

# Uni-track Registration and Payment Instructions

## Registration and Payment is due by Friday, February 27, 2015

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Obtain the following information from your instructor before you begin enrolling in  
*Undergraduate CGE UNITRACK classes for Credit*

Class # \_\_\_\_\_ Class Term: ✓ Spring

- FIRST TIME** Uni-track student. **DO NOT** have a Fresno State I.D. number or a Fresno State email address.
  - Go to the **<https://my.fresnostate.edu>**.
  - Click on “Continuing & Global Ed Courses” under My Menu.
  - Click on “New Student”. Fill out the New CGE Student application. **WRITE DOWN** your new I.D. number \_\_\_\_\_.
  - Create a Fresno State email, go to **<https://googleapps.fresnostate.edu/signup>**. Create a Username \_\_\_\_\_ Password \_\_\_\_\_
  - Now read the Uni-Track information below.
- FORGOT** my Fresno State I.D. number - Call the Division of Continuing and Global Education at (559) 278-0333, or the Student Help Desk at (559) 278-7000 for after hours and weekend assistance. **You will be asked for personal information as verification.** Write down your I.D. number and then read the Uni-track information below.
- FORGOT** my Fresno State email user name and/or password – Go to <https://password.csufresno.edu>.
- I KNOW** my Fresno State I.D. number, email username, and password. Read the Uni-track information below.

### Uni-Track –Information

**Registration Fees & Unit Limits** - Registration fees for Uni-track courses are **\$40 per course**. Uni-track students can register for up to 8 units of academic credit, per semester.

**Transcripts** - For information on how to request an “official” transcript, go to <http://www.fresnostate.edu/studentaffairs/are/registrar/transcripts.html>

Uni-track Class number and Term information is needed for the transcript request.

### START the Registration Process

**Step 1** Go to <https://my.fresnostate.edu> and use your Fresno State email “username” and “password” to sign in.

### Need HELP?

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**Step 2** Click on the “Student Self Service” link under the My Menu section on the left side.



**Step 3** Click on the Student Center.



**Step 4** **NEW Students** click on the green arrow next to “My Academic Records & Registration” then go to Step 9. **RETURNING students** go to Step 5.



**Step 5** **RETURNING students** select “ContinGlobalEd Class” from the pull down menu. Click on circle with >> to continue to the next page.



**Step 6** Program to Enroll – use the pull down menu to select “Undergraduate CGE UNITRACK classes for”.

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**Step 7** – Select the “*term*” the instructor provided for your class. Click “*submit*” to continue.

## Related Links

### Class Schedule

- [Class Search Help](#)
- [Schedule Planner Help](#)

### DARS

- [How to understand DARS reports](#)
- [How to view a DARS report](#)

### Finances

- [1098-T FAQ](#)

### Financial Aid

- [Financial Aid Tutorials](#)

\*Program to Enroll: Undergraduate CGE UNITRACK classes

\*Term: Fall 20xx or Spring 20xx

SUBMIT RETURN TO STUDENT CENTER

**Step 8** Click on “**Enroll in Classes**”

## LABORATORY CLASSES

Classes with a laboratory component, example CHEM 1A, EES 4, etc., will automatically enroll you in the laboratory portion of the course.

**EXCEPTION:** PHYS 4A (lecture) and PHYS 4AL (lab) You need **two separate class numbers** for a lecture and lab in this course. Obtain these class numbers from your instructor.

**Step 9** Click on “Add Classes” and enter the **5 digit class number (i.e. 8000)** that your instructor provided for the class. This class number is specific for the course(s) offered at your high school. Click on “*enter*” to submit your class number.

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2014 | Undergraduate | California State Univ Fresno

Open Closed Wait List

Add to Cart: Fall 2012 Class Wish List

Enter Class Nbr  enter

Your enrollment shopping cart is empty.

Find Classes

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**Mixed Grading Option** Use the pull down menu to see if the Mixed Grading option is offered in the course you are taking.

If the Mixed Grading option is available **YOU can choose** a Letter Grade (A, B, C, D or F) **OR** Credit/NoCredit. Credit is a final grade of A, B or C and No Credit is a final grade of D or F.

If the Mixed Grading option is available and you **DON'T choose** a grading option, the system will automatically default to "Letter" grading.

**Some Uni-track courses don't have a grading option and the grading basis cannot be chosen by the individual student.** This statement is true if you don't see a pull down menu option for your Uni-track course.

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### HIST 11 - Am Hst to 1877

**Class Preferences**

HIST 11-91    Lecture    ● Open

**Session**    Continuing & Global Ed Session

**Career**    Undergraduate

**Enrollment Information**

- History Pre-requisite for HIST 11: GE Foundation Area A2 completed with C grade.
- American History

**Permission Nbr**


**Grading** Letter

**Units** 3.00

**Requirement Designation**

NRE - Non-Residence Extension Courses

Check to see if you can pick your grading option by using the pull down menu, if available.



**Step 10** Click the "Next" button. Verify that the correct course(s) have been added to your Shopping Cart and then, Click "**Proceed to Step 2 of 3**".

Click "**Finish Enrolling**" to register for the course(s). Click "**Cancel**" to exit without adding the class(s).

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✔ Success: enrolled    ✘ Error: unable to add class

Class	Message	Status
HIST 11	Message: Refer to the University Catalog for additional information about this course. (null)	<span style="color: green;">✔</span>

[MY CLASS SCHEDULE](#)    [ADD ANOTHER CLASS](#)

You should now be successfully enrolled in your class.

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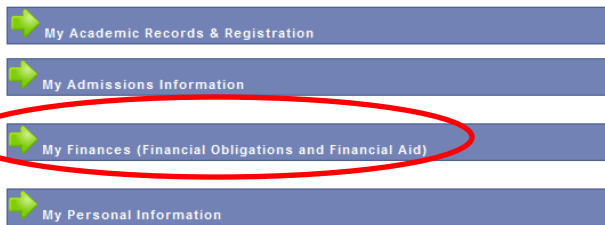
### PAY your registration fees

**Pay in Person** – Fresno State cashier’s window, Joyal Administration Building, 8:00 am to 4:30 pm, Monday through Friday. They will accept cash, personal check, money order, VISA or MasterCard.

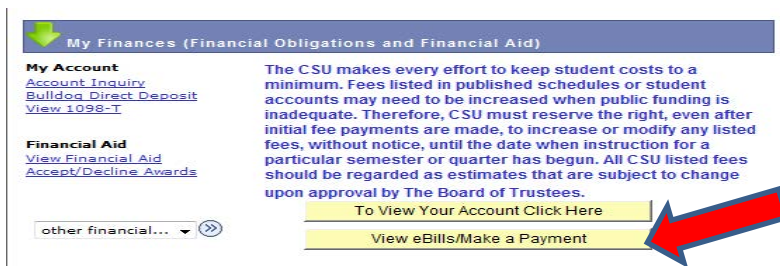
**Pay Online** – Return to the “Student Center” (link at the top of the page). Credit card payments are charged a 2.75% vendor fee. There is no fee charged when paying with an Electronic Check.

#### Step 1 Click on “My Finances”

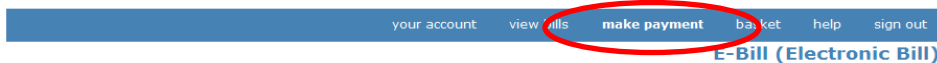
Click on each green arrow to expand the desired information.



#### Step 2 Click on “View eBills/Make a Payment” to pay for your registration fees.

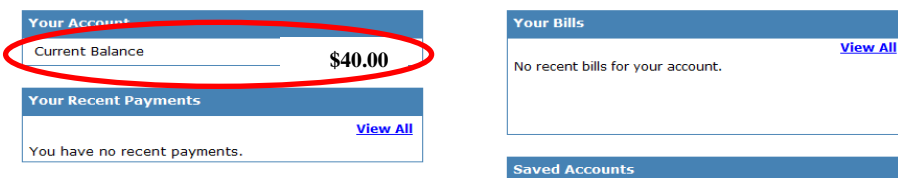


#### Step 3 Click on “Make Payment” The E-Bill shows the current balance due to Continuing and Global Education.



Online payments include charges for tuition and other fees, Continuing and Global Education, and all other miscellaneous charges reflected on student account balances. Student parking permits may also be purchased.

To make a payment, click make payment at the top of the page.



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**Step 4** IMPORTANT - Make a payment to *“Payment-Continuing and Global”*

[HOME](#) » [YOUR STUDENT ACCOUNT](#)

Payment-General

Payment-Continuing and Global

**Step 5** Fill in the amount that is currently due and click on *“add to basket.”*

Payment-Continuing and Global

Amount: \$40.00

To pay for this item, click the button below.

Add to basket

**Step 6** Verify the amount currently due and click on *“checkout.”*

Payment-Continuing and Global

[Edit](#)

[Delete](#)

\$40.00

Total Amount

\$40.00

[Continue Shopping](#)

[Checkout](#)

**Step 7** Select a Method of Payment. **Credit Card** (American Express, Discover, VISA and MasterCard) OR **Electronic Check**. Click the *“Continue Checkout”* button after you have made your selection.

Select Method of Payment

**SmartPay - Credit Card** (American Express, Discover, VISA, and MasterCard)

(There is a 2.75% service charge on all payment transactions up to \$3,000.00 if paying through this method.)

**E-Pay - Electronic Check**  
(There are no service charges if paying through this method.)

[Continue Checkout](#)

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Credit Card Payment - ✓ check the “terms and conditions” box to continue with checkout.

If you choose to make a payment by using CASHNet® SMARTPAY,  
you will be charged a service charge of .

This charge is assessed by Higher One Payments Inc. Service charges are included in your transaction and are paid directly to Higher One Payments Inc. Service Charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One Payments Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$5.34 for the use of CASHNet® SmartPay.

[Review Charges](#)

[Cancel My Transaction](#)

[Continue Checkout](#)

**Step 8** Verify the credit card information and the amount then Click on “Submit Payment”.

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	
Payment-Continuing and Global	\$40.00
CASHNet Service Fee	\$5.34
<b>Total Amount</b>	<b>\$45.34</b>

Payment Information	
Credit Card Number:	XXXXXXXXXXXX5454
Expiration Date:	1215
Cardholder Name:	My Name
Address:	My Address
City:	Fresno
State/Province/Region:	CA
Zip/Postal Code:	93711
Country:	United States
Email Address:	MyEmail@mail.fresnostate.edu

[Submit Payment](#)

**Step 9** Credit Card transaction approved.

Payments Received	Amount
Fresno SmartPay MasterCard XXXXXXXXXXXX5454 Authorization # TEST59	\$40.00
<b>Total</b>	<b>\$45.34</b>

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Your receipt has been emailed to MyEmail@mail.fresnostate.edu

[Email Another Receipt](#)

[View Printable Receipt](#)

A receipt will be emailed to your Fresno State email. You can also print a receipt by clicking on “View Printable Receipt”.

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**Step 10** Using a check to make an Electronic Check Payment. Fill out the required information and click on “**Continue Checkout**”.

**E-Pay (Electronic Payment by Check)**

**Debit Cards are not accepted.**  
(We apologize for any inconvenience)

**You will be charged a \$20.00 service fee if your electronic check is rejected by your banking institution.**

Please enter check information - located at the bottom of your check book.

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type  Checking  Savings

Routing Transit Number

[What are my Routing Transit and Account Numbers?](#)


Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

 [Continue Checkout](#)

You have completed the payment process for your Uni-track course(s).

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