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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
*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

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

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

![Holds Table]

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

6. Click on the class again

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.

8. Review class preferences and then select "accept."
Registering for Classes

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

10. After reviewing you have selected the correct class, click "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.
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.
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
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
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: financialaid@fullerton.edu
Phone number: 657-278-3125
Website: fullerton.edu/financialaid