ENROLLING IN A COURSE THROUGH FULLY ONLINE

Introduction
CSU Fully Online is a cross-enrollment program that allows matriculated CSU students to enroll concurrently in one online course per term at another CSU campus. The program is available for terms where students pay full-time tuition. It is not available for summer or winter sessions. Before enrollment, make sure the fully online class satisfies the intended degree requirement.

You are eligible to enroll in a CSU Fully Online course if you have:

• Completed at least one term at your home CSU campus as a matriculated student and earned at least 12 units in residence
• Earned at least a 2.0 GPA and are in good academic standing
• Enrolled at your home campus during the period of concurrent enrollment
• Paid tuition fees as a full-time student (6.1 or more units)

Additionally...

• Students in Extended Education or Continuing Education programs are not eligible to participate.
• International students may not be eligible to take online courses. Check with your campus.
• Nonresident students pay the additional per-unit nonresident tuition fee for the CSU Fully Online course to the host campus.
• Graduate students should check with their home campus to ensure they allow graduate student participation and to confirm transferability of the course. Enrollment at the host campus may be restricted or limited to those campuses that have consortium agreements that include cross-enrollment at specific campuses in certain pre-approved courses.
• Participants will need to pay any course material or lab fees to the host campus
• Students may only enroll at a campus of similar term type (semester to semester, quarter to quarter)
• Enrollment limits combining units at your home campus and the host campus online course apply. Contact your campus for details.

How the process works
Enrollment is requested through your home campus student portal via the Enroll in CSU Fully Online link. The link will be available in your student center only during the enrollment period. Upon selecting the link and then term, eligibility is checked and students who do not meet eligibility are prevented from requesting enrollment. Submitting a request does not guarantee enrollment. If your request is accepted, the host campus will confirm by email and the request will appear with a status of Enrolled. If you successfully enroll in a course, your home campus adds a placeholder course to your record to show the in-progress units. Those units are included in financial aid totals. You are responsible for setting up access to the host campus learning management portal to complete the online course. Once you complete the course, the course and grade information is automatically transferred to your home campus. The placeholder course is dropped and the Fully Online credit posted as transfer credit. Any future official transcripts you need to provide showing your complete academic history requires official transcripts from both your home campus and host campus.
Enrollment Steps

Step 1
Go to your Student Center and select the Enroll in CSU Fully Online link. The link will appear once enrollment opens and remains through the enrollment period for your campus. For spring enrollment, the date is typically early December. For fall enrollment, the date is in early June.

Step 2
Select the term and Continue
This process may take a minute while the system checks your eligibility. If you are not eligible, an error message will display. If you are eligible, the class search page will display.
Step 3
Search for CSU Fully Online Class
Use the search criteria to find the class you want to add. Results will vary from what displays on the www.csufullyonline.com schedule. Only courses that are within the listed enrollment period and have open seats will appear in search results.

You can view the listed enrollment period on the www.csufullyonline.com schedule grid after expanding the course to see details.
Step 4
Review search results
Expand course to see campus and class details. To proceed, select the Class number link.

Step 5
Select course
Once you detail into the course, read the course description box for any prerequisites. Continue with the enrollment process by clicking Select Class.
Step 6
Identify Course Requisites
Depending on the course you select, you may be required to identify how you meet the listed prerequisites. Do not skip this step. Failure to provide prerequisite information will result in a denied request.

To proceed:

1. Check the box for the home campus course(s) you’ve taken that meet the prerequisite.
2. If none of your classes meet the prerequisite, fill in the text box below the course list with the class you took at another institution and transferred, or indicate another method of eligibility. Provide details.
3. Check the 'Requisites Confirmed' box.
4. Click Confirm.
Step 7
Final Confirmation
Read the message before proceeding with submission. Review the campus and course you have selected to make sure it is the one you want. This is your last chance to cancel or return to previous screen. Select Submit Enrollment Request to proceed with the enrollment request.

Step 8
View Results
The submission results of the enrollment request displays. Review Message and Status. A red X means an error occurred. A green check mark means your request was submitted to the host campus successfully. This does not mean you are enrolled. You are not enrolled until the host campus processes your request.
Select OK.
Status will show Pending Request until the host campus processes. Log back into your student center and the Enroll in CSU Fully Online link to check back later to confirm that you are enrolled in the course. If accepted, the status will change to Enrolled. If denied, the status will display Not Enrolled.

![Image of CSU Fully Online Class Schedule]

Requests may take up to two or three days for processing. Once enrolled in the course, the host campus will send an email with instructions on how to log into their student portal and access the online class. Be sure to check your email.

Your home campus will add a placeholder class to your schedule. The units are included in your term totals. At the end of the semester, the host campus will automatically report your grade. The placeholder course will be dropped and the Fully Online course and grade will appear on your academic record as transfer credit.