Use Class Schedule to identify available sections for suitable courses. Prepare preference list of desired CRN’s and alternatives. Clarify prerequisites, etc., with Course Catalog.

Establish eID and password. Note date and time for priority access to online registration.

Enter Advising Code and other required information via RAMweb to become “Registration Ready.”

Use RAMweb tool (Google apps @rams Email) to access CSU email account. Use CSU email settings to automatically forward messages to preferred email account.

Obtain necessary overrides from departmental advisors or class instructors for prerequisites and other applicable restrictions for each desired class section (usually requested and approved by email).

Obtain special overrides to adjust schedule during second week of classes. Ensure full registration in four academic courses, minimum 12 credits, before Add/Drop deadline, which varies by course but typically occurs shortly after second week of classes.

By end of March or third week in October

If desired, join waitlists for preferred sections that are full. Within 24 hours of notice to CSU email address of available space, amend registration with Add/Drop functions. Consult with home university to reconfirm concurrence with selection of available courses.

Finalize term schedule as early as possible, preferably well before arrival at CSU (or return for second semester). Reduce registration to four suitable academic courses with tuition and fees covered by exchange agreement (including related lab or recitation sections). Prepare to personally pay tuition and fees for enrollment in any other classes.

Make necessary changes during orientation week or first week of classes. Reduce registration to four suitable academic courses with tuition and fees covered by exchange agreement (including related lab or recitation sections). Prepare to personally pay tuition and fees for enrollment in any other classes.

Beginning March 1st or October 1st

On priority registration day (or as soon as possible thereafter), use RAMweb Registration to add approved CRN’s (with necessary overrides) to term schedule. Register for minimum 12 credits (maximum 18 credits).

Consult with home university to reconfirm concurrence with selection of available courses.