OPEN UNIVERSITY

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.

❶ Click on the "**Get ID**" button.

❷ Fill out the student application

❸ On the next page under Program to Enroll, select either:

❹ Graduate Credit or Undergraduate Credit

❺ 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.

❶ 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.

❷ Read and acknowledge the "*Fee Payment Acknowledgment*" page.

❸ 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**".

❹ Step 2 is the "*Confirm Classes*" page. If correct, click "**Finish Enrolling**".

❺ 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.

CSUN®