**COURSE MATCH STUDENT REGISTRATION GUIDE**

1.  You should see the *Enroll in Course Match* link on your Student Center starting August 17th:



2.  Click the link and the term screen comes up. Select the proper term and click Continue:

**Add CourseMatch Class**

**Select Term**

What is CourseMatch?

Select a term then click Continue.

| | Term | Career | Institution |
|---|---|---|---|
| ⦿ | Fall 2015 | Undergraduate | Sacramento State |

CONTINUE

go to ...

3. The system/Global Database will determine eligibility. If there is an issue with units, GPA, standing, etc…you will receive a message specifying the eligibility issue.

**NEW FOR Fall 2015:** If there is no problem, you will see this screen asking you to provide the necessary data to search for classes by campus, subject, course number, career, class number.



**Add CourseMatch Class**

**Select classes to add**

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

Fall 2015 | Undergraduate | Sacramento State          change term

Request Pending     Not Enrolled     Enrolled

**Fall 2015 Course Match Enrollment**

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

**Search for CourseMatch Classes**
⦿ CourseMatch Class Search

Host Campus

Subject          is exactly

Course Number    is exactly

Course Career

Class Nbr

search

go to ...

4. Students who click the magnifying glass for Host Campus will see this list:

**Add CourseMatch Class**

**Select classes to add**

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

Fall 2015 | Undergraduate | Sacramento State      change term

Request Pending     Not Enrolled     Enroll

**Fall 2015 Course Match Enrollment**

| Campus | Class | Description | Days & Times | U |
|---|---|---|---|---|

**Search for CourseMatch Classes**
- CourseMatch Class Search

Host Campus
Subject          is exactly
Course Number    is exactly
Course Career
Class Nbr

search

go to ...

**Look Up Host Campus**

Search by:  Host Campus Code  begins with

Look Up   Cancel   Advanced Lookup

**Search Results**

View 100                          First  1-14 of 14  Last

| Host Campus Code | Institution | Institution Description |
|---|---|---|
| 06 | MB000 | CSU Monterey Bay |
| 20 | CHICO | California State Univ, Chico |
| 25 | FRSNO | California State Univ Fresno |
| 30 | HMCMP | Humboldt State University |
| 40 | LBCMP | CSU Long Beach |
| 50 | FLCMP | CSU Fullerton |
| 65 | SDCMP | SAN DIEGO STATE UNIVERSITY |
| 68 | SMCMP | Cal State San Marcos |
| 70 | NRCMP | CSU Northridge |
| 73 | CICMP | Channel Islands |
| 75 | SFCMP | San Francisco State University |
| 80 | SJ000 | San Jose State University |
| 85 | SOCMP | Sonoma State University |
| 90 | STCMP | CSU Stanislaus |

5. When you select a campus, the list of eligible courses will appear:



go to ...

**Add CourseMatch Class**

**Select classes to add**

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

Fall 2015 | Undergraduate | Sacramento State      change term

Request Pending     Not Enrolled     Enrolled

**Fall 2015 Course Match Enrollment**

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

**Search for CourseMatch Classes**
- CourseMatch Class Search

Host Campus    40    CSU Long Beach
Subject        is exactly
Course Number  is exactly
Course Career
Class Nbr

search

go to ...

## Add CourseMatch Class

## Select classes to add

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

ⓘ How will this course transfer?

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

**Fall 2015 | Undergraduate | Sacramento State**    change term

| Available CourseMatch Courses |
|---|
| ▸ CDFS 319 Family Stress and Coping |
| ▸ COMM 301 Communication Criticism |
| ▸ COMM 307 Measurement Comm Research |
| ▸ CWL 320 Comic Spirit |
| ▸ EDEL 100 Intro Tch Lrn Divrs Ctp Class |
| ▸ EDEL 442 Teach/Lrng Lang Art |
| ▸ EDSP 350 Teaching the Exceptional Indiv |
| ▸ EDSP 355A Coll Model Inclusive Education |
| ▸ GEOL 110 Natural Disasters |
| ▸ GERM 101A Fundamentals of German |
| ▸ HCA 417 Technology, Ethics & Society |
| ▸ HCA 457 Working Around the World |
| ▸ HFHM 274 International Hospitality Dev |
| ▸ I/ST 100 Global Citizenship |
| ▸ ITAL 101A Fundamentals of Italian |
| ▸ ITAL 101B Fundamentals of Italian |
| ▸ MAE 322 Engr Materls & Materials Proc |
| ▸ MATH 103 Mathematical Ideas |
| ▸ PHYS 152 Electricity and Magnetism |
| ▸ PSY 351 Social Psychology |
| ▸ REC 571 Philosophy Issues & Trends |
| ▸ SPAN 101B Fundamentals of Spanish |
| ▸ THEA 101 Fundamentals Script Analysis |
| ▸ THEA 122 Theatre for the 21st Century |

🎗 Designates a CourseMatch Class

6. This is how CourseMatch courses will look on the list:

**Fall 2015 | Undergraduate | Sacramento State**    change term

**Available CourseMatch Courses**

▶ **CDFS 319 Family Stress and Coping**
▶ **COMM 301 Communication Criticism**
▶ **COMM 307 Measurement Comm Research**
▶ **CWL 320 Comic Spirit**
▶ **EDEL 100 Intro Tch Lrn Divrs Ctp Class**
▶ **EDEL 442 Teach/Lrng Lang Art**
▶ **EDSP 350 Teaching the Exceptional Indiv**
▶ **EDSP 355A Coll Model Inclusive Education**
▶ **GEOL 110 Natural Disasters**
▶ **GERM 101A Fundamentals of German**
▶ **HCA 417 Technology, Ethics & Society**
▶ **HCA 457 Working Around the World**
▶ **HFHM 274 International Hospitality Dev**
▶ **I/ST 100 Global Citizenship**
▽ **ITAL 101A Fundamentals of Italian**

| Host Campus | Class | Section | Days & Times | Meeting Dates | |
|---|---|---|---|---|---|
| Long Beach | 7694 | 03 | Open | 08/24/2015-12/09/2015 | |
| Long Beach | 7695 | 04 | Open | 08/24/2015-12/09/2015 | 🎗 |

▶ **ITAL 101B Fundamentals of Italian**

7. If you have already enrolled in a course, you will see this screen with the course detail, and the note indicating that you are already at the max number of courses allowed for the term:

go to ... ▾ 》

**Add CourseMatch Class**

**Select classes to add**

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

**Spring 2015 | Undergraduate | Sacramento State**    change term

🕓 Request Pending    ⊗ Not Enrolled    ✔ Enrolled

**Spring 2015 Course Match Enrollment**

| Class | Description | Days & Times | Units | Status |
|---|---|---|---|---|
| BIOL 102 (27254) | Human Biology | Open | 3.00 | ✔ |

You have requested or enrolled in the maximum number of CourseMatch classes allowed for this term.

go to ... ▾ 》

8. For students who are eligible, and not already enrolled in a course; you will see the list of courses available:

**Available CourseMatch Courses**

- ACCT 501 MBA FINANCL ACCT
- AMST 301 American Character
- ANTH 104 Cultural Anthropology
- ANTH 322 Historical Archaeology
- ANTH 345 DIVERSITY IN US
- ART 1010 Foundation Drawing
- ARTH 100 Art Apprec: Multicult Persp
- BIOL 10 The Living World
- BIOL 102 Human Biology
- BIOL 130B Biological Diversity & Ecology
- BIOL 432 EPIDEMIOLOGY&ENVIRONMENT
- BIOL 2650 Environmental Biology
- BUS 300S Business Ethics in Action
- BUS 306 Fundamentals of Marketing
- BUS2 130 Intro to Marketing
- CDEV 3140 Human Development I: Childhood
- CHEM 100 CHEMISTRY AND SOCIETY
- CLAS 9 Cls Artistic Exp
- COMM 41 Crit Dec Making
- COMM 100 Fund Speech Comm
- COMM 4160 Intercultural Communication
- COMP 101 COMPUTER LITERACY
- CST 273 Cyberdemocracy
- ECON 315 Intermed Bus Microecon
- ENGL 104 Accelerated Comp and Rhetoric
- ENVS 308 Ecotopia
- FIN 370 Intern Business Finance
- FIN 3220 Business Finance
- GEOG 10 Cultural Geography
- GEOL 106 Earthquake Country
- GEOS 330 Environmental Science
- GERON 100 Images/Aging

9. You should select the course you want to add. When you click the arrow on the left, you get a dropdown showing the Host Campus, meeting dates and status:

| | | | |
|---|---|---|---|
| ▶ ARTH 100 Art Apprec: Multicult Persp | | | |
| ▶ BIOL 10 The Living World | | | |
| ▼ BIOL 102 Human Biology | | | |

| Host Campus | Class | Section | Days & Times | Meeting Dates |
|---|---|---|---|---|
| Humboldt | 27254 | 20 | Open | 01/20/2015-05/15/2015 |

| |
|---|
| ▶ BIOL 130B Biological Diversity & Ecology |
| ▶ BIOL 432 EPIDEMIOLOGY&ENVIRONMENT |
| ▶ BIOL 2650 Environmental Biology |

10. Click on the blue class number hyperlink to bring up the registration. Click Select Class:

go to ...

## Add CourseMatch Class

## Class Details

To continue enrollment request, click on select class.

Sacramento State | Spring 2015 | Undergraduate

**Class Details**

| Subject | BIOL | Career | Undergraduate |
|---|---|---|---|
| Catalog Nbr | 102 | Dates | 01/20/2015 - 05/15/2015 |
| Class Nbr | 27254 | Grading | Optional Grade Basis Undergrad |
| Units | 3.00 | Campus | Humboldt State University |

**Meeting Information**

| Days & Times | Meeting Dates |
|---|---|
| Open | 01/20/2015 - 05/15/2015 |

**Description**

BIOL 102. Human Biology (3). The human animal as a biological entity: structure, function, health and disease, evolution and behavior. Not intended for majors in science, natural resources, or kinesiology. [Weekly: 3 hrs lect. GE.]

Return to Add Classes          VIEW SEARCH RESULTS   SELECT CLASS

go to ...

11. You will then get a screen listing all the coursework you have taken in the past that may be a pre-requisite for the course you wish to add. Students should check those courses which they feel meet the pre-requisite for the course. Then, click the Requisites Confirmed button at the bottom of the screen, and click Confirm:

## Add CourseMatch Class

### Identify Course Requisites

Please indicate courses that meet pre-requisite:

**Subject** BIOL          **Catalog Nbr** 102          Human Biology

BIOL 102. Human Biology (3). The human animal as a biological entity: structure, function, health and disease, evolution and behavior. Not intended for majors in science, natural resources, or kinesiology. [Weekly: 3 hrs lect. GE.]

| | Course | Description | Term | Units Taken | Official Grade |
|---|---|---|---|---|---|
| ☐ | ART 7 | Art Appreciation | Fall 2004 | 3.00 | D+ |
| ☐ | BIO 1 | Biodiver,Evolution+Ecol | Fall 2013 | 5.00 | C+ |
| ☑ | BIO 2 | Cells,Molecules+Genes | Spring 2014 | 5.00 | C |
| ☐ | CE 1A | Civil Engineering Seminar | Fall 2007 | 1.00 | B |
| ☐ | CE 9 | Plane+Topographic Survey | Spring 2008 | 3.00 | B |
| ☐ | CE 100 | Engineering Geology | Spring 2011 | 3.00 | C |
| ☐ | MATH 32 | Calculus III | Fall 2010 | 4.00 | C- |
| ☐ | MATH 45 | Differntl Equatn Sci+Engr | Spring 2010 | 3.00 | F |
| ☐ | MATH 45 | Differntl Equatn Sci+Engr | Spring 2009 | 3.00 | F |
| ☐ | PHIL 6 | Introductn To Philosophy | Spring 2005 | 3.00 | C |
| ☐ | PHIL 101 | Ethics+Social Issues | Fall 2006 | 3.00 | B |
| ☐ | PHYS 11A | Gen Phys-Mechanics | Fall 2007 | 4.00 | C- |
| ☐ | PHYS 11C | Gen Phys-Elect, Mag, M Phys | Spring 2010 | 4.00 | C- |
| ☐ | PHYS 11C | Gen Phys-Elect, Mag, M Phys | Fall 2008 | 4.00 | F |
| ☐ | SPAN 1B | Elementary Spanish | Spring 2013 | 4.00 | B- |

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 ...  ▼ ⟫

12. The next step is the final confirmation. Click *Submit Enrollment Request*. The message specifies that this is NOT the actual enrollment. The request is then forwarded to the campus. The campus will contact the student for any supplemental information, fees, etc…

## Add CourseMatch Class

### Final Confirmation

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

⚠️ By selecting the Submit Enrollment Request button, you are formally making a request to Humboldt State University 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 Humboldt State University. A record of your completed work and grade will be forwarded to your home campus at the end of the term.

Sacramento State | Spring 2015 | Undergraduate

| Class | Description | Units | Days & Times |
|-------|-------------|-------|--------------|
| BIOL 102 (27254) | Human Biology | 3.00 | Open |

CANCEL | PREVIOUS | SUBMIT ENROLLMENT REQUEST

go to ...

13. Click the OK button:

## Add CourseMatch Class

### View results

View the following message for enrollment request status:

Sacramento State | Spring 2015 | Undergraduate

✔️ Request Submitted          ❌ Error: unable to add class

| Class | Message | Status |
|-------|---------|--------|
| BIOL 102 (27254) | 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 Humboldt State University campus. | ✔️ |

OK

go to ...

14. This is the final screen. Note the message under the class – you are now in the maximum number of courses allowed for CourseMatch for the term:

## Add CourseMatch Class

## View results

View the following message for enrollment request status:

Sacramento State | Spring 2015 | Undergraduate

✔ Request Submitted          ✖ Error: unable to add class

| Class | Message | Status |
|---|---|---|
| BIOL 102 (27254) | 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 Humboldt State University campus. | ✔ |

OK

go to ... ▾ »

If you have additional questions regarding CourseMatch, please contact the Registration Helpline at (916) 278-8088.