LEE 280T: CRLP - Leading for Equity to Transform Systems
Class Information

Section:	90	Program:	Postbac
Class Number:	77831	Term:	Fall 2021
Instructor:	Patricia Lopez	Fee:	$270

Important Dates and Deadlines

Class Dates:	8/23/21 – 12/17/21	Drop Deadline (for 100% refund):	9/5/21
Enrollment Deadline:	9/6/21	Drop Deadline (for 65% refund):	9/21/21
Payment Deadline:	24 hours after enrollment	Census Date:	9/23/21

Account Setup

PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY

If you need assistance with enrollment, please email cgeinfo@csufresno.edu or call 559-278-0333 during business hours.

OPTION 1: I do not have a Fresno State ID and account

1) Create a Fresno State ID and Account: BEGIN ID CREATION PROCESS

2) Click **[New Students]**.

3) Enter and double-check your information *carefully* and click **[Continue]**.

4) Select Program to Enroll (options below) and Term (see CLASS INFORMATION above):
- "Undergraduate" for credit classes if you do not have a bachelor's degree.
- "Postbaccalaureate" for credit classes if you have a bachelor's degree or higher.
- "Professional Development" for non-credit classes ONLY.

5) Click **[Submit]**.

6) Write down your Student ID. This will be your Student ID number for your entire career at Fresno State.

7) Click **[Get Email Account]** to create your Fresno State Mail account. You will need this to enroll in classes.

8) Proceed to ENROLL IN CLASSES on page 3.

OPTION 2: I have a Fresno State ID, but not a Fresno State Mail account.

1) Create a Fresno State Mail (Google Apps) account: https://googleapps.fresnostate.edu/signup/.

2) Login to http://my.fresnostate.edu/.

3) Click **[Student Self Service]**.

4) Click **[Student Center]**.

5) Click **[My Academic Records and Registration]**.

6) Open the **[other academic…]** menu, select **[ContinGlobalEd Class]**, click **[>>]**.

7) Select Program to Enroll (options below) and Term (see CLASS INFORMATION on page 1):
   - "Undergraduate" for credit classes if you do not have a bachelor's degree.
   - "Postbaccalaureate" for credit classes if you have a bachelor's degree or higher.
   - "Professional Development" for non-credit classes ONLY.

8) Click **[Submit]**.

9) Your account is now eligible for enrollment. If you are already eligible to enroll, you will see this message: 'You are already eligible to enroll in this Term. Click **[Return to Student Center]**.

10) Proceed to ENROLL IN CLASSES on page 3.

OPTION 3: I have a Fresno State ID and Fresno State Mail account.

1) Login to http://my.fresnostate.edu/.

2) Click **[Student Self Service]**.

3) Click **[Student Center]**.

4) Click **[My Academic Records and Registration]**.

5) Open the **[other academic…]** menu, select **[ContinGlobalEd Class]**, click **[>>]**.

6) Select Program to Enroll (options below) and Term (see CLASS INFORMATION on page 1):
   - "Undergraduate" for credit classes if you do not have a bachelor's degree.
   - "Postbaccalaureate" for credit classes if you have a bachelor's degree or higher.
   - "Professional Development" for non-credit classes ONLY.

7) Click **[Submit]**.

8) Your account is now eligible for enrollment. If you are already eligible to enroll, you will see this message: "You are already eligible to enroll in this Term." Click **[Return to Student Center]**.

9) Proceed to ENROLL IN CLASSES on page 3.

Enroll in Classes

PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY

Follow the instructions below to add classes to your Fresno State class schedule. If you need assistance with enrollment, please email cgeinfo@csufresno.edu or call 559-278-0333 during business hours. Please include your Fresno State ID number in your email or have it ready when you call.

1) Login to http://my.fresnostate.edu/.

2) Click **[Student Self Service]**.

3) Click **[Student Center]**.

4) Click **[My Academic Records and Registration]**.

5) Click **[Class Enrollment]**.

6) Select desired term (see CLASS INFORMATION on page 1) and click **[Continue]**.

If desired term is not available, make sure you completed ACCOUNT SETUP on pages 1-2 or contact Continuing and Global Education for assistance.

7) Enter the class number (see CLASS INFORMATION on page 1) in the "Class Nbr" box. Click **[Enter]**.

8) The "Enrollment Preferences Panel" will appear. If you have a permission number, enter it in the "Class Preferences" section (not all classes require a permission number).

9) Click **[Next]** This will return you to the original "Add" page. A message will confirm that the class has been added to your shopping cart.

10) Repeat steps 7-9 to add additional classes, if desired.

11) Once all classes are added, click **[Proceed to Step 2 of 3]**.

12) Click **[Finish Enrolling]** box to enroll in your courses.

Check the Status column for possible errors with your registration. If your registration is successful, the message "Enrollment Success" will be displayed. If errors are listed, you are not enrolled.

To verify that all classes are correct, click **[My Class Schedule]**.

13) Proceed to PAY FOR CLASSES on page 4.

Pay for Classes

PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY

Your class fee and payment deadline may be found at the top of page 1.

Class fees will be posted to your account overnight after you enroll. If you wish, you may submit the required payment before it is posted, but please double-check your account the next day to make sure it is clear.

If you wish to pay in-person, options are available here: https://www.fresnostate.edu/cge/registration/pay.html.

If you need assistance with payment, please email cgeinfo@csufresno.edu or call 559-278-0333 during business hours. Please include your Fresno State ID number in your email or have it ready when you call.

1) Login to http://my.fresnostate.edu/.

2) Click **[Student Self Service]**.

3) Click **[Student Center]**.

4) Click **[My Finances]**.

5) Click **[View eBill/Make a Payment]**.

6) Click **[Make Payment]**.

7) Click **[Your Student Account]**.

8) **IMPORTANT!** To apply your payment to this enrollment, click **[Payment-Continuing and Global]**.

9) Enter the desired amount and click **[Add to payment]**.

10) If you are ready to proceed to payment, click **[Pay now]**.

11) Review payment information and click **[Continue]**.

12) Select a new or existing payment option (options below) and click **[Continue]**.
- Electronic Checks (E-Pay): there are zero service charges for paying with an e-check.
- Credit Cards (SmartPay): There is a 2.65% service charge on all transactions. Fresno State accepts Visa, MasterCard, Discover and American Express through SmartPay.
- International Foreign Transfer (IFT; Western Union Business Solutions): Service charge depends on the foreign currency rate of your country of origin.

12) (for new payment options) enter all required account information, review terms and conditions, and click **[Continue]**.

13) Review payment details and click **[Pay]**.

YOU ARE FINISHED! Thank you for your enrollment and payment.