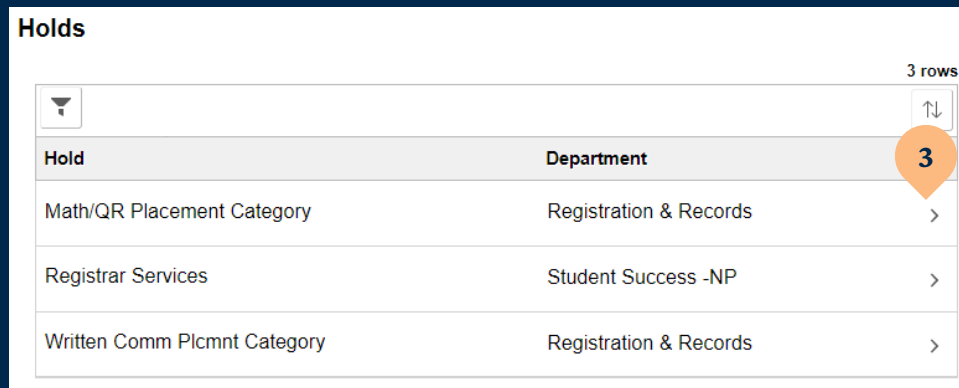


When you click on the "Tasks" tile, you will find out what type of hold is placed on your account (1) and who placed it (2).

Holds		3 rows
		
Hold 	Department 	
Math/QR Placement Category	Registration & Records	>
Registrar Services	Student Success -NP	>
Written Comm Plcmnt Category	Registration & Records	>

Before You Register

Clicking on the little arrow (3) will allow you to read the details of the hold.



Holds 3 rows

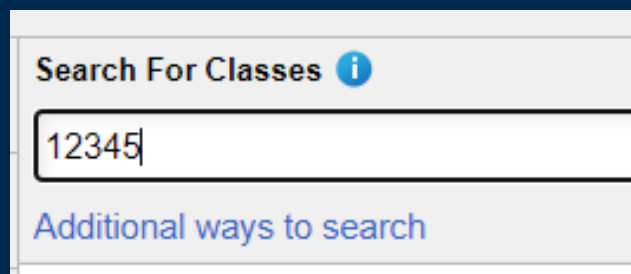
Hold	Department	
Math/QR Placement Category	Registration & Records	>
Registrar Services	Student Success -NP	>
Written Comm Plcmnt Category	Registration & Records	>

Please read through the details carefully as it will identify any actions you may need to take and who to contact. Holds can take as short as a few hours up to 48 hours to clear off of your account. Please plan accordingly.

Registering for Classes

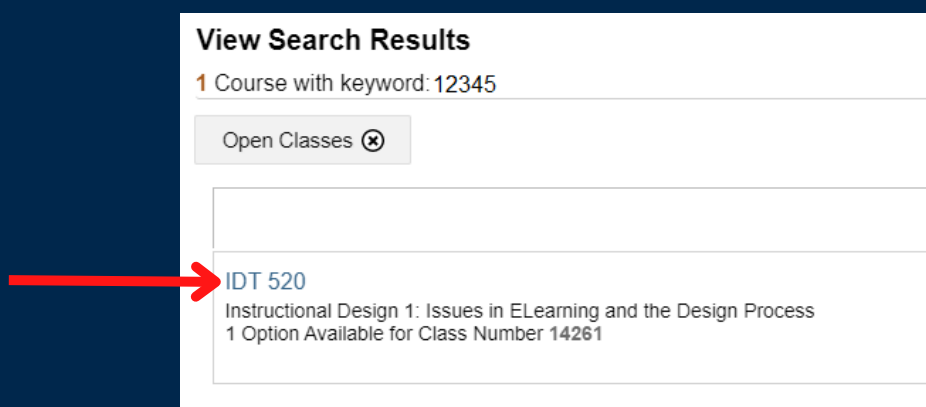
Once your enrollment period opens, you may register for your classes.

1. From your Student Homepage, click on the "Manage Classes" title
2. Click on "Class Search and Enroll"
3. Click on the semester you need to enroll for
4. Enter the five-digit class number (see: "[Locating Enrollment Codes](#)") into the search bar



A screenshot of a web interface titled "Search For Classes" with an information icon. Below the title is a search input field containing the text "12345". Below the input field is a link that says "Additional ways to search".

5. Click on the class that comes up in the search results



A screenshot of a web interface titled "View Search Results". It shows "1 Course with keyword: 12345". Below this is a button labeled "Open Classes" with a close icon. The search results list one item: "IDT 520" in blue text, followed by "Instructional Design 1: Issues in ELearning and the Design Process" and "1 Option Available for Class Number 14261". A red arrow points to the "IDT 520" text.

Registering for Classes

6. Click on the class again

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Section 50 - Class Nbr 12345 - Discussio	01/22/2022 - 05/13/2022	To be announced	WEB Fully Online Instruction	Lindsay O'Neill	Open Seats 18 of 35

7. Review class selection, making sure you are in the correct section and taking note of any important information. If correct, click on the "next" button.

Spring 2022
Postbaccalaureate
California State University, Fullerton

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 1 of 4: Review Class Selection

You have selected

IDT 520 Instructional Design 1: Issues in ELearning and the Design Process

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Section 50 - Class Nbr 12345 - Discussion	Regular Academic Session	01/22/2022 - 05/13/2022	To be Announced	Open Seats 18 of 35

Final Exam Schedule

See instructor for final exam information

Next >

8. Review class preferences and then select "accept."

Step 2 of 4: Review Class Preferences

IDT 520 Instructional Design 1: Issues in ELearning and the Design Process

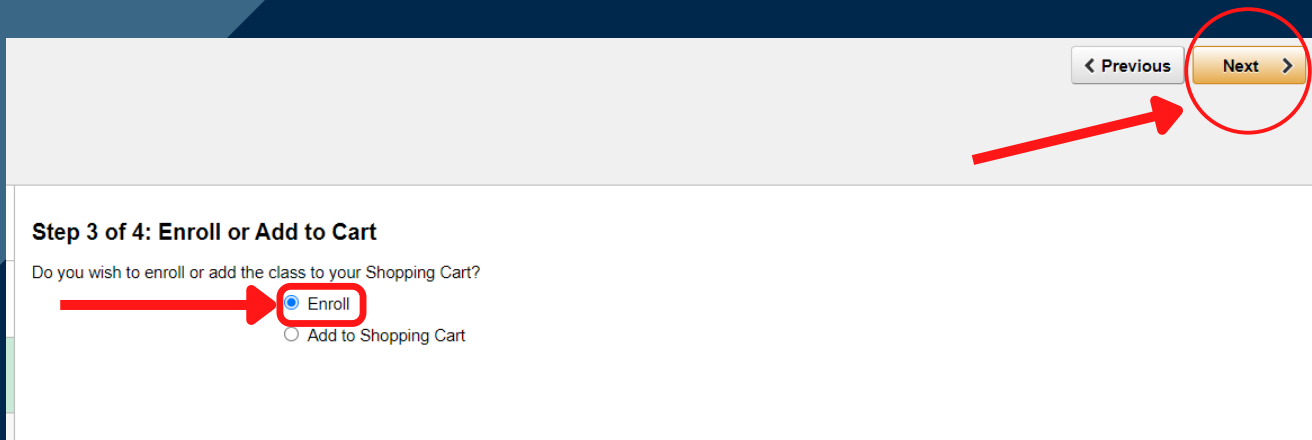
Section 50 - Class Nbr 14261 - Discussion - Open

Add to waitlist if class is full? ⓘ ☐ No

Accept

Registering for Classes

9. Select "Enroll" and then click "Next"



Step 3 of 4: Enroll or Add to Cart

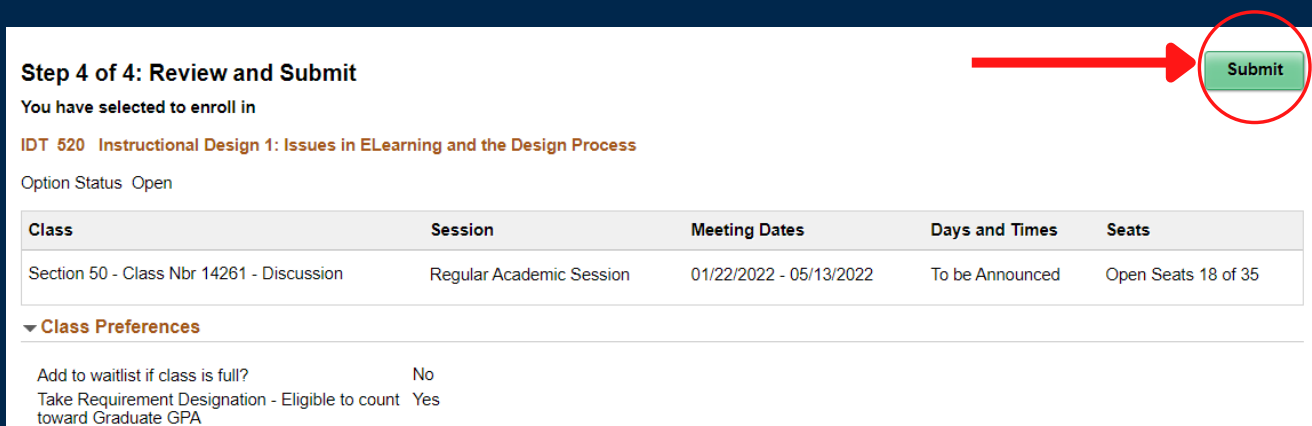
Do you wish to enroll or add the class to your Shopping Cart?

☒ Enroll

☐ Add to Shopping Cart

< Previous Next >

10. After reviewing you have selected the correct class, click "submit."



Step 4 of 4: Review and Submit

You have selected to enroll in

IDT 520 Instructional Design 1: Issues in ELearning and the Design Process

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Section 50 - Class Nbr 14261 - Discussion	Regular Academic Session	01/22/2022 - 05/13/2022	To be Announced	Open Seats 18 of 35

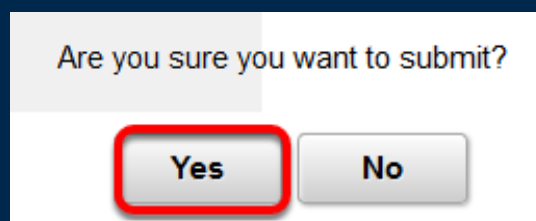
▼ Class Preferences

Add to waitlist if class is full? No

Take Requirement Designation - Eligible to count toward Graduate GPA Yes

Submit

10. Select "yes" and if you have successfully enrolled you will see a confirmation page, stating that you have enrolled in your selected course.



Are you sure you want to submit?

Yes No

Registering for Classes

Things to Note

- If a page comes up about financial responsibility, please check the box and then click "continue." You will be taken to the fourth page to submit your courses
- You can view your classes by selecting "View my Classes" and print out a printable version by clicking the "Printable Page" button.
- You can switch or drop courses from the same "Manage Classes" page.

Registering for Classes

Switching Classes

If you need to or was asked to switch classes (generally because we are having you switch sections, please do the following:

1. Click on "Swap Classes"
2. Select the course you wish to swap
3. Enter the five-digit class number of the class you're switching to and then select "search"
4. Follow the enrollment process as usual from there

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule



With This Class

Search for Classes

Or

Enter Class Number



Frequently Asked Questions

I can't register. What am I doing wrong?

First, check to make sure you are registering during your open enrollment appointment. Then, check to see if you have any holds on your account. If you do not have any holds on your account, please contact msidt@fullerton.edu or the program coordinator. Registering may require permission for you to enroll.

Why do I have a hold?

There can be multiple reasons. It could have to do with you completing Title XI training, financial reasons, etc. Please see: "[Holds](#)" for more information.

I can't find my classes.

Please make sure you have entered the five-digit class number posted on Canvas (see: "[Locating Enrollment Codes](#)"). The MSIDT program does not print their courses for the general university public to find and take. This makes our courses available only to our students. You can always check with the program coordinator to make sure the classes are being held.

I registered via Open University. Can I use this guide to enroll for my next classes?

If you registered through Open University, you must continue registering through Open University. More information can be found here: extension.fullerton.edu/ou

Frequently Asked Questions

Is there a video guide with which I can follow along?

Yes. Please view the registration guide video [here](#).

Contact Information

MSIDT Program

Main email: msidt@fullerton.edu

Program Coordinator: Stephanie Ruvalcaba | struvalcaba@fullerton.edu

Records & Registration

Main email: arsc@fullerton.edu

Phone number: 657-278-7601

Website: records.fullerton.edu

Student IT Helpdesk

Main email: studentIThelpdesk@fullerton.edu

Phone number: 657-278-7777

Website: fullerton.edu/it/students/helpdesk/index.php

Office of Financial Aid

Main email: finacialaid@fullerton.edu

Phone number: 657-278-3125

Website: fullerton.edu/financialaid