

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.

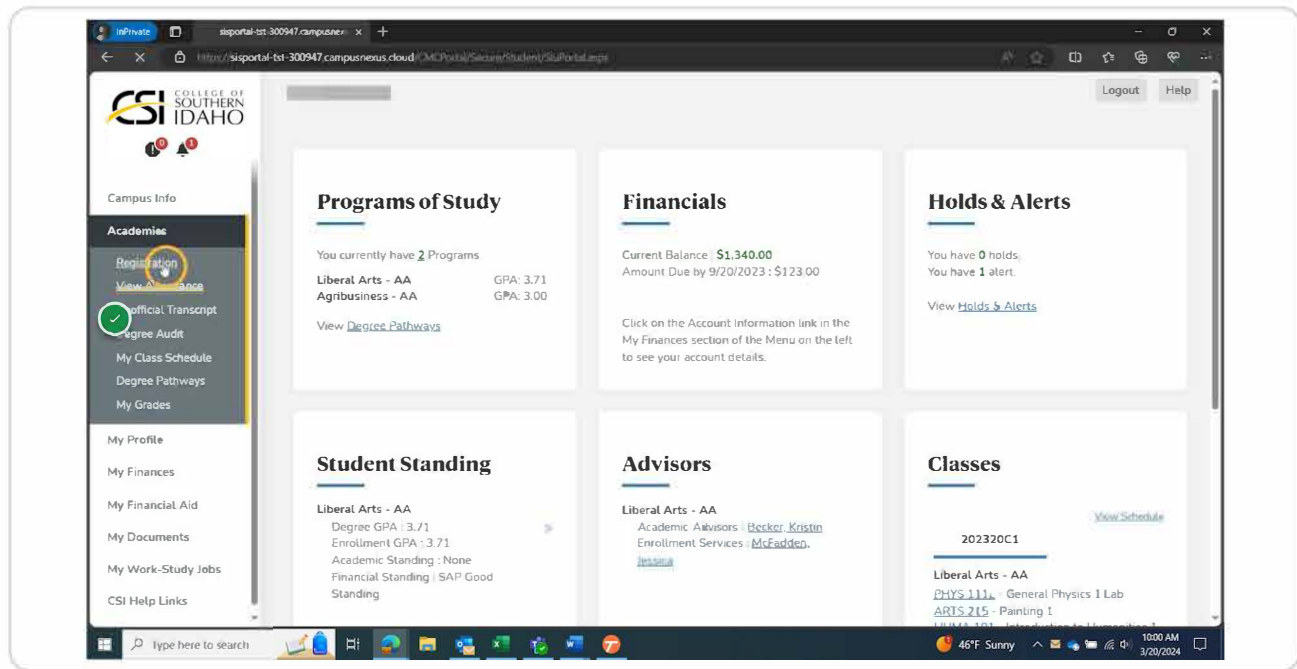
The screenshot shows the MyCSI Self Service portal for a student at the College of Southern Idaho. The browser address bar shows the URL: <https://sisportal-tst-300947.campusnews.cloud/MyPortal/SecureStudent/StudentPortal.aspx>. The portal features a left-hand navigation menu with links to Campus Info, Academics, My Profile, My Finances, Financial Aid, My Documents, My Work-Study Jobs, and CSI Help Links. The main content area is divided into six sections:

- Programs of Study:** Displays "You currently have 2 Programs".
 - Liberal Arts - AA (GPA: 3.71)
 - Agribusiness - AA (GPA: 3.00)A link to "View Degree Pathways" is provided.
- Financials:** Shows "Current Balance: \$1,340.00" and "Amount Due by 9/20/2023: \$123.00". It includes a note to click on the "Account Information" link in the My Finances section of the menu.
- Holds & Alerts:** States "You have 0 holds" and "You have 1 alert". A link to "View Holds & Alerts" is available.
- Student Standing:** Lists "Liberal Arts - AA" with "Degree GPA: 3.71", "Enrollment GPA: 3.71", "Academic Standing: None", and "Financial Standing: SAP Good Standing".
- Advisors:** For "Liberal Arts - AA", it lists "Academic Advisors: Becker, Kristin" and "Enrollment Services: McFadden, Jessica".
- Classes:** Displays "202320C1" and "Liberal Arts - AA". It lists "PHYS 111L - General Physics 1 Lab" and "ARTS 215 - Painting I". A link to "View Schedule" is present.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information: 46°F Sunny, 10:00 AM, 3/20/2024.

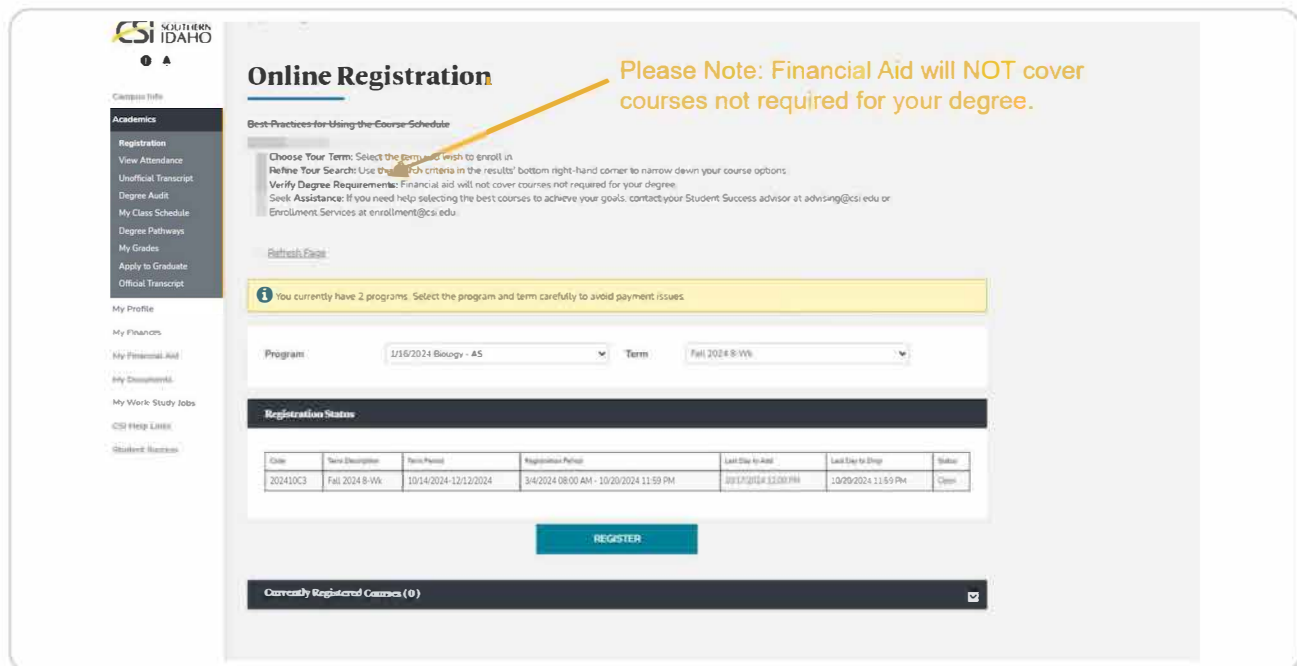
STEP 2

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



STEP 3

This is the Online Registration page.



STEP 4

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

The screenshot shows the 'Online Registration' page for CSI Southern Idaho. The left sidebar contains a navigation menu with 'Academics' expanded, showing options like 'Registration', 'View Attendance', 'Unofficial Transcript', 'Degree Audit', 'My Class Schedule', 'Degree Pathways', 'My Grades', 'Apply to Graduate', and 'Official Transcript'. Below this are links for '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 a 'Best Practices for Using the Course Schedule' section with instructions on choosing terms, refining searches, verifying degree requirements, and seeking assistance. A yellow banner states: 'You currently have 2 programs. Select the program and term carefully to avoid payment issues.' Below this, there are two dropdown menus: 'Program' and 'Term'. The 'Program' dropdown is open, showing three options: '1/16/2024 Biology - AS', '1/16/2024 Biology - AS' (highlighted), and '3/20/2024 Emphasis in Voice'. A yellow circle with a green arrow points to the '1/16/2024 Biology - AS' option in the dropdown.

STEP 5

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

The screenshot shows the 'Online Registration' page for CSI Southern Idaho, with the user impersonating John. The left sidebar is identical to the previous screenshot. The main content area is the same, but the 'Term' dropdown menu is now open. The 'Program' dropdown is still set to '1/16/2024 Biology - AS'. The 'Term' dropdown shows a list of terms: '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 green arrow points to the 'Fall 2024 8-Wk' option in the dropdown.

STEP 6

Confirm your Registration Status is for the program you selected.

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	TermDescription	TermPeriod	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**

STEP 7

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

Program: 8/22/2022 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

Search

Code	Title	Section	Schedule	Credits	Campus	Instructor	Course Attributes	Status
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STEP 8

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

The screenshot shows the registration interface for the Spring 2025 16-Wk term. At the top, the header reads "Registering for Spring 2025 16-Wk" with a yellow arrow pointing to it, and "Confirm this is the appropriate term." The date "Thursday, October 17, 2024 11:42:22 AM" is in the top right. Below the header, a progress bar indicates "Register in 3 easy steps." with buttons for "SELECT", "VIEW", and "REGISTER". The "SELECT" button is highlighted. The main section is titled "Search Courses & Quick Add" and contains a "Course Search" tab, a "Quick Add" tab, a "Course Code" input field, a "Choose Filters" dropdown, a "+" button, a "SEARCH" button, and a "CLEAR FILTERS" button. At the bottom, a dark bar states "All Courses - Includes Required and Elective courses".

STEP 9

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

This screenshot shows the same registration interface as Step 8, but with the "SEARCH" button highlighted by a yellow circle. The "SELECT" button is also highlighted with a green checkmark. The "All Courses - Includes Required and Elective courses" section is visible, showing a checkbox for "Hide courses that are Full (no seats are available) from the Search Results" and a message "Showing 1 to 10 of 1,119 entries". The bottom of the screen shows a table with columns: "Schedule", "Credits", "Campus", "Building/Room", "Location", "Instructor", "Course Attributes", "Status", and "Availability". The Windows taskbar at the bottom shows the date "10/20/2024" and the time "10:02 AM".

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

Course	Title	Section	Schedule	Credits	Campus	Building/Room
E CHEM 101L	Intro to Chemistry Lab	C01	We 10:00AM-12:50PM	0.00	CSI	EVARGREN : 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
	R <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 & Quick Add

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

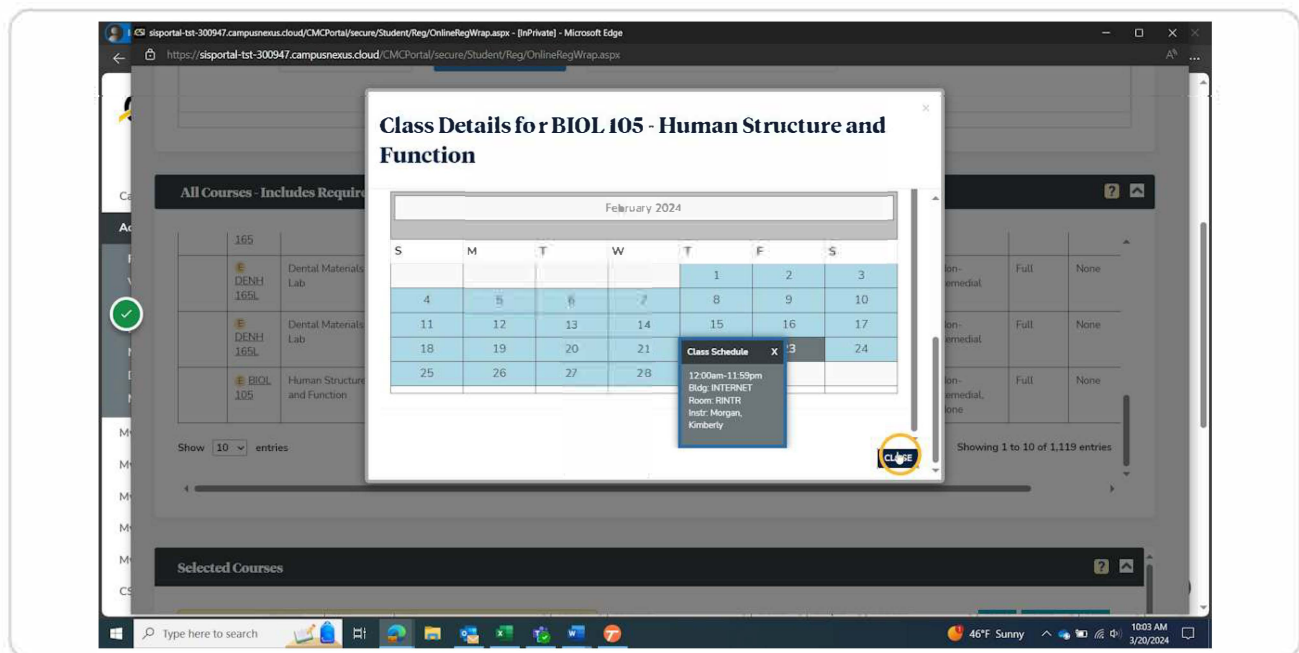
Showing 1 to 10 of 1,034 entries

Search

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

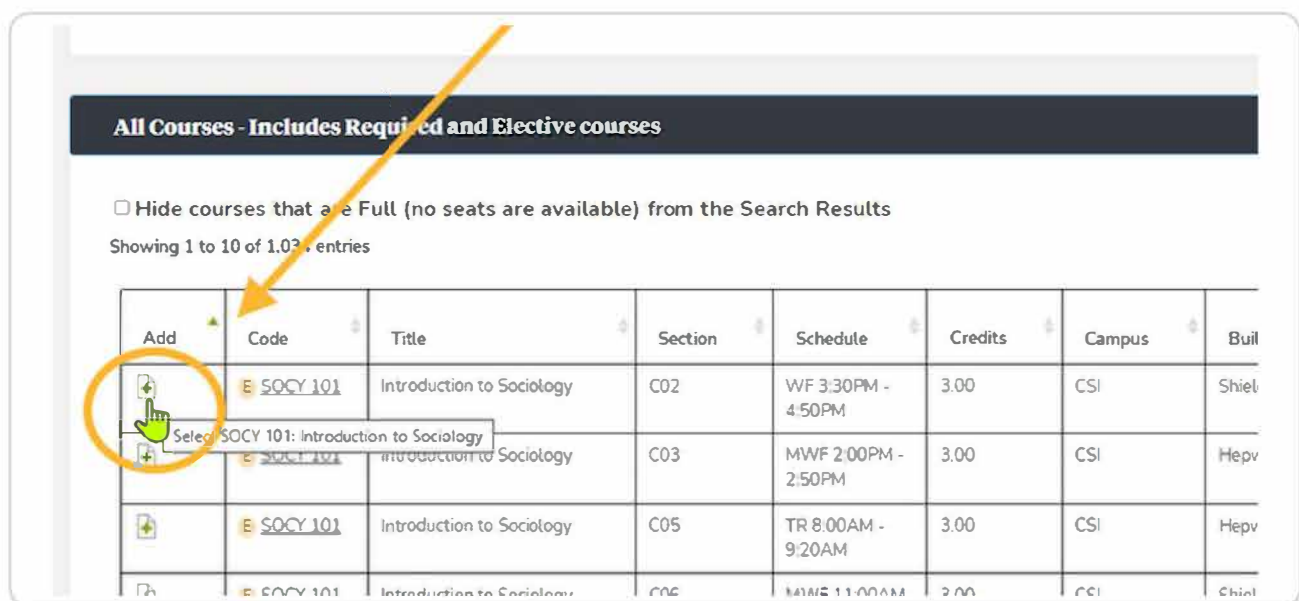
STEP 13

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



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.



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 displays a web browser window with the URL <https://sisportal-tst-300947.campusnexus.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx>. The browser is Microsoft Edge. The page shows a list of courses with columns for Code, Title, Section, Schedule, Credits, Campus, Building/Room, Location, Instructor, Course Attributes, and Status. The first three courses are:

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status
DENT 165L	Lab		10:50AM						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
BIOL 105	Human Structure and Function	C20W	SuMoTuWeThFrSa 12:00AM-11:58PM	4.00	CSI	INTERNET	Other Classroom Locations	Morgan, Kimberly	Non-Remedial, None	Full

Below the course list, there is a 'Selected Courses' section. A yellow banner reads: "Please click the Register / Drop button to complete the registration process." To the right of the banner are buttons for 'VIEW' and 'REGISTER / DROP'. Below the banner, it says 'Showing 1 to 3 of 3 entries'. A search bar is present. The table below shows one selected course:

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

The Windows taskbar at the bottom shows the date and time as 10:03 AM 3/20/2024 and the weather as 46°F Sunny.

STEP 16

Select a course here.

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

https://slportal-tst-300947.campusnews.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx

	DENT 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
	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

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 type="checkbox"/>		ARTS 215	Painting 1	M01	MoWe 6:00PM-8:20PM	3.0	CSI	MCCTR	CSI Mira-Casola 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	HEPWO - 135	CSI Campus-Main	Prestwich, Kimberly	Non-Remedial	Registered

Type here to search

46°F Sunny 10:05 AM 3/20/2024

STEP 17

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

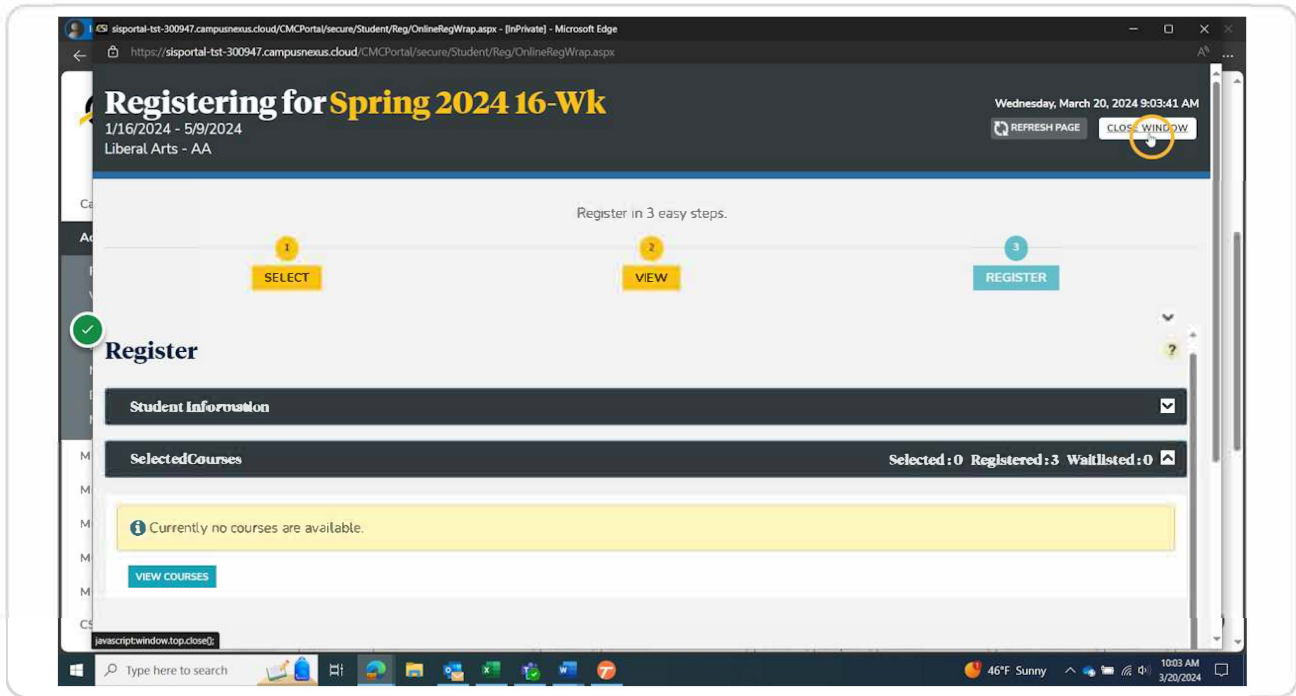
If there are any issues with registering for a course, please contact an Enrollment Specialist at 208-732-6250.

The screenshot shows a web browser window displaying the SIS Portal registration interface. The URL is <https://sisportal-tst-300947.campusnex.us.cloud/CMCPortal/secure/Student/Reg/OnlineRegWrap.aspx>. The interface displays a table of courses with columns for Code, Title, Section, Schedule, Credits, Campus, Building/Room, Location, Instructor, Course Attributes, and Status. A yellow box highlights the 'REGISTER/DROP' button, and a yellow arrow points to it from the text 'Please click the Register / Drop button to complete the registration process.' Below the table, there is a search bar and a status column with 'Registered' entries.

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

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 displays the 'Currently Registered Courses (3)' section of the CSI Online Registration portal. A yellow callout box highlights the 'EXPORT SCHEDULE' button. The table below lists the three registered courses.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Course Attributes	Status
ARTS 215	Painting 1	MD1	MW 6:00PM - 8:20PM	3.0	CSI	Redhead, Leslie	Non-Remedial	Registered
HUMA101	Introduction to Humanities I	CD1	MW 1:00PM - 2:20PM	3.0	CSI	Prestwich, Kimberly	Non-Remedial	Registered
MUSL108	Survey of Jazz and Pop Music	C30V	MWF 11:00AM - 11:50AM	3.0	CSI	Ruechel, Nathan	Non-Remedial	Registered

Showing 1 to 3 of 3 entries

Previous 1 Next

Showing 1 to 3 of 3 entries

STEP 20

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

