Enrolling in CSU FULLY ONLINE Courses

CSUSM returning students: You may be eligible to take a CSU Fully Online course from one of the other 22 CSU campuses while you’re enrolled in courses at CSUSM!

If you are an F-1 visa international student please check in with the global education office first before enrolling in any online courses to determine if you are eligible to do so.

To participate in CSU Fully Online, undergraduates must have:

- Completed at least one term at Cal State San Marcos and earned at least 12 units as a matriculated student*.
- Attained a grade point average of 2.0 in all work completed at Cal State San Marcos and is in good standing.
- Enrolled at Cal State San Marcos during the period of concurrent enrollment.
- Paid tuition and fees as a full-time student (6.1 or more units).

*New transfer students may enroll in classes their first term, as long as they are enrolled and pay tuition and fees as a full time student.

To access CSU Fully Online Courses:

From your mycsusm Student Center select: Enroll in CSU Fully Online

Click on “What is CSU Fully Online“ to find out more information

Then choose the Term and click “Continue”
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By choosing your campus (CSUSM) a list of eligible CSU semester campuses will appear. You won’t see CSUSM courses because as a reminder the CSU FULLY ONLINE program is allowing you to take other CSU online courses that will automatically transfer back to your CSUSM records.

You’ll now be able to search the data base for CSU FULLY Online courses:

**Note:** Courses listed with attributes of:

- **Upper Division** CSU GE AREA (General Education Area) “UD-B” may be used to meet CSUSM’s Upper Division General Education area BB
- **Upper Division** CSU GE AREA (General Education Area) “UD-C” may be used to meet CSUSM’s Upper Division General Education area CC
- **Upper Division** CSU GE AREA (General Education Area) “UD-D” may be used to meet CSUSM’s Upper Division General Education area DD

*You may wish to verify your Upper Division General Education choice with your advisor since certain restrictions might exist depending on your major. You may use the following link: **eAdvisor**

- **Lower Division General Education** courses listed with attributes of: A1, A2, A3, B, C1, C2, D, E will be honored should you still need any of these. Consult your Academic Requirement Report (Faculty approval not required)

- **Just need units to meet minimum graduation requirements:** These courses are all fully transferable, just be sure you’re not taking a course you’ve already completed at CSUSM. Remember these courses are listed as Lower Division and Upper Division. If you need Upper
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Division units make sure you’re choosing appropriately. (Faculty Approval not required if you are just taking the course to earn units and not a specific major requirement/major elective.

- **Trying to meet a major requirement or major elective requirement?** This will require work on your part. Once you’ve found a course(s) that sounds like it may work for a major requirement or major elective: You’ll want to click on the specific course which will give you a course description. You’ll need to run this by your faculty advisor and/or major department. Let them know that you would like to know if they would approve the CSU Fully Online course for use in your major and be specific in terms of what requirement you’d like to try and use this for. If they approve this you would then finish the enrollment process. They would need to also submit an Alternative Course Approval into the data base so once the grade comes in it can be posted to your record. Need contact information? Use eAdvisor which will connect you to an Academic Advisor who can provide you guidance as to whom you should contact to make this request.

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**Fully Online Courses Transferable for Credit**

The following online courses will transfer for credit to CHICO STATE as a General Education (GE) requirement, specific course fulfillment, or an elective.

*Note: Even if the “CSU GE Area” or “Course FE/GE Area” columns are empty, you may still receive GE or course-to-course credit. Please contact the Registrar’s Office at your campus to verify how a course will transfer.*

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Get started and explore online courses:

1. Click the arrow to view course details, including the enrollment period and home campus transfer information.
2. You can also use the search box and filtering to narrow your results.
3. To request enrollment in a course, visit your student portal by clicking “Request Enrollment.”

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How to enroll:

- Click on the specific course you’re interested in enrolling into:

Pay close attention to details like:

- Host campus, Course Name, Course Number. You’ll be able to use the search button later, but you’ll need to know this information to easily locate the course again.
- Attributes (if it meets a General Education Area)
- Start Date
- Enrollment period (once enrollment period is over you won’t be able to enroll in that course)
- Prerequisites/Corequisite info
- Campus Welcome pdf document

Now Click on the **Visit Student Portal to request Enrollment** button so that your request can be processed. NOTE: This will bring you back to your Student Center where you’ll once again select: Enroll in CSU Fully Online
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This time choose the Term and click “Continue”

![Select Term]

Fill in the information about your course as best you can and then click on search.

Or simply click on search to find the information. Note: by using the search button without filling out course information it will bring up a large number of results

![Search Results]

Finally, once you have pulled up the course you would like to take:

Click on Select Class

This will route your request to the CSU campus where the online class is offered. You will receive notification from that particular campus regarding your enrollment, once processed.

In some circumstances you may receive word as to being denied enrollment should the course now be closed or other circumstances that prohibit enrollment.
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