

## 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.

John's Student Center

Academics

Search  
Plan  
Enroll  
My Academics  
Enroll in CSU Fully Online

other academic...

Deadlines URL

Fall 2018 Schedule

Class	Schedule
ACCT 300A-01 SEM (1023)	MoWe 8:00AM - 9:50AM CBA Room 235
BIOL 200-02B LEC (1368)	TuTh 11:00AM - 12:15PM PH1 Room 141
BIOL 200-11B1 LAB (1377)	Tu 2:00PM - 4:45PM MLSC Room 109
DESN 232-01 ACT (2037)	MoWe 9:00AM - 11:45AM HSD Room 105

Weekly Schedule ▶  
Enrollment Shopping Cart ▶

Search for Classes

Share My Information

Holds  
No Holds.

To Do List  
No To Do's.

Advisor  
Program Advisor  
None Assigned

Important External Links  
Register to Vote!  
CSU Information  
Breaking News

Finances

My Account  
Account Inquiry  
Payment Profile  
Enroll in Direct Deposit

Financial Aid  
View Financial Aid  
Accept/Decline Awards  
Report Other Financial Aid

other financial...

You have no outstanding charges at this time.

\*Important Student Fee Information Make a Payment ▶

### 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.

John Doe go to ...

Add CSU Fully Online Class

Select Term

What is CSU Fully Online?

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> Fall 2018	Undergraduate	CSU Semester University

Continue

go to ...

### 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.csufullonline.com](http://www.csufullonline.com) schedule. Only courses that are within the listed enrollment period and have open seats will appear in search results.

#### Add CSU Fully Online Class

##### Select classes to add

To view the CSU Fully Online Class Schedule, click Search. To select classes for another term, click Change Term.

Fall 2018 | Undergraduate | CSU Semester University Change Term

Request Pending  Not Enrolled  Enrolled

#### Fall 2018 CSU Fully Online Enrollment

Campus	Class	Description	Days & Times	Units	Status
--------	-------	-------------	--------------	-------	--------

Search for CSU Fully Online Classes

CSU Fully Online Class Search

Host Campus

Subject  is exactly

Course Number  is exactly

Course Career

Class Nbr

Search

You can view the listed enrollment period on the [www.csufullonline.com](http://www.csufullonline.com) schedule grid after expanding the course to see details.

Online Course	Online Course Title	CSU GE Area	Upper/Lower	CourseMatch	Status	Host Campus	Course EQ/GE Area
AFAM 322	PSYCHOLGY OF AFRICAN AMERICANS	UD-D	UPPER	---	Open	FULLERTON	---
<p><b>Course Description</b> Uses psychological principles and practices to guide students' comprehension of life as an African American. Introduction to a holistic perspective that expands ways of conceptualizing psychology from an African American world view. (AFAM 322 and PSYC 322 are the same course.)</p> <p><b>Attributes</b> D-UD - Upper Division GE Area D</p> <p>Units: 3 Start Date: 1/19/2019 <b>Enrollment Period: 12/20/2018 - 1/16/2019</b> Course ID: 50Sec (17795) Campus Welcome Document: N/A</p> <p>Prerequisite: Completion of G.E. Category D.1 Corequisite: N/A Recommended: N/A Fully Online Host Campus: CALIFORNIA STATE UNIVERSITY-FULLERTON</p> <p><b>Home Campus Transfer Information</b> Please consult with your academic advisor. <i>Upon submitting an enrollment request, you will be given the opportunity to provide method(s) in which you have met the listed prerequisite. Should you not meet the prerequisite, your Fully Online course enrollment request will be denied by the online host campus.</i></p> <p><span>Email Course</span> <span>Visit Student Portal to Request Enrollment</span></p>							
AFAM 356	AFRICAN AMERICAN MUSIC APPREC	UD-C	UPPER	★	Open	FULLERTON	---
AMST 101	INTRO AMERICAN CULTURE	D	LOWER	★	Open	FULLERTON	---

## Step 4

Review search results

Expand course to see campus and class details. To proceed, select the Class number link.

Add CSU Fully Online Class

### Select classes to add

Click on the highlighted class number to view details of the class and request enrollment.

**i** How will this course transfer?

Schedule of classes campus configurable message. Can be used to warn students about Time Conflicts.

Fall 2018 | Undergraduate | CSU Semester University Change Term

#### Available CSU Fully Online Courses

- ▶ AMST 300 Intro to Amer Pop Culture
- ▶ AMST 301 American Character
- ▶ ANTH 101 Intro Biological Anthro
- ▶ ANTH 102 Intro to Cultural Anthro
- ▶ ANTH 300 Language and Culture
- ▶ ANTH 301 Primate Behavior
- ▶ ANTH 305 Anthropology of Religion
- ▶ ANTH 306 Culture and Art
- ▶ ANTH 308 Culture and Aging
- ▶ ANTH 311 Culture and Communication
- ▶ ANTH 321 Peoples of Native No America

Host Campus	Class	Section	Days & Times	Meeting Dates	
Fullerton	21743	75	Open	08/25/2018-12/14/2018	

## 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.

Add CSU Fully Online Class

### Class Details

To continue enrollment request, click on select class.

CSU Semester University | Fall 2018 | Undergraduate

#### Class Details

Subject	ANTH	Career	Undergraduate
Catalog Nbr	300	Dates	08/25/2018 - 12/14/2018
Class Nbr	21743	Campus	California State University, Fullerton
Units	3.00	Grading	Undergraduate Student Option
Select Grading Basis			Graded

#### Meeting Information

Days & Times	Meeting Dates
Open	08/25/2018 - 12/14/2018

#### Description

Prerequisite: completion of G.E. Category D.1. Language as a factor in culture. Trends in the study of language and culture. One or more sections may be offered in any online format.

[Return to Add Classes](#) View Search Results Select Class

go to ...

## 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.

Add CSU Fully Online Class

### Identify Course Requisites

Please indicate courses that meet pre-requisite:

Subject ANTH Catalog Nbr 300 Language and Culture Campus Fullerton

Prerequisite: completion of G.E. Category D.1. Language as a factor in culture. Trends in the study of language and culture. One or more sections may be offered in any online format.

Course	Description	Term	Units Taken	Official Grade
<input type="checkbox"/> ACCT 201	Elem Financial Accounting	Fall 2014	3.00	A
<input type="checkbox"/> ACCT 300A	Intermediate Accounting	Fall 2018	4.00	
<input type="checkbox"/> AH 113B	Asian Art Later Traditions	Fall 2014	3.00	A
<input type="checkbox"/> ANTH 110	Intro to Physical Anthropology	Fall 2014	3.00	A
<input type="checkbox"/> ANTH 120	Intro to Cultural Anthropology	Spring 2015	3.00	A
<input type="checkbox"/> ARAB 101B	Standard Modern Arabic II	Spring 2015	4.00	A
<input type="checkbox"/> BIOL 153	Introduction to Marine Biology	Spring 2014	3.00	A
<input type="checkbox"/> COMM 110	Interpersonal Communication	Spring 2014	3.00	A
<input type="checkbox"/> DESN 232	Visualization Techniques	Fall 2018	3.00	
<input type="checkbox"/> KPE 185	Social Dance	Spring 2014	1.00	A
<input type="checkbox"/> PSY 110	Intro Statistics	Spring 2014	4.00	A
<input type="checkbox"/> SOC 200	Introduction to Data Analysis	Spring 2014	3.00	A

If you have taken a course from another institution (transfer credit) that fulfills the pre-requisite(s) for this class, please list the course, grade, and institution. If a course above or transfer credit do not meet the pre-requisite(s) for this class, please indicate another method of eligibility.

Requisite Confirmation

By selecting the Requisites Confirmed checkbox below, you are confirming that you have reviewed the class requisite information and you meet the pre-requisites for enrollment into this class.

Requisites Confirmed

[Return to Add Classes](#) [View Search Results](#) [Confirm](#)

go to ...

## 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.

#### Add CSU Fully Online Class

##### Final Confirmation

Click Submit Enrollment Request to process your request for the classes listed below. To exit without adding these classes, click Cancel.

**Read**  By selecting the Submit Enrollment Request button, you are formally making a request to California State University, Fullerton for enrollment. When your request has been processed, you will be contacted by that campus and will be responsible for conducting any activities related to your online course (e.g. establishing connectivity with the learning management tool used for the course, paying any additional lab or supplemental instruction fees, meeting deadlines for withdrawing if that is your choice) with California State University, Fullerton. A record of your completed work and grade will be forwarded to your home campus at the end of the term.

CSU Semester University | Fall 2018 | Undergraduate

Campus	Class	Description	Units	Days & Times
Fullerton	ANTH 300 (21743)	Language and Culture	3.00	Open


If you will be seeking accommodation services for students with disabilities [click here.](#)

## 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.*



#### Add CSU Fully Online Class


go to ... 

##### View results

View the following message for enrollment request status:

CSU Northridge | Fall Semester 2015 | Undergraduate

 Request Submitted  Error: unable to add class

Campus	Class	Message	Status
Long Beach	PSY 351 (2920)	This is a request for enrollment at another CSU campus. This is only a request and the final confirmation of enrollment will be sent by the California State University, Long Beach campus.	

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.

**Add CSU Fully Online Class**

Select classes to add

To view the CSU Fully Online Class Schedule, click Search. To select classes for another term, click Change Term.

Fall 2018 | Undergraduate | CSU Semester University Change Term

Request Pending  Not Enrolled  Enrolled

**Fall 2018 CSU Fully Online Enrollment**

Campus	Class	Description	Days & Times	Units	Status
Fullerton	ANTH 300 (21743)	Language and Culture	Open	3.00	

Search for CSU Fully Online Classes

CSU Fully Online Class Search

Host Campus:  CSU Fullerton

Subject:

Course Number:

Course Career:

Class Nbr:

Search

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.