Uni-track Registration and Payment Instructions

Registration and Payment is due by Friday, February 27, 2015

Obtain the following information from your instructor before you begin enrolling in
Undergraduate CGE UNITRACK classes for Credit

| Class #_____________ | Class Term: ✓ Spring |

- **FIRST TIME** Uni-track student. **DO NOT** have a Fresno State I.D. number or a Fresno State email address.
  - Go to the [https://my.fresnostate.edu](https://my.fresnostate.edu).
  - Click on “Continuing & Global Ed Courses” under My Menu.
  - Click on “New Student”. Fill out the New CGE Student application. WRITE DOWN your new I.D. number _________________.
  - Create a Fresno State email, go to [https://googleapps.fresnostate.edu/signup](https://googleapps.fresnostate.edu/signup). Create a Username_________________________ Password_______________________
  - Now read the Uni-Track information below.

- **FORGOT** my Fresno State I.D. number - Call the Division of Continuing and Global Education at (559) 278-0333, or the Student Help Desk at (559) 278-7000 for after hours and weekend assistance. **You will be asked for personal information as verification.** Write down your I.D. number and then read the Uni-track information below.

- **FORGOT** my Fresno State email user name and/or password – Go to [https://password.csufresno.edu](https://password.csufresno.edu).

- **I KNOW** my Fresno State I.D. number, email username, and password. Read the Uni-track information below.

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**Uni-Track –Information**

- **Registration Fees & Unit Limits** - Registration fees for Uni-track courses are **$40 per course**. Uni-track students can register for up to 8 units of academic credit, per semester.

- **Transcripts** - For information on how to request an “official” transcript, go to [http://www.fresnostate.edu/studentaffairs/are/registrar/transcripts.html](http://www.fresnostate.edu/studentaffairs/are/registrar/transcripts.html)

Uni-track Class number and Term information is needed for the transcript request.

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**START the Registration Process**

- **Step 1** Go to [https://my.fresnostate.edu](https://my.fresnostate.edu) and use your Fresno State email “username” and “password” to sign in.

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**Need HELP?**

- **Continuing and Global Education** (559) 278-0333 • Monday through Friday • 8:00 am to 5:00 pm
- **Student Help Desk** (559) 278-7000 • 7:00 am to 9:00 pm • Monday - Friday • 8:00 am to 5:00 pm on Saturday
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Step 2  Click on the “Student Self Service” link under the My Menu section on the left side.

Step 3  Click on the Student Center.

Step 4  NEW Students click on the green arrow next to “My Academic Records & Registration” then go to Step 9. RETURNING students go to Step 5.

Step 5  RETURNING students select “ContinGlobalEd Class” from the pull down menu. Click on circle with >> to continue to the next page.

Step 6  Program to Enroll – use the pull down menu to select “Undergraduate CGE UNITRACK classes for”.

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Step 7 – Select the "term" the instructor provided for your class. Click "submit" to continue.

Step 8 – Click on “Enroll in Classes”

LABORATORY CLASSES
Classes with a laboratory component, example CHEM 1A, EES 4, etc., will automatically enroll you in the laboratory portion of the course.

EXCEPTION: PHYS 4A (lecture) and PHYS 4AL (lab) You need two separate class numbers for a lecture and lab in this course. Obtain these class numbers from your instructor.

Step 9 – Click on “Add Classes” and enter the 5 digit class number (i.e. 8000) that your instructor provided for the class. This class number is specific for the course(s) offered at your high school. Click on “enter” to submit your class number.
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**Mixed Grading Option** Use the pull down menu to see if the Mixed Grading option is offered in the course you are taking.

If the Mixed Grading option is available **YOU can choose** a Letter Grade (A, B, C, D or F) **OR** Credit/NoCredit. Credit is a final grade of A, B or C and No Credit is a final grade of D or F.

If the Mixed Grading option is available and you **DON’T choose** a grading option, the system will automatically default to “Letter” grading.

**Some Uni-track courses don’t have a grading option and the grading basis cannot be chosen by the individual student.** This statement is true if you don’t see a pull down menu option for your Uni-track course.

**Step 10** Click the “Next” button. Verify that the correct course(s) have been added to your Shopping Cart and then, Click **“Proceed to Step 2 of 3”**.

Click **“Finish Enrolling”** to register for the course(s). Click **“Cancel”** to exit without adding the class(s).

You should now be successfully enrolled in your class.

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PAY your registration fees

Pay in Person – Fresno State cashier’s window, Joyal Administration Building, 8:00 am to 4:30 pm, Monday through Friday. They will accept cash, personal check, money order, VISA or MasterCard.

Pay Online – Return to the “Student Center” (link at the top of the page). Credit card payments are charged a 2.75% vendor fee. There is no fee charged when paying with an Electronic Check.

Step 1 Click on “My Finances”

Step 2 Click on “View eBills/Make a Payment” to pay for your registration fees.

Step 3 Click on “Make Payment” The E-Bill shows the current balance due to Continuing and Global Education.

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**Step 4** IMPORTANT - Make a payment to “Payment-Continuing and Global”

**Step 5** Fill in the amount that is currently due and click on “add to basket.”

**Step 6** Verify the amount currently due and click on “checkout.”

**Step 7** Select a Method of Payment. **Credit Card** (American Express, Discover, VISA and MasterCard) OR **Electronic Check**. Click the “Continue Checkout” button after you have made your selection.

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Credit Card Payment - ✔ check the “terms and conditions” box to continue with checkout.

Step 8  Verify the credit card information and the amount then Click on “Submit Payment”.

Step 9  Credit Card transaction approved.

A receipt will be emailed to your Fresno State email. You can also print a receipt by clicking on “View Printable Receipt”.

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**Step 10** Using a check to make an Electronic Check Payment. Fill out the required information and click on “Continue Checkout”.

**E-Pay (Electronic Payment by Check)**

Debit Cards are not accepted.
(We apologize for any inconvenience)

You will be charged a $20.00 service fee if your electronic check is rejected by your banking institution.

Please enter check information - located at the bottom of your check book.

You have completed the payment process for your Uni-track course(s).