HOW TO ENROLL

First, create a student account

If you are a current or former CSUN student, skip this step and use your current portal login information.

1. Click on the "Get ID" button.
2. Fill out the student application
3. On the next page under Program to Enroll, select either:
   - Graduate Credit or Undergraduate Credit
4. Save your Password, User ID, & Student ID

Ready! Enroll and pay

Before you enroll in classes:

- Change your browser settings to allow pop-ups for payment transactions.
- Be prepared with your credit card information. Payment is due immediately.
- If necessary, have your Permission Number available.

1. Go to the "CSUN homepage" and select the "MyCSUN" link to expand the CSUN Portal. Log in with your CSUN User ID and Password.
   - Mouseover the “Academics” menu and select “Additional Terms & Programs.” On the next page, click the link for “Select Program to Enroll”
   - Select either Tseng College Graduate or Undergraduate Credit for the program and select the appropriate term.
2. Read and acknowledge the “Fee Payment Acknowledgment” page.
3. The “Add Classes” page begins Step 1 of the enrollment process. Enter the 5-digit Class Number and click “Enter”. The course info will appear and you can enter a Permission Number if you have one.
   - Click “Next” to proceed.
   - If you want to add another class, enter the Class Number here and proceed as before.
   - If you have no further classes to add, click “Proceed to Step 2 of 3”.
4. Step 2 is the “Confirm Classes” page. If correct, click “Finish Enrolling”.
5. In Step 3, the “View Results” page, you will see if you have successfully enrolled and you will need to make a payment in order to maintain your enrollment. If you do not pay within two hours, you may be dropped from your classes. Click “Make a Payment” to complete the transaction.
   - Payment methods: Visa, MasterCard or Electronic Check (must wait 24 hours after account activation to pay by Electronic Check).

Visit the Open University for deadlines, fees, and policies.