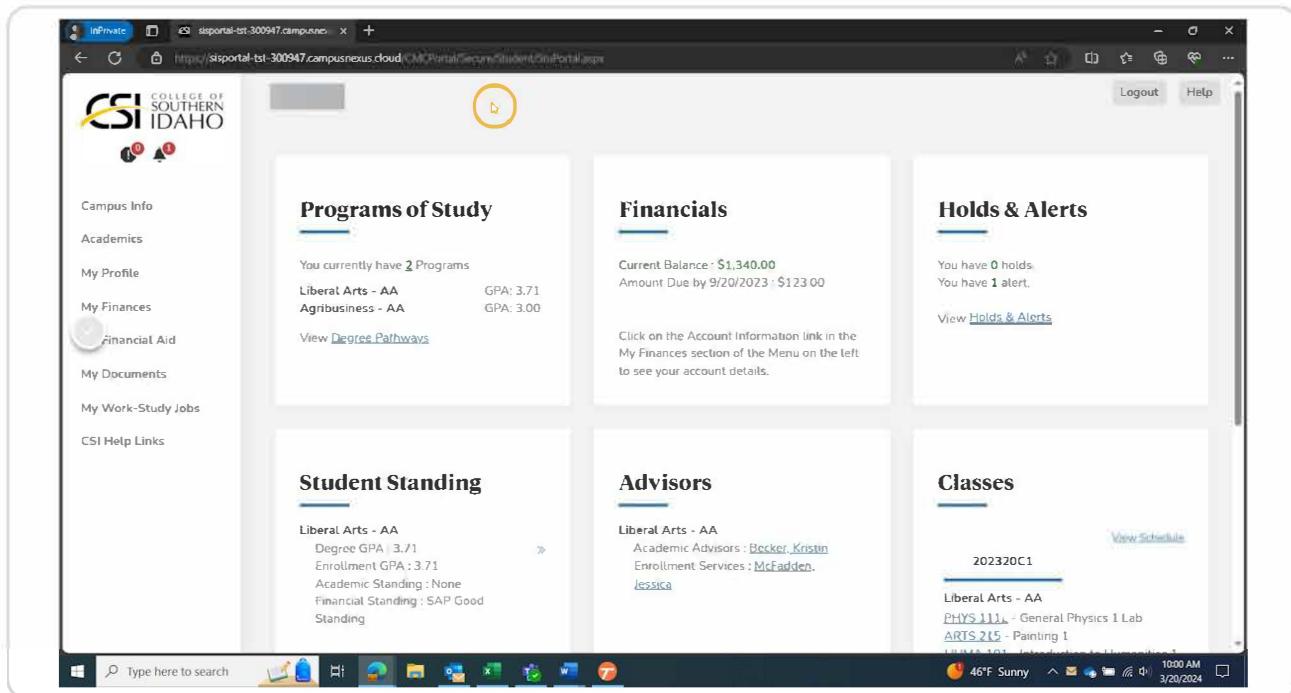


STEP 1

ONLINE COURSE REGISTRATION – REGISTER & DROP Use this guide to review and edit your course registration within MyCSI Self Service.

PLEASE NOTE: Financial Aid will ONLY pay for E Courses (Elective Courses) & R Courses (Required Courses) that meet your degree requirements. Financial Aid will ONLY pay for Elective Courses IF the student has room for Elective Courses. If other Elective Courses already taken are meeting the degree requirements, Financial Aid CANNOT cover additional Elective Courses.

Still have questions? An Enrollment Specialist would be happy to help you. Call 208-732-6250 for assistance.

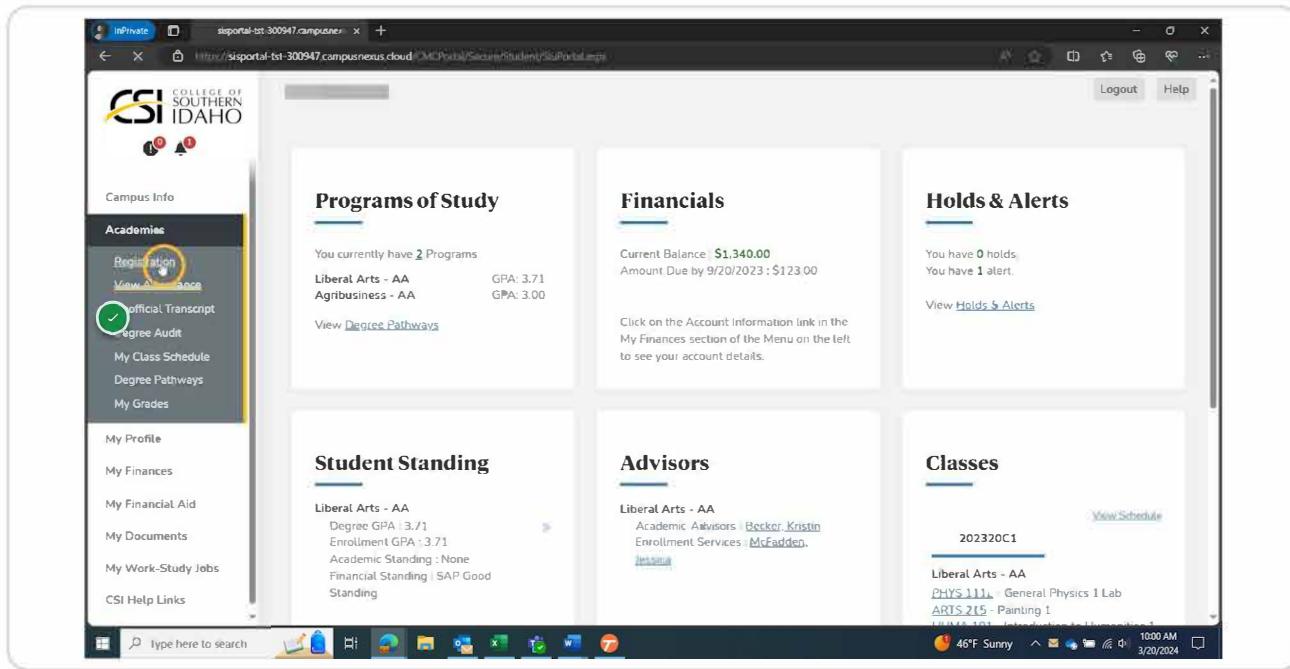


The screenshot shows the MyCSI Self Service dashboard. The left sidebar includes links for Campus Info, Academics, My Profile, My Finances, Financial Aid (highlighted with a yellow circle), My Documents, My Work-Study Jobs, and CSI Help Links. The main content area is divided into several sections:

- Programs of Study:** Shows 2 programs: Liberal Arts - AA (GPA: 3.71) and Agribusiness - AA (GPA: 3.00). A link to "View Degree Pathways" is provided.
- Financials:** Displays Current Balance: \$1,340.00 and Amount Due by 5/20/2023: \$123.00. A note says to click on the Account Information link in the My Finances section of the menu on the left to see your account details.
- Holds & Alerts:** States 0 holds and 1 alert. A link to "View Holds & Alerts" is provided.
- Student Standing:** Shows Liberal Arts - AA with Degree GPA: 3.71, Enrollment GPA: 3.71, Academic Standing: None, and Financial Standing: SAP Good Standing.
- Advisors:** Lists Academic Advisors: Becker, Kristin and Enrollment Services: McFadden, Jessica.
- Classes:** Shows the 202320C1 schedule with Liberal Arts - AA, PHYS 111 - General Physics 1 Lab, and ARTS 215 - Painting 1.

STEP 2

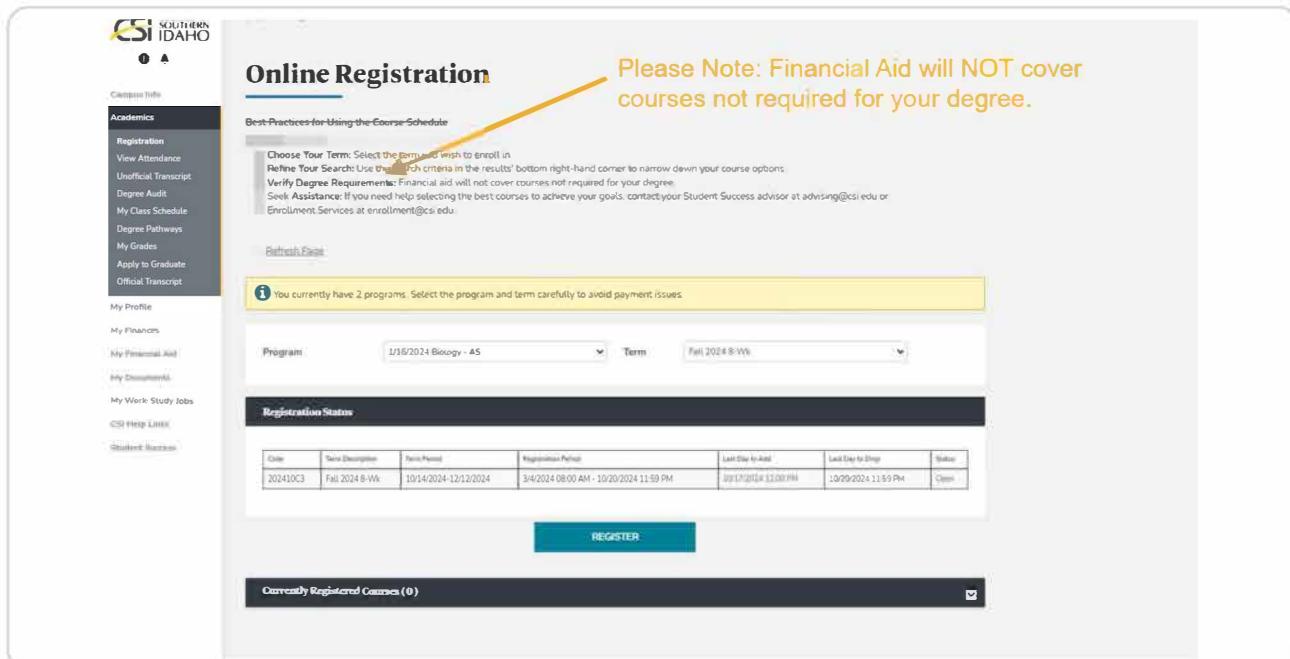
Go to MyCSI Self Service. Under Academics, click "Registration."



The screenshot shows the MyCSI Self Service dashboard. The 'Academics' menu is open, and 'Registration' is highlighted. The dashboard is divided into several sections: 'Programs of Study' (Shows 2 programs: Liberal Arts - AA and Agribusiness - AA), 'Financials' (Shows Current Balance \$1,340.00 and Amount Due by 9/20/2023: \$123.00), 'Holds & Alerts' (Shows 0 holds and 1 alert), 'Student Standing' (Shows Liberal Arts - AA with Degree GPA: 3.71, Enrollment GPA: 3.71, Academic Standing: None, Financial Standing: SAP Good Standing), 'Advisors' (Shows Liberal Arts - AA with Academic Advisors: Becker, Kristin and Enrollment Services: McFadden), and 'Classes' (Shows the 202320C1 term with courses: Liberal Arts - AA, PHYS 111 - General Physics 1 Lab, and ARTS 215 - Painting 1). The taskbar at the bottom shows the date as 3/20/2024 and the time as 10:00 AM.

STEP 3

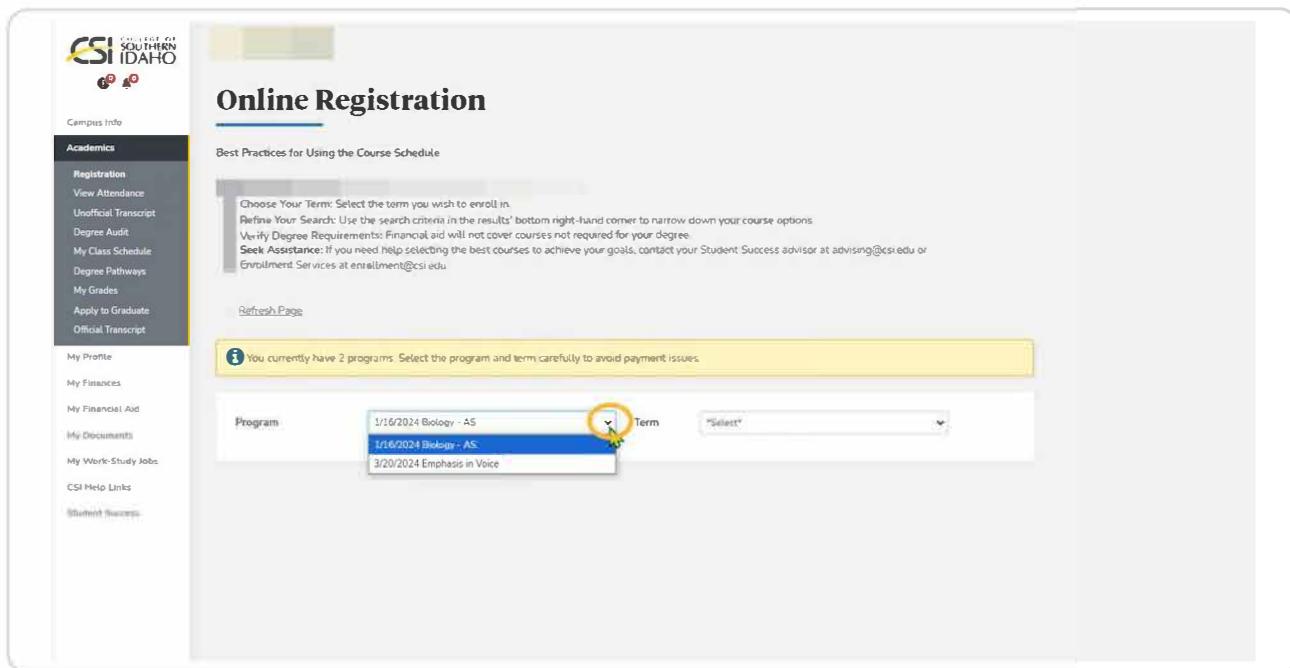
This is the Online Registration page.



The screenshot shows the Online Registration page. The 'Academics' menu is open, and 'Registration' is highlighted. A yellow arrow points from the 'Academics' menu to the 'Registration' section of the page. A yellow box contains the note: 'Please Note: Financial Aid will NOT cover courses not required for your degree.' The registration form shows a program selected as '1/16/2024 Biology - A5' and a term selected as 'Fall 2024 B-Wk'. A table shows registration status for Fall 2024 B-Wk, with one row for 202410C3. A 'REGISTER' button is at the bottom.

STEP 4

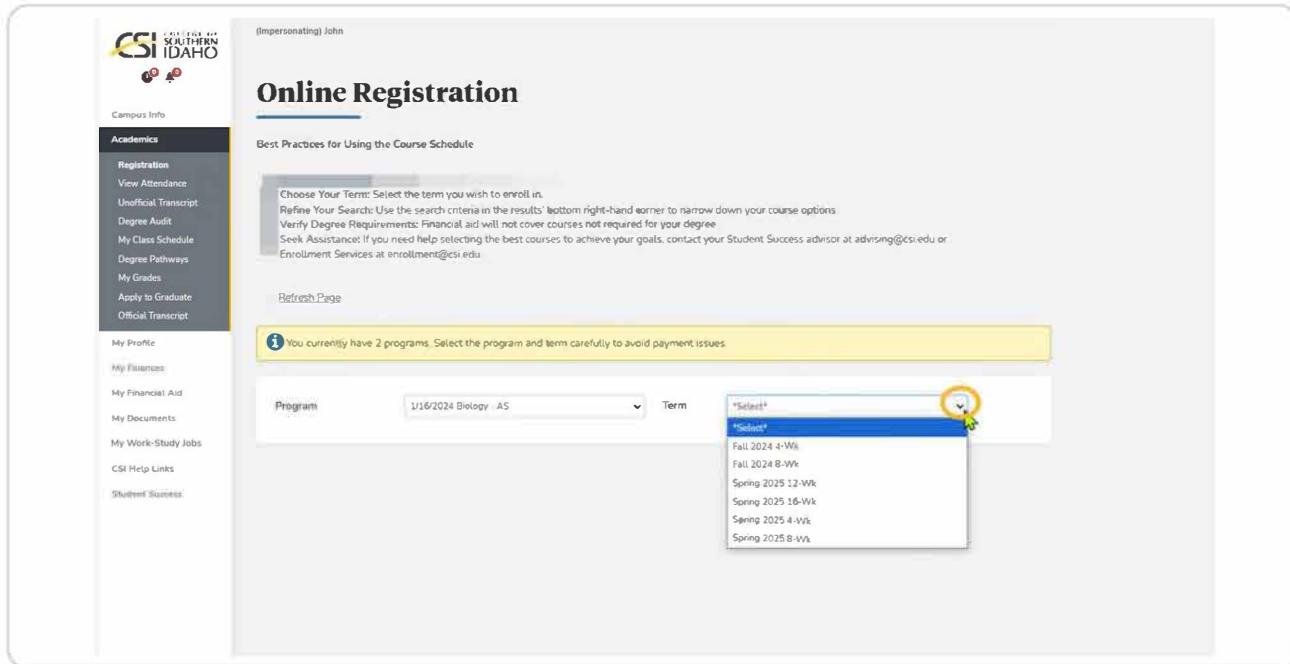
Select the Program you would like to register or drop courses in.



The screenshot shows the CSI Online Registration interface. On the left, a sidebar menu is visible with sections for Academics (Registration, View Attendance, Unofficial Transcript, Degree Audit, My Class Schedule, Degree Pathways, My Grades, Apply to Graduate, Official Transcript), My Profile, My Finances, My Financial Aid, My Documents, My Work-Study Jobs, CSI Help Links, and Student Success. The main content area is titled 'Online Registration' and includes 'Best Practices for Using the Course Schedule'. A yellow callout box at the top right of the content area says, 'You currently have 2 programs. Select the program and term carefully to avoid payment issues.' Below this, there are two dropdown menus: 'Program' (set to '1/16/2024 Biology - AS') and 'Term' (set to 'Select*'). A dropdown menu for 'Term' is open, showing options: 'Select*', 'Fall 2024 4-Wk', 'Fall 2024 8-Wk', 'Spring 2025 12-Wk', 'Spring 2025 16-Wk', 'Spring 2025 4-Wk', and 'Spring 2025 8-Wk'. A yellow circle with a cursor arrow is pointing to the 'Select*' option in the 'Term' dropdown menu.

STEP 5

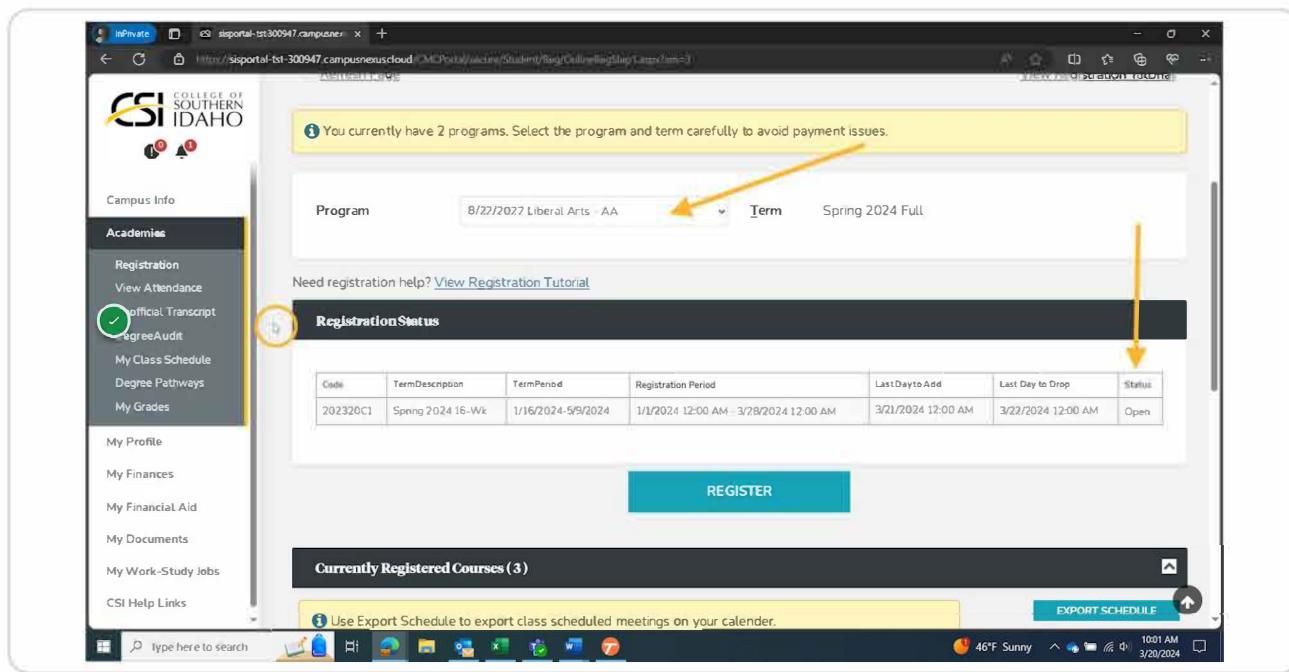
Select the Term you would like to register or drop in.



The screenshot shows the CSI Online Registration interface, identical to the previous one but with a different focus. The 'Term' dropdown menu is now open, and a yellow circle with a cursor arrow is pointing to the 'Select*' option at the top of the list.

STEP 6

Confirm your Registration Status is for the program you selected.



CSI COLLEGE OF SOUTHERN IDAHO

Campus Info

Academics

- Registration
- View Attendance
- Official Transcript
- Degree Audit
- My Class Schedule
- Degree Pathways
- My Grades

My Profile

My Finances

My Financial Aid

My Documents

My Work-Study Jobs

CSI Help Links

http://sisportal-tst-300947.campusnexuscloud.com/MCPortal/secure/Student/Reg/OnlineRegHelp/ClassList.htm?term=8

You currently have 2 programs. Select the program and term carefully to avoid payment issues.

Program: B/22/2022 Liberal Arts - AA

Term: Spring 2024 Full

Need registration help? [View Registration Tutorial](#)

Registration Status

Code	TermDescription	TermPeriod	Registration Period	LastDaytoAdd	Last Day to Drop	Status
202320C1	Spring 2024 16-Wk	1/16/2024-5/9/2024	1/1/2024 12:00 AM - 3/28/2024 12:00 AM	3/21/2024 12:00 AM	3/22/2024 12:00 AM	Open

REGISTER

Currently Registered Courses (3)

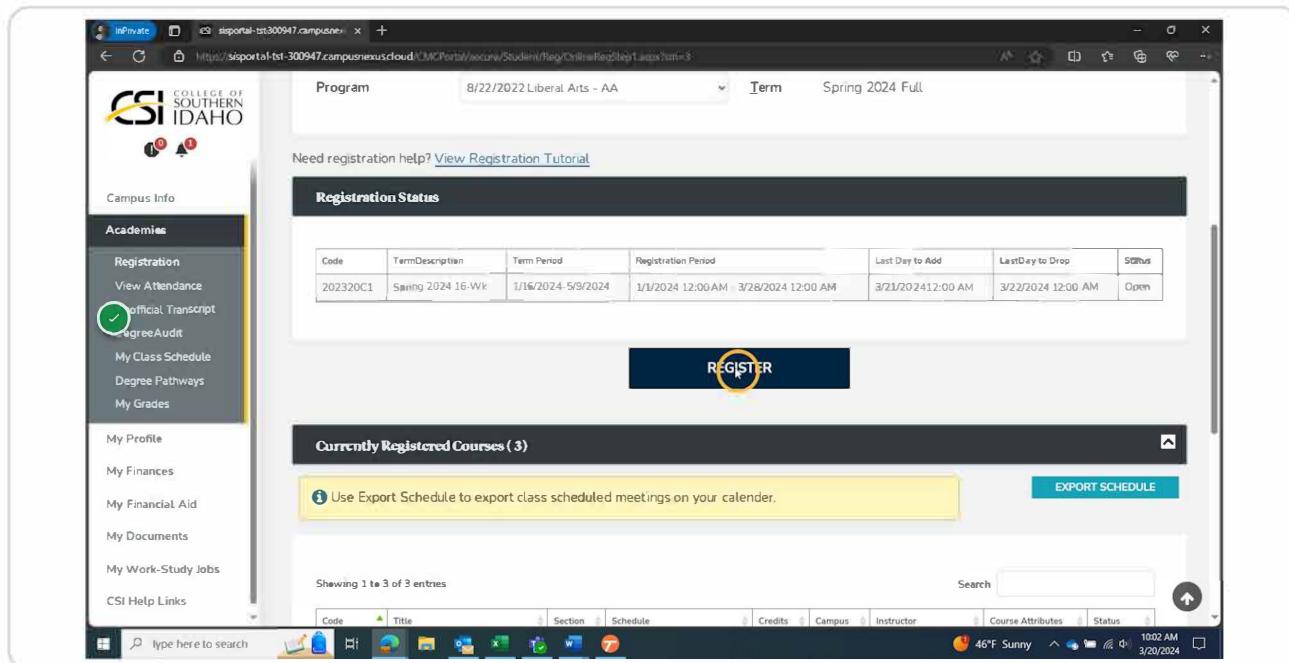
Use Export Schedule to export class scheduled meetings on your calendar.

EXPORT SCHEDULE

46°F Sunny 1001 AM 3/20/2024

STEP 7

Click the "Register" button to open the registration screen.



CSI COLLEGE OF SOUTHERN IDAHO

Campus Info

Academics

- Registration
- View Attendance
- Official Transcript
- Degree Audit
- My Class Schedule
- Degree Pathways
- My Grades

My Profile

My Finances

My Financial Aid

My Documents

My Work-Study Jobs

CSI Help Links

http://sisportal-tst-300947.campusnexuscloud.com/MCPortal/secure/Student/Reg/OnlineRegHelp/ClassList.htm?term=8

Program: B/22/2022 Liberal Arts - AA

Term: Spring 2024 Full

Need registration help? [View Registration Tutorial](#)

Registration Status

Code	TermDescription	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
202320C1	Spring 2024 16-Wk	1/16/2024-5/9/2024	1/1/2024 12:00 AM - 3/28/2024 12:00 AM	3/21/2024 12:00 AM	3/22/2024 12:00 AM	Open

REGISTER

Currently Registered Courses (3)

Use Export Schedule to export class scheduled meetings on your calendar.

EXPORT SCHEDULE

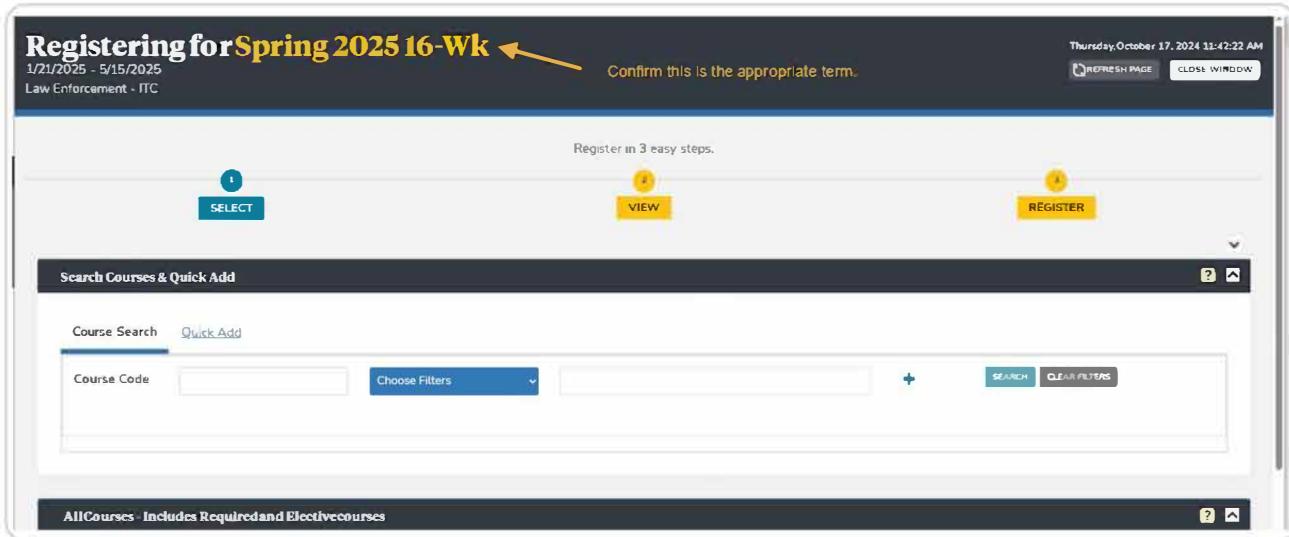
Showing 1 to 3 of 3 entries

Code	Title	Section	Schedule	Credits	Campus	Instructor	Course Attributes	Status

46°F Sunny 1002 AM 3/20/2024

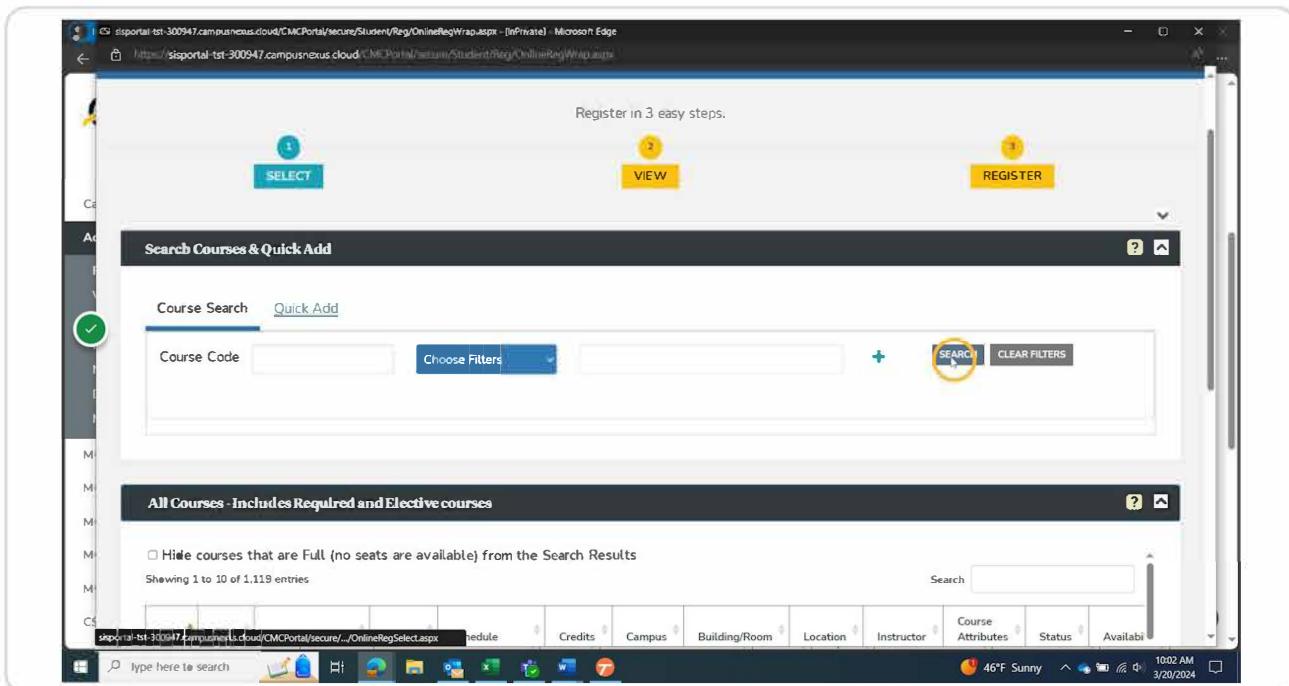
STEP 8

The registration screen will open. The term will display. Confirm you are registering for the appropriate Term.



STEP 9

Under Search Courses & Quick Add, you can filter your search. Click "Search" to search available courses.



STEP 10

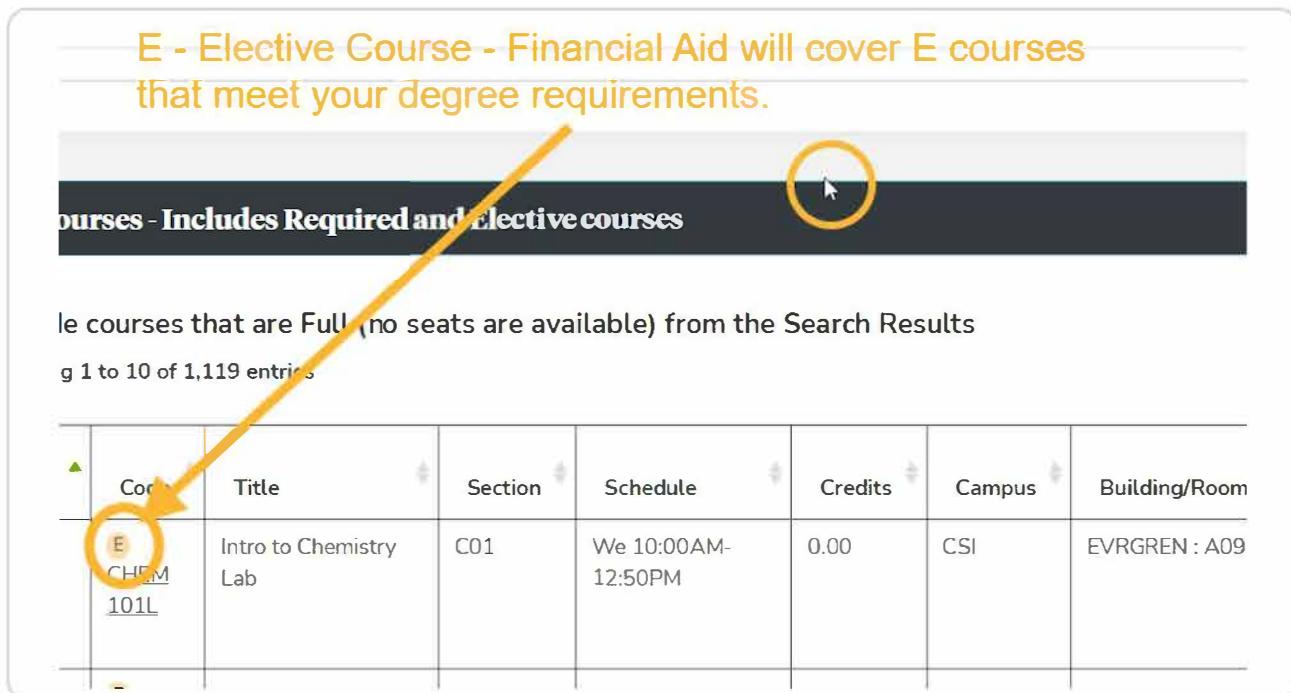
ALL courses available for the term will display under "All Courses - Includes Required and Elective Courses".

PLEASE NOTE: Financial Aid will ONLY pay for E Courses (Elective Courses) & R Courses (Required Courses) that meet your degree requirements. Financial Aid will ONLY pay for Elective Courses IF the student has room for Elective Courses. If other Elective Courses already taken are meeting the degree requirements, Financial Aid CANNOT cover additional Elective Courses. See E example in screenshot.

No Indicator - Indicates Courses that do not meet degree requirements and Financial Aid WILL NOT cover the cost of these non-required courses.

Course details include the course code, title, section, schedule, credits, campus, location, instructor, and status.

E - Elective Course - Financial Aid will cover E courses that meet your degree requirements.



Courses - Includes Required and Elective courses

le courses that are Full (no seats are available) from the Search Results

g 1 to 10 of 1,119 entries

Code	Title	Section	Schedule	Credits	Campus	Building/Room
E CHEM 101L	Intro to Chemistry Lab	C01	We 10:00AM-12:50PM	0.00	CSI	EVRGREN : A09

STEP 11

PLEASE NOTE: Financial Aid will ONLY pay for E Courses (Elective Courses) & R Courses (Required Courses) that meet your degree requirements. See R and No-Indicator examples in screenshot.

No Indicator - Financial Aid will NOT cover the cost of this course as it is not required for your degree

R- Required Course - Financial Aid will cover R courses that meet degree requirements

All Courses - Includes Required and Elective courses

		Controls		10:50AM		
	<u>ISMT 170</u>	Industrial Electricity	C01	R 8:00AM - 10:50AM	2.00	CSI
	<u>LAWE 201</u>	Law Enforcement Skills 1	C01	MTWRF 8:00AM - 4:50PM	7.00	CSI

STEP 12

For more detailed information about a specific course, click on the course code.

Search Courses & QuickAdd

Course Search Quick Add

Course Code Choose Filters

All Courses - Includes Required and Elective courses

Hide courses that are Full (no seats are available) from the Search Results

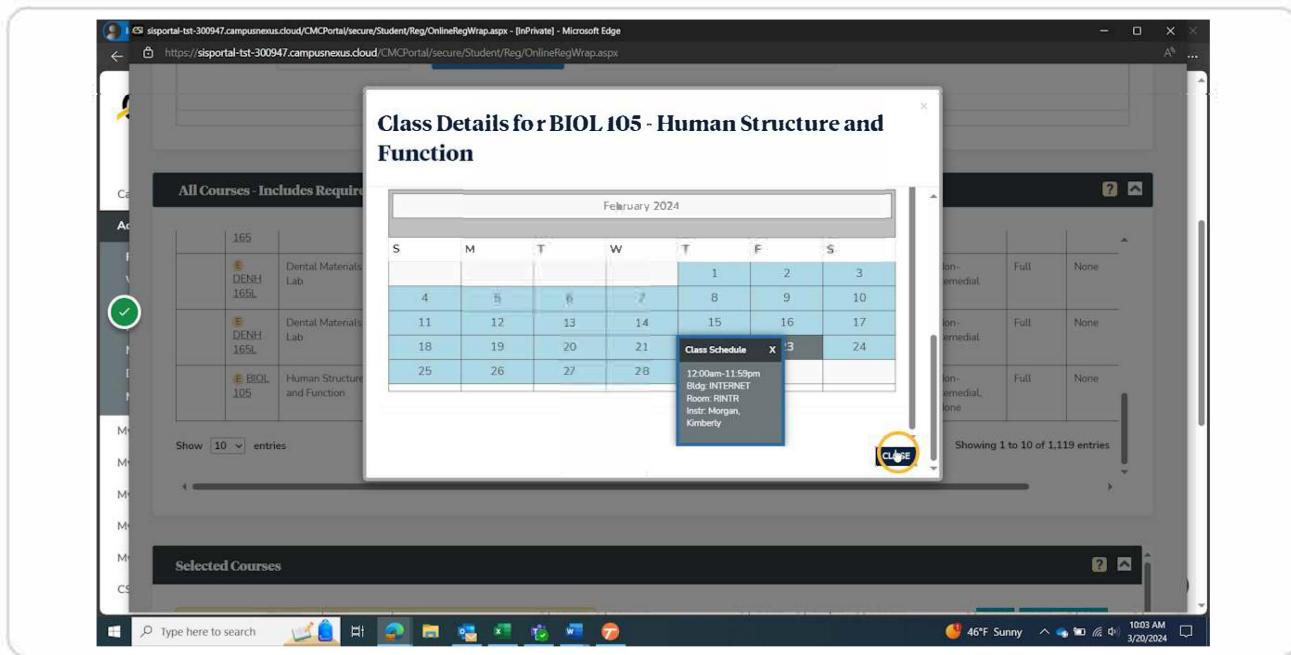
Showing 1 to 10 of 1,034 entries

Search

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Shift	Shift
	<u>SOCY 101</u>	Introduction to Sociology	C02	WF 3:30PM - 4:50PM	3.00	CSI	Sheds Building 114	CSI Campus-Main	Reynolds, Matthew	Non-Remedial	Available	25 of 25	NA
	<u>SOCY 101</u>	Introduction to Sociology	C03	MWF 2:00PM - 2:50PM	3.00	CSI	Hepworth Building 181	CSI Campus-Main	Dobbs, Brian	Non-Remedial	Available	25 of 25	NA
	<u>SOCY 101</u>	Introduction to Sociology	C05	TR 8:00AM - 9:20AM	3.00	CSI	Hepworth Building 150	CSI Campus-Main	Reynolds, Matthew	Non-Remedial	Available	25 of 25	NA
	<u>SOCY 101</u>	Introduction to Sociology	C06	MWF 11:00AM - 12:20PM	3.00	CSI	Sheds Building 110	CSI Campus-Main	Koonz, Kerry	Non-Remedial	Available	25 of 25	NA

STEP 13

After reviewing the details, click "Close" to close the window.



Class Details for BIOL 105 - Human Structure and Function

February 2024

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

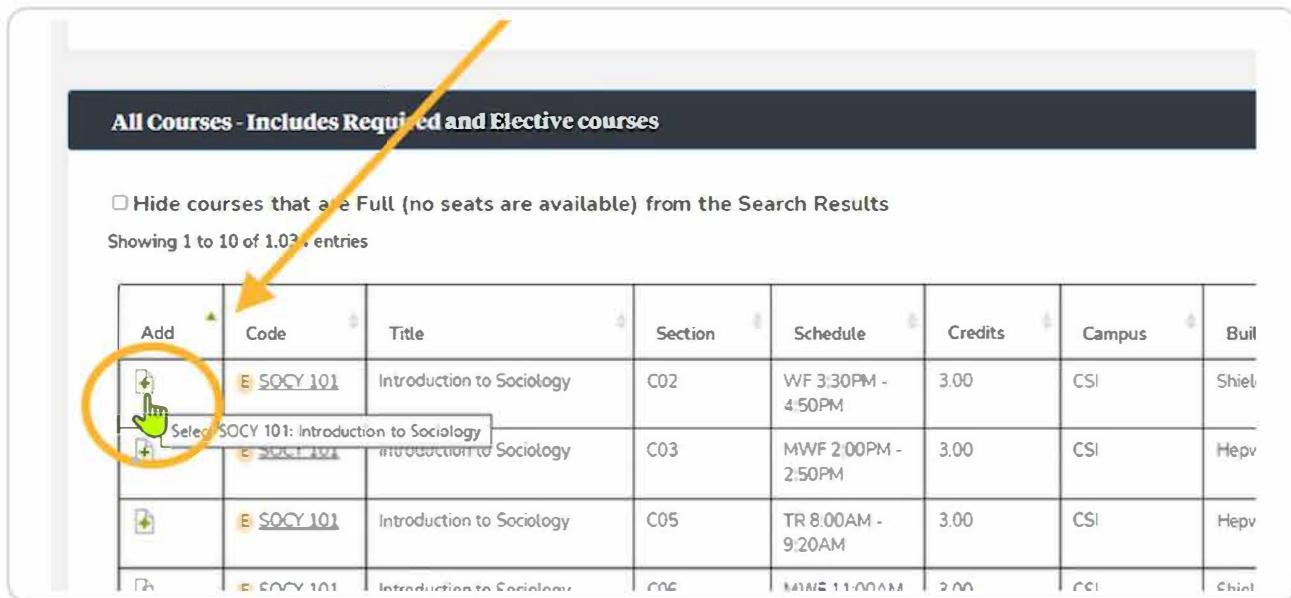
12:00am-11:59pm
Bldg: INTERNET
Room: RINTR
Instr: Morgan, Kimberly

Class Schedule

Showing 1 to 10 of 1,119 entries

STEP 14

If a course is available for registration, you can click on the green + to select the course. Once the course is selected, it will show in your Selected Courses section.



All Courses - Includes Required and Elective courses

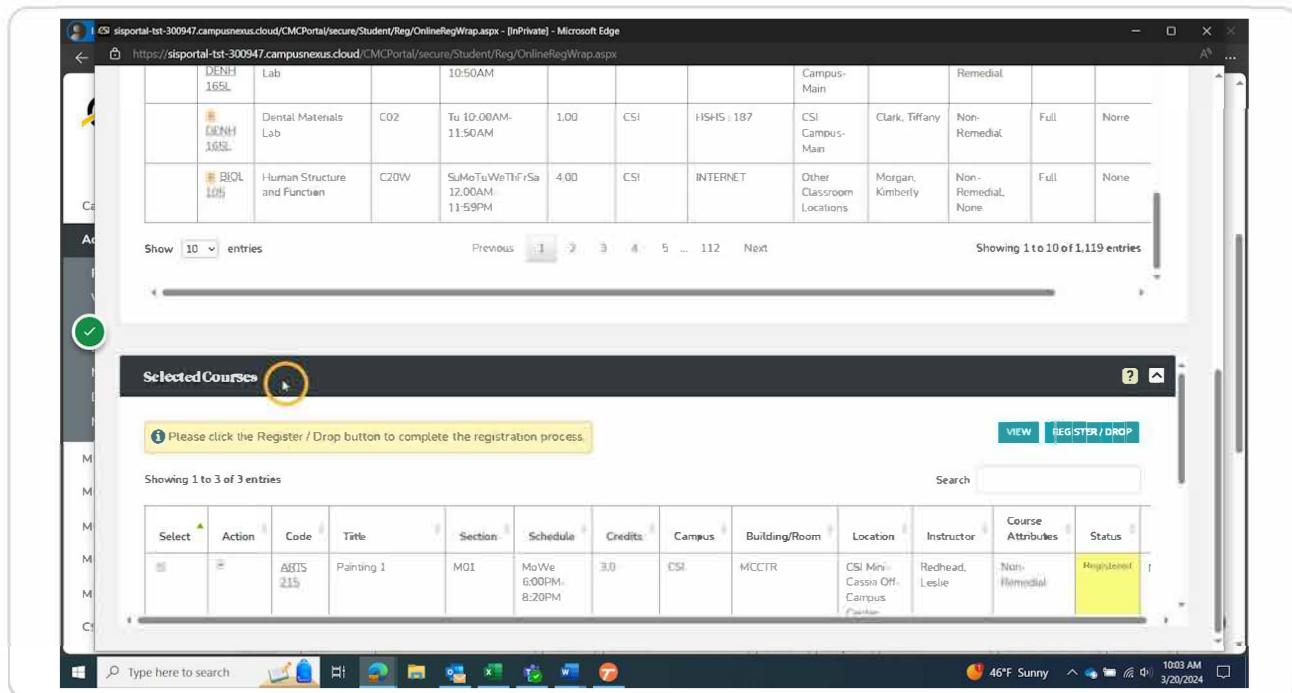
Hide courses that are Full (no seats are available) from the Search Results

Showing 1 to 10 of 1,037 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Build
	E SOCY 101	Introduction to Sociology	C02	WF 3:30PM - 4:50PM	3.00	CSI	Shiel
	E SOCY 101	Introduction to Sociology	C03	MWF 2:00PM - 2:50PM	3.00	CSI	Hepv
	E SOCY 101	Introduction to Sociology	C05	TR 8:00AM - 9:20AM	3.00	CSI	Hepv
	E SOCY 101	Introduction to Sociology	C06	TR 11:00AM - 11:50AM	2.00	CSI	Shiel

STEP 15

Review your Selected Courses section. Select courses that you would like to register for, or if you would like to drop.



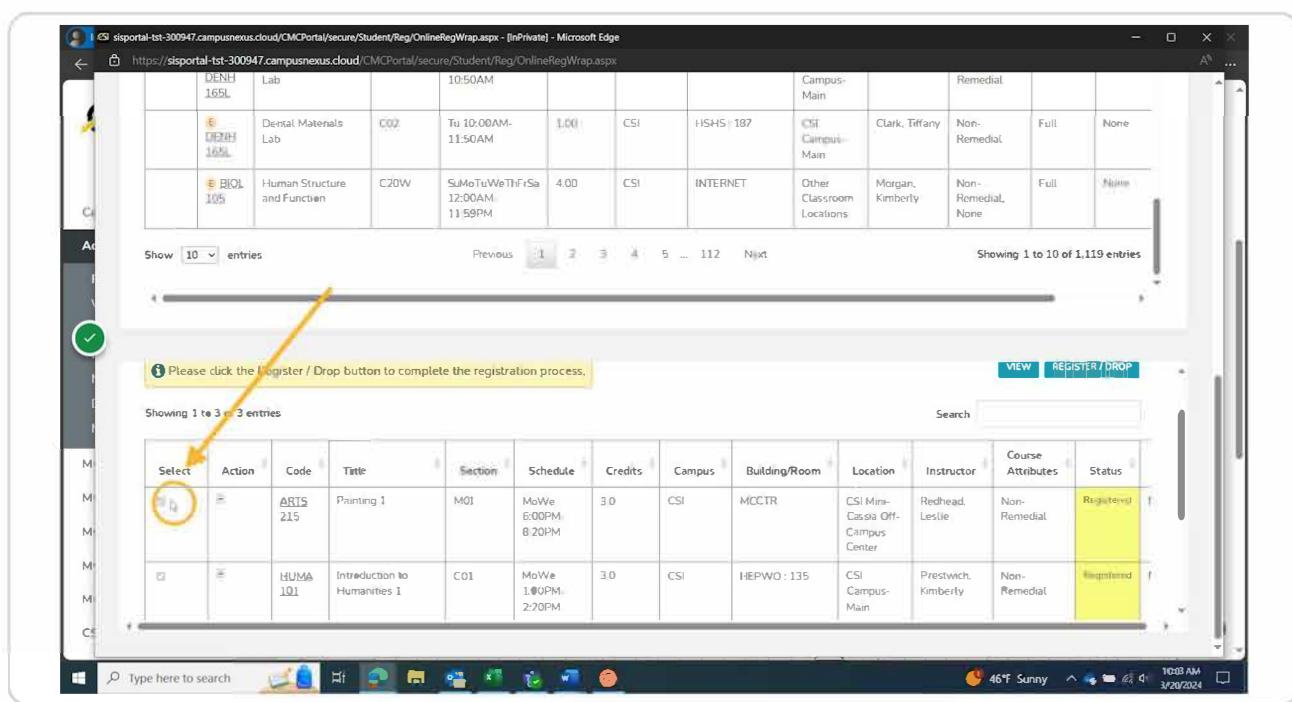
The screenshot shows a Microsoft Edge browser window displaying the CSI campusnexus.cloud Online Registration interface. The main page lists available courses in a grid format. Below this, a modal window titled "Selected Courses" is open, showing a list of 3 selected entries. The modal includes a message: "Please click the Register / Drop button to complete the registration process." and two buttons: "VIEW" and "REGISTER / DROP". The status of the selected course is "Registered".

	DENH 165L	Lab		10:50AM				Campus-Main		Remedial		
	Dental Materials Lab	C02	Tu 10:00AM-11:50AM	1.00	CSI	HSHS 187	CSI Campus-Main	Clark, Tiffany	Non-Remedial	Full	None	
	BIO1 105	Human Structure and Function	C20W	SuMoTuWeThFrSa 12:00AM-11:59PM	4.00	CSI	INTERNET	Other Classroom Locations	Morgan, Kimberly	Non-Remedial, None	Full	None

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABTS 215	Painting 1	M01	MoWe 6:00PM-8:20PM	3.0	CSI	MCCTR	CSI Mini-Cassia Off-Campus	Redhead, Leslie	Non-Remedial	Registered

STEP 16

Select a course here.



The screenshot shows a Microsoft Edge browser window displaying the CSI Online Registration system. The URL is <https://sisportal-tst-300947.campusnexus.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx>. The page displays a list of courses with various details such as room, schedule, and instructor. A yellow arrow points from the 'Select' column of the first course (ARTS 215) to a green checkmark icon in the top left corner of the page. Another yellow arrow points from the 'Select' column of the first course to a message box that says, 'Please click the Register / Drop button to complete the registration process.' The status of the selected course is 'Registered'.

Course	Room	Lab	Day	Start Time	End Time	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status
DENH 165L		Lab		10:50AM					Campus-Main		Remedial	
DENT 165L		Dental Materials Lab	C02	Tu 10:00AM-11:50AM	1:00	CSI	HSHS 187	CSI Campus-Main	Clark, Tiffany	Non-Remedial	Full	None
BIO 105		Human Structure and Function	C20W	SuMoTuWeThFrSa 12:00AM-11:59PM	4.00	CSI	INTERNET	Other Classroom Locations	Morgan, Kimberly	Non-Remedial, None	Full	None

Showing 1 to 10 of 1,119 entries

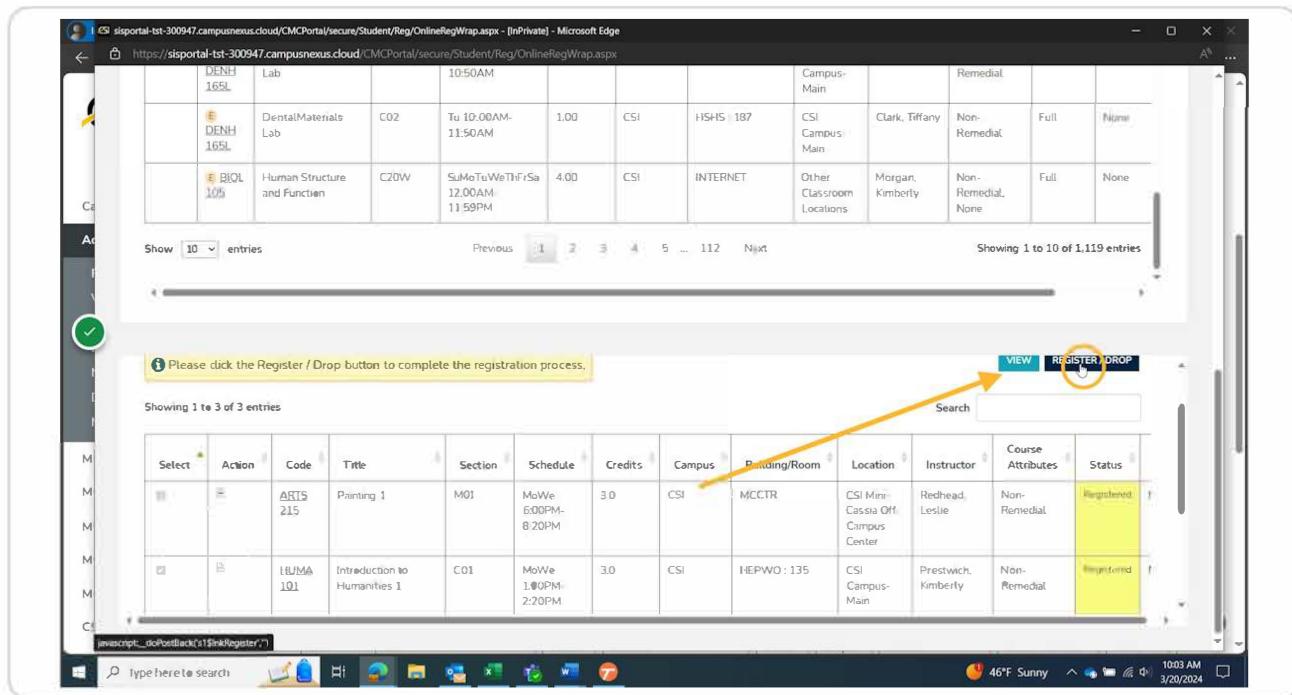
Please click the Register / Drop button to complete the registration process.

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status
<input checked="" type="checkbox"/>		ARTS 215	Painting 1	M01	MoWe 6:00PM-8:20PM	3.0	CSI	MCCTR	CSI Miramar-Cassia Off-Campus Center	Redhead, Leslie	Non-Remedial	Registered
<input type="checkbox"/>		HUMA 101	Introduction to Humanities 1	C01	MoWe 1:00PM-2:20PM	3.0	CSI	HEPW01 135	CSI Campus-Main	Prestwich, Kimberly	Non-Remedial	Registered

STEP 17

After course is selected, click on the "Register/Drop" button.

If there are any issues with registering for a course, please contact an Enrollment Specialist at 208-732-6250.



sisportal-tst-300947.campusnexus.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx - [InPrivate] - Microsoft Edge

https://sisportal-tst-300947.campusnexus.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx

	DENH 165L	Lab		10:50AM					Campus-Main		Remedial		
	E DENH 165L	Dental Materials Lab	C02	Tu 10:00AM-11:50AM	1.00	CSI	HSHS 187	CSI Campus Main	Clark, Tiffany	Non-Remedial	Full	None	
	E BIOL 105	Human Structure and Function	C20W	SuMoTuWeThFrSa 12:00AM-11:59PM	4.00	CSI	INTERNET	Other Classroom Locations	Morgan, Kimberly	Non-Remedial, None	Full	None	

Show 10 entries Previous 1 2 3 4 5 ... 112 Next Showing 1 to 10 of 1,119 entries

Please click the Register / Drop button to complete the registration process.

Showing 1 to 3 of 3 entries

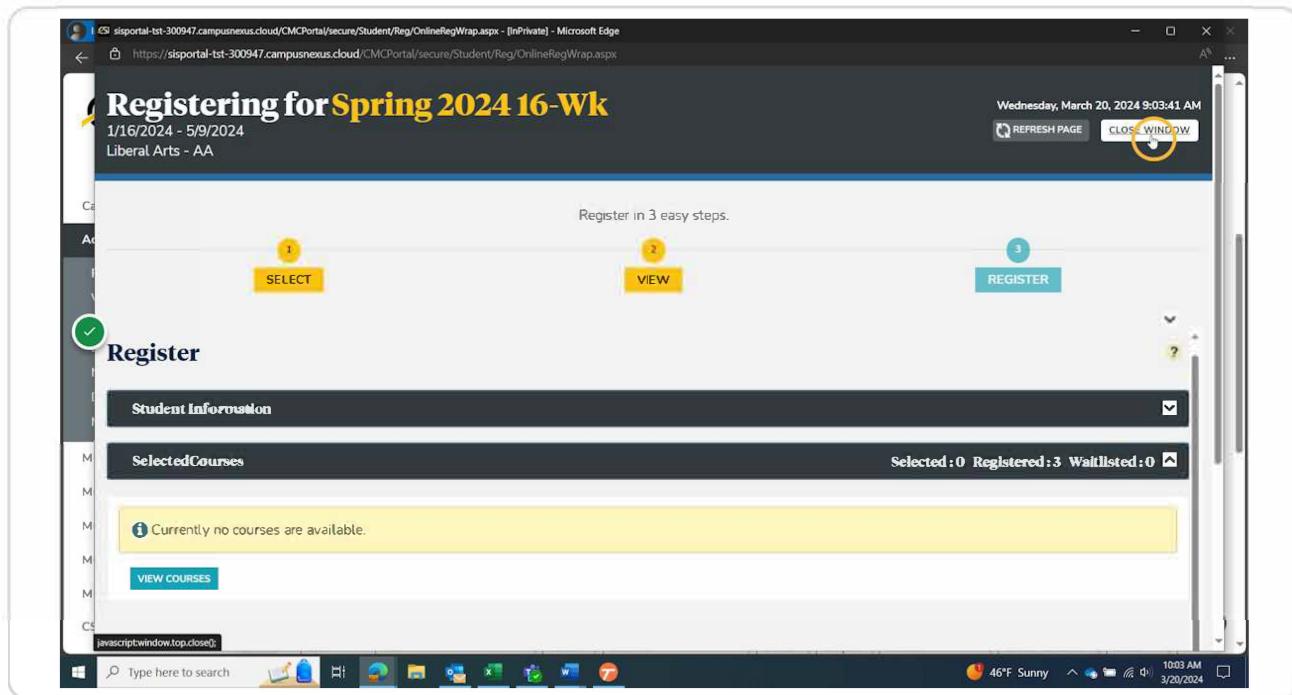
Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status
<input checked="" type="checkbox"/>		ARTS 215	Painting 1	M01	MoWe 6:00PM-8:20PM	3.0	CSI	MCCTR	CSI Main, Cassia Off, Campus Center	Redhead, Leslie	Non-Remedial	Registered
<input type="checkbox"/>		LTUMA 101	Introduction to Humanities 1	C01	MoWe 1:00PM-2:20PM	3.0	CSI	HEPWO 135	CSI Campus-Main	Prestwich, Kimberly	Non-Remedial	Enrolled

javascipt:_doPostBack('s1\$lnkRegister','')

Type here to search 46°F Sunny 1003 AM 3/20/2024

STEP 18

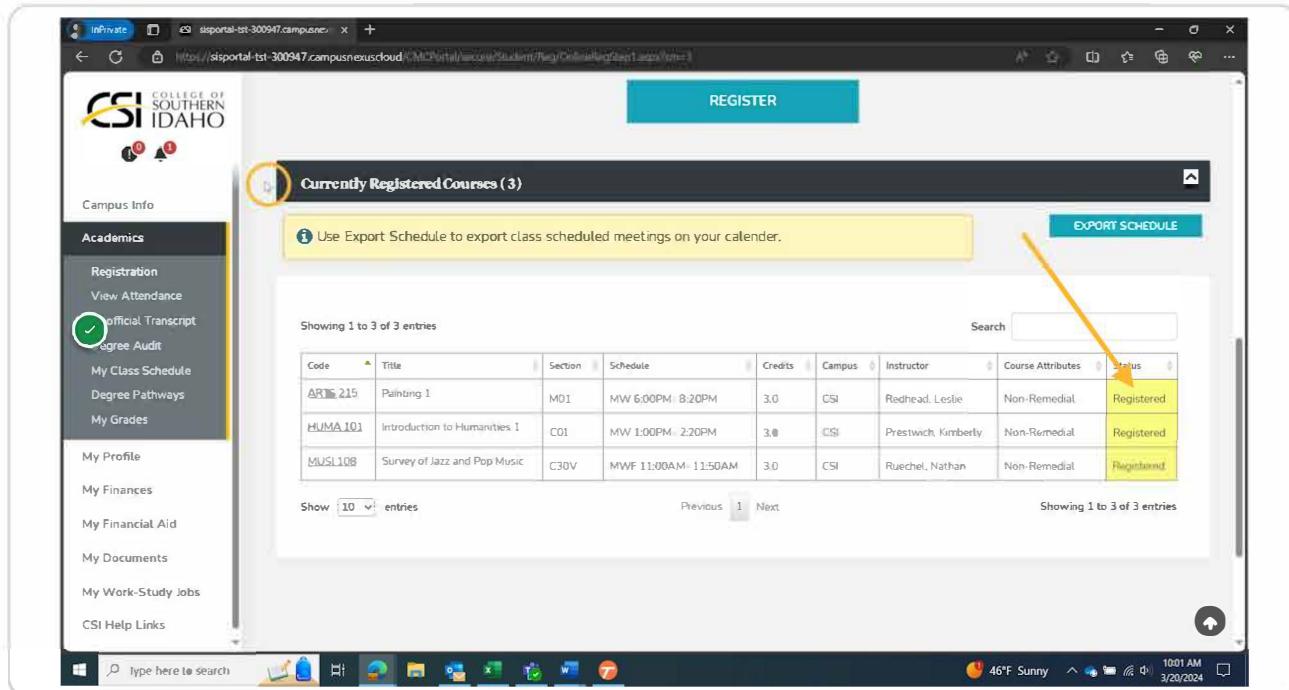
Once you are finished registering and dropping courses, click "Close Window" to go back to the Online Registration screen.



STEP 19

At the bottom of the Online Registration screen, you can review your Currently Registered Courses.

To view your class schedule, we recommend you go to "My Class Schedule" in the left-hand navigation bar.

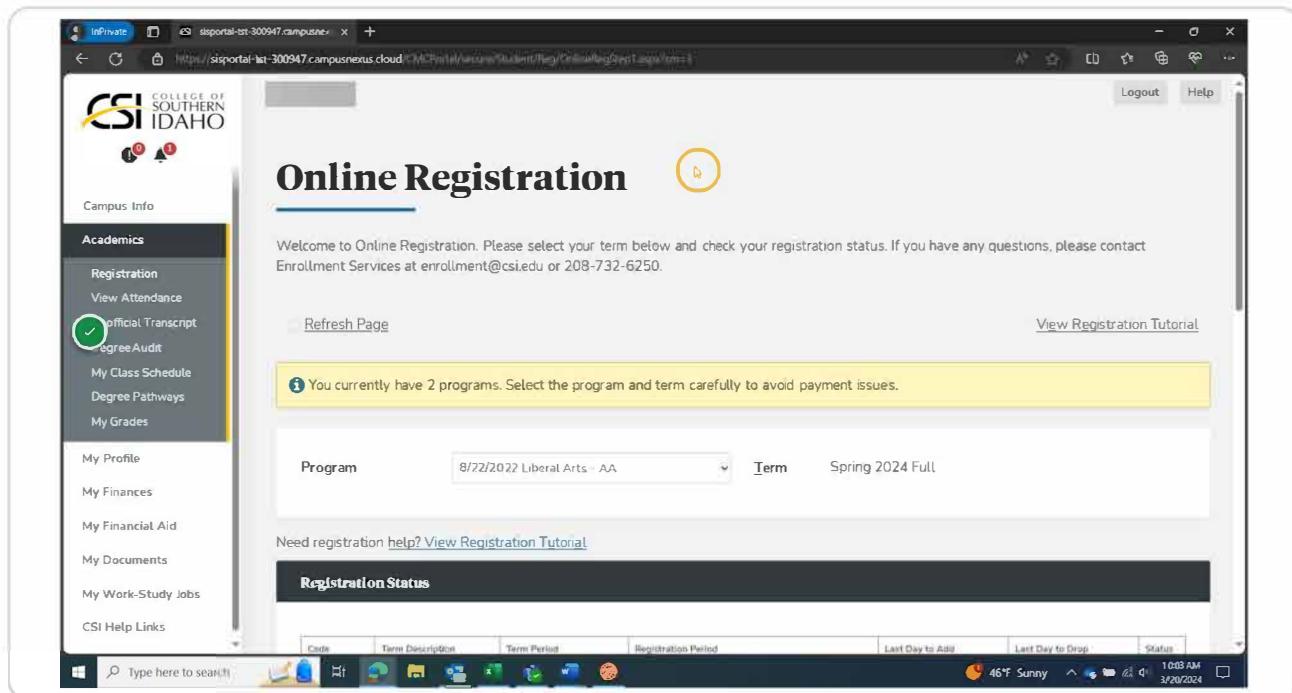


The screenshot shows the CSI online registration interface. The left sidebar has a 'My Class Schedule' link highlighted with a green circle. The main content area displays a table of 'Currently Registered Courses (3)'. The table includes columns for Code, Title, Section, Schedule, Credits, Campus, Instructor, Course Attributes, and Status. The 'Status' column shows 'Registered' for all three courses listed: ARTS 215, HUMA 101, and MUSI 108. A yellow arrow points to the 'Status' column. The table shows 10 entries per page, with 1 page currently displayed. The status bar at the bottom shows the date as 3/20/2024 and the time as 10:01 AM.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Course Attributes	Status
ARTS 215	Painting 1	M01	MW 6:00PM - 8:20PM	3.0	CSI	Redhead, Leslie	Non-Remedial	Registered
HUMA 101	Introduction to Humanities 1	C01	MW 1:00PM - 2:20PM	3.0	CSI	Prestwich, Kimberly	Non-Remedial	Registered
MUSI 108	Survey of Jazz and Pop Music	C30V	MWF 11:00AM- 11:50AM	3.0	CSI	Ruechel, Nathan	Non-Remedial	Registered

STEP 20

This concludes the tutorial on your Online Registration page within MyCSI Self Service.



Online Registration

Welcome to Online Registration. Please select your term below and check your registration status. If you have any questions, please contact Enrollment Services at enrollment@csi.edu or 208-732-6250.

[Refresh Page](#) [View Registration Tutorial](#)

Info You currently have 2 programs. Select the program and term carefully to avoid payment issues.

Program: 8/22/2022 Liberal Arts - AA Term: Spring 2024 Full

Need registration help? [View Registration Tutorial](#)

Registration Status

Code: Term Description: Term Period: Registration Period: Last Day to Add: Last Day to Drop: Status:

46°F Sunny 10:08 AM 3/20/2024