Before You Register

Before you register, there are two things you will need to check:

- **If you have any holds**

Holds can be found on the right side of your Student Portal. There will be a "Details" button underneath the hold to tell you what needs to be done in order to remove the hold. Holds can take as short as one (1) hour to 24 hours to be taken off your account.

- **Enrollment Dates**

The most important thing will be to check is when your enrollment dates will occur. This is the period when you will be allowed to enroll for class. It will have:
  - Term (multiple terms can be listed)
  - Enrollment Information
  - Date and Times
Clicking on the "Enrollment Appointment(s)" link will take you to a new page which will give you the following information:

1. Session
2. The date and time your appointment period begins
3. The date and time your appointment period ends (the last day to register without late fee)
4. Max number of units you can take
5. Max number of waitlist units you have
Registering

1. Click on the "Enroll" button located on the left side of your portal.

2. Enter the five-digit class number given to you by the program coordinator. If you do not enter the class number, you will not find your classes.
Registering

3. After your class appears, press on the "Select Class" to select the class you need. You will want to do this for both classes you are taking.

4. Select the "next" button to add it to your shopping cart.

5. Once you have all of your classes in your shopping cart, select the "Proceed to Step 2 of 3" button located below the shopping cart.
5. Review to make sure you have all your courses in your shopping cart. Select "Finish Enrolling" to complete the process.

6. If you see the green check mark next to your classes, success! You've enrolled! If you see a red check mark, that means it was not added. See "FAQ" on what to do next.
I have a red check mark. What do I do?
First, check to make sure if you have no holds on your account. See "Before You Register" to learn how to do that. If you do not have any holds on your account, please contact us at msidt@fullerton.edu or the program coordinator. Registering may require permission for you to enroll.

Why do I have a hold?
There are multiple reasons. It could have to do with Title XI training, financial reasons, etc. Please check "Details" on your hold section to find out who placed the hold, why they placed it, and their contact information.

I can't find my classes.
Please make sure you entered the five-digit class number given to you to find your classes. 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 always check with the program coordinator make sure the classes are being held.

How do I get my five-digit class number(s)?
It will be posted either on your Canvas webpage or given to you via email by the program coordinator. Please contact us if you cannot locate your class number(s).

Is there a video guide I can following along?
Yes. Please view the registration guide video here.