

## Reminders!

Your “Campus Email Address” is set to Fresno State Mail by default. It is your responsibility to monitor your campus email or update your communication preference in MyFresnoState under “My Personal Information.”

Uni-track fees may not be posted to your account immediately. Please submit all payments by the deadline.

## Deadlines (Fall 2022 Classes)

### Last Day to Enroll and Pay

10/28/2022

### Last day to Withdraw

12/21/2022

## Deadlines (Spring 2023 Classes)

### Last Day to Enroll and Pay

3/3/2023

### Last day to Withdraw

5/19/2023

## Deadlines (Yearlong 2022-23 Classes)

### Last Day to Enroll and Pay

10/28/2022

### Last day to Withdraw

5/19/2023

## Account Setup/Activation

### **\*PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY\***

If you need assistance with enrollment, please email [cgeinfo@csufresno.edu](mailto:cgeinfo@csufresno.edu) or call 559-278-0333.

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

- 1) Create a Fresno State ID and Account: <https://ps.fresnostate.edu/cs/cge.html>
- 2) Click **[New Students]**.
- 3) Enter and double-check your information *carefully* and click **[Continue]**.
- 4) Select Program to Enroll and Registration Term:
  - Your Program to Enroll is “Undergraduate CGE Uni-track Classes.”
  - Your Registration Term (provided to your teacher).
- 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 UNI-TRACK CLASSES on page 3.

## Account Setup/Activation (continued)

### 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 MyFresnoState: <https://ps.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 and Registration Term:
  - Your Program to Enroll is “Undergraduate CGE Uni-track Classes.”
  - Your Registration Term (provided to your teacher).
- 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 UNI-TRACK CLASSES on page 3.

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

- 1) Login to MyFresnoState: <https://ps.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 and Registration Term:
  - Your Program to Enroll is “Undergraduate CGE Uni-track Classes.”
  - Your Registration Term (provided to your teacher).
- 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 UNI-TRACK CLASSES on page 3.

## Enroll in Uni-track 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](mailto: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 MyFresnoState: <https://ps.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 registration term (provided to your teacher) and click **[Continue]**.

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

7) Enter the class number (provided to your teacher) in the “Class Nbr” box. Click **[Enter]**.

8) The “Enrollment Preferences Panel” will appear. Update your grading option, if desired (see UNI-TRACK POLICIES on page 5 for more information).

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 UNI-TRACK CLASSES on page 4.

Class Type	FS Registration Term	FS Class Dates	Class Fee	Payment Deadline
Fall 2022	Fall 2022	8/17/2022 – 12/22/2022	\$40	10/28/2022
Spring 2023	Spring 2023	1/17/2023 - 5/20/2023	\$40	3/3/2023
Yearlong 2022-23	Spring 2023	8/17/2022 - 5/20/2023	\$40	10/28/2022

**\*PLEASE FOLLOW THESE INSTRUCTIONS CLOSELY\***

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.

You may pay in-person with these options: <https://cge.fresnostate.edu/registration/pay.html>

- 1) Login to MyFresnoState: <https://ps.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; Convera): Service charge depends on the foreign currency rate of your country of origin.
- 13) (for new payment options) enter all required account information, review terms and conditions, and click **[Continue]**.
- 14) Review payment details and click **[Pay]**.

**Your enrollment and payment are now complete!**

Questions? Email [cgeinfo@csufresno.edu](mailto:cgeinfo@csufresno.edu) for assistance.

### STUDENT EXPECTATIONS AND RESTRICTIONS

- You are responsible for enrolling in Uni-track and updating your enrollment if needed. If you withdraw from your high school class, you will NOT be withdrawn from Uni-track automatically.
- You will be held to the same standards, policies, regulations, and deadlines that govern all students enrolled at Fresno State.
- You must have junior or senior standing at their high school to enroll in Uni-track. Please contact the coordinator if you have any questions or concerns about this restriction.
- You may earn a maximum of 8-units of credit per-semester through Uni-track. Please note that yearlong Uni-track classes count as spring-semester classes at Fresno State.
- You may not receive duplicate credit by taking the AP test and enrolling in Uni-track for the same class.

### GRADING

Most Uni-track classes are offered with the “Mixed Grading” option. This means you may choose to receive a letter grade or take the class for “Credit/No Credit”. “Letter grade” is the default option. Some courses are locked into specific grade options. Grade forgiveness is not available for Uni-track classes. The grade you earn is the grade that will be posted to your official transcript at Fresno State.

Further reading: [Grade Symbols and Grade Points](#) | [Explanation of Grades](#)

### WITHDRAWAL:

You may withdraw from your Uni-track class if you no longer wish to receive Fresno State credit for your high school class. The last day to drop is day before the class end date (see CLASS INFORMATION on page 1).

Retroactive withdrawals from Uni-track (i.e. withdrawals after the drop deadline) will only be approved if you provide a serious and compelling reason for missing the drop deadline (e.g. a serious medical issue or death in the family prevented you from dropping on time). Please contact the program for assistance.

### REFUNDS

Refunds are not available for Uni-track classes.

### TRANSCRIPTS:

Students who are subsequently admitted to Fresno State for 2- or 4-year degrees will find their Uni-track classes already on their transcripts. Students who attend other colleges or universities may request copies of their official transcripts for those institutions.

See: [Requesting and Viewing Transcripts](#)

### FRESNO STATE PARKING:

\$5 Daily permits are from dispensers and valid in green parking lots all day and yellow lots after 6pm. A limited number of metered and free, 30-minute spaces are also available.

See: [Fresno State Parking](#) | [Fresno State Map](#)

## Uni-track Program Contact Information

The Uni-track Program is managed by the Division of Continuing and Global Education at Fresno State. Email is the best method of contact. A contact form is also available on the [Uni-track website](#).

Contact	Email
General Program Inquiries	<a href="mailto:cgeinfo@csufresno.edu">cgeinfo@csufresno.edu</a>
David Hoff, Interim Uni-track Coordinator	<a href="mailto:davhoff@csufresno.edu">davhoff@csufresno.edu</a>
Monica Acosta, Registrar	<a href="mailto:moacosta@csufresno.edu">moacosta@csufresno.edu</a>

### OFFICE LOCATION:

California State University Fresno  
Office of the Dean, Division of Continuing and Global Education  
Education Building, Room 130  
5005 N. Maple Ave.  
Fresno, CA, 93740

### CONTACT NUMBERS

Office Phone: (559)278-0333  
Office Fax: (559)278-0395

### OFFICE HOURS:

Academic Year: Monday – Friday; 8am-5pm  
Summer Hours: Monday – Friday; 7am-3:30pm

*NOTE: Fresno State begins observing summer hours on the Monday following Spring Commencement in May. Summer hours usually end after the first full week of August.*

### MAILING ADDRESS:

Uni-track Program  
Division of Continuing and Global Education  
5005 N. Maple Ave M/S ED76  
Fresno, CA 93740

## Fresno State Resources

Description	Link
Uni-track Website	<a href="http://cge.fresnostate.edu/programsinstitutes/unitrack/index.html">cge.fresnostate.edu/programsinstitutes/unitrack/index.html</a>
Fresno State Catalog	<a href="http://fresnostate.edu/catalog/">fresnostate.edu/catalog/</a>
Fresno State Map	<a href="http://fresnostate.edu/map/">fresnostate.edu/map/</a>