How to Register for Classes

Early Start SFSU

Summer 2015

SF State Early Start Staff
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Step 1: Start at the Gateway!

IMPORTANT!
You must trigger your Smart Page 24 hours before being able to access the Early Start enrollment portal.

See the Early Start Smart Page tutorial for assistance.

Step 1a. Go to “Login” at www.sfsu.edu

Step 1b. Select “SF State Gateway”

Step 1c. Under Students Select “Academics”
Step 2: Enter the Student Center

Select “Student Center”

The Student Center is where SF State students can...
1) Find out their admission status
2) Enroll in courses for the semester or summer/winter
3) View academic history

Student Center

Campus Solutions (including Student Center) will be unavailable Tuesdays between 8:00 pm and midnight for scheduled system maintenance.

To find textbooks and other course materials required for your courses, or for those courses you are considering, please view the Class Details page in your student schedule or the general Class Schedule. Textbook information is also available on the SF State Campus Store website.
Step 3: Enter into the Early Start Registration Portal

Select the TOP link only “Enroll in Early Start”

**DO NOT** choose “Enroll” which will bring you to Fall semester enrollment
Step 3: Enter into the Early Start Registration Portal

Select “Summer 2015” for the term and click on the green Continue button.
Step 4: Search for Early Start Courses

Select “Search” near the middle of the screen.

By selecting this button, a search engine will appear to look at all Early Start courses.
Step 4: Find your Early Start Courses

Step 4a. You do not need to use any other Class Search criteria except “Course Subject”

Select only “Course Subject”

Step 4b. Select whether you are searching for “Early Start English” or “Early Start Math”

*Note: If you need to add both, you can go back through again for the second class after adding the first to your shopping cart
Step 4: Find your Early Start Courses

Step 4c. Under the Course Career drop down menu Select “Undergraduate”

Step 4d. Select “Search” button

*Note: If you need to add both, you can go back through again for the second class after adding the first to your shopping cart
Step 5: Select Your Early Start Course from Search List

TIP! Make sure to select “View All Sections” to see all available Early Start course sections.

Step 5a. Take a look at “Room” for whether the course is ONLINE or ON CAMPUS.

Step 5b. Select “Select Class” once you have found the appropriate course.
Step 6a: Begin Steps (1 of 3) to Add Your Specific Early Start Course

Look over ALL details about this specific course! Make sure to observe: "Enrollment Information"

*Note: As of now, you DO NOT need a Permission Number to enroll

Step 6a: Select "Next"
Step 6b: Steps to (2 of 3) Add Your Specific Early Start Course

The course should now have been added into your “Shopping Cart”. You now must proceed through the next button...

Step 6b. Select “Proceed To Step 2 of 3”
Step 6c: Steps to (3 of 3) Add Your Specific Early Start Course

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Step 6c. Select “Finish Enrolling”

Once you finish Step 3, you will be referred to:
1) pay individually for your Early Start course
2) Find eligibility for Early Start fee waiver
Fee Waiver or No Fee Waiver?

Once you selected “Finish Enrolling” a message will pop up indicating if you have received an Early Start fee waiver.

If you do not qualify for a fee waiver, please continue on to pay for your Early Start courses.
Early Start Payment Info

Price for Early Start Courses
$182 per unit + $2 campus processing fee

Payment Policies (When and How?)

How to Pay for Early Start
1) Online through your “Finances” section of the SF State Student Center
*Please refer to next slides on steps to pay online
2) In person at SF State’s Bursar’s Office by CHECKS ONLY. No cash, credit card, or money order!

Class Registration and Drops
Registration for classes and dropping from classes will stop at 12:00 noon one business day prior to the first day of class.

Payment Due Date
Students must pay within five calendar days of registering for their Early Start course(s). If a student registers within less than five calendar days before the first day of the course(s), the payment deadline is one calendar day before the first day otherwise you will be dropped.

Refunds
Course must be dropped before 12:00 noon on the business day before the first day of class for a full refund minus $20 processing fee.

Early Start Update!
Take a look at our other “How to Pay” for Early Start courses tutorial
Questions?

Contact Early Start SFSU

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