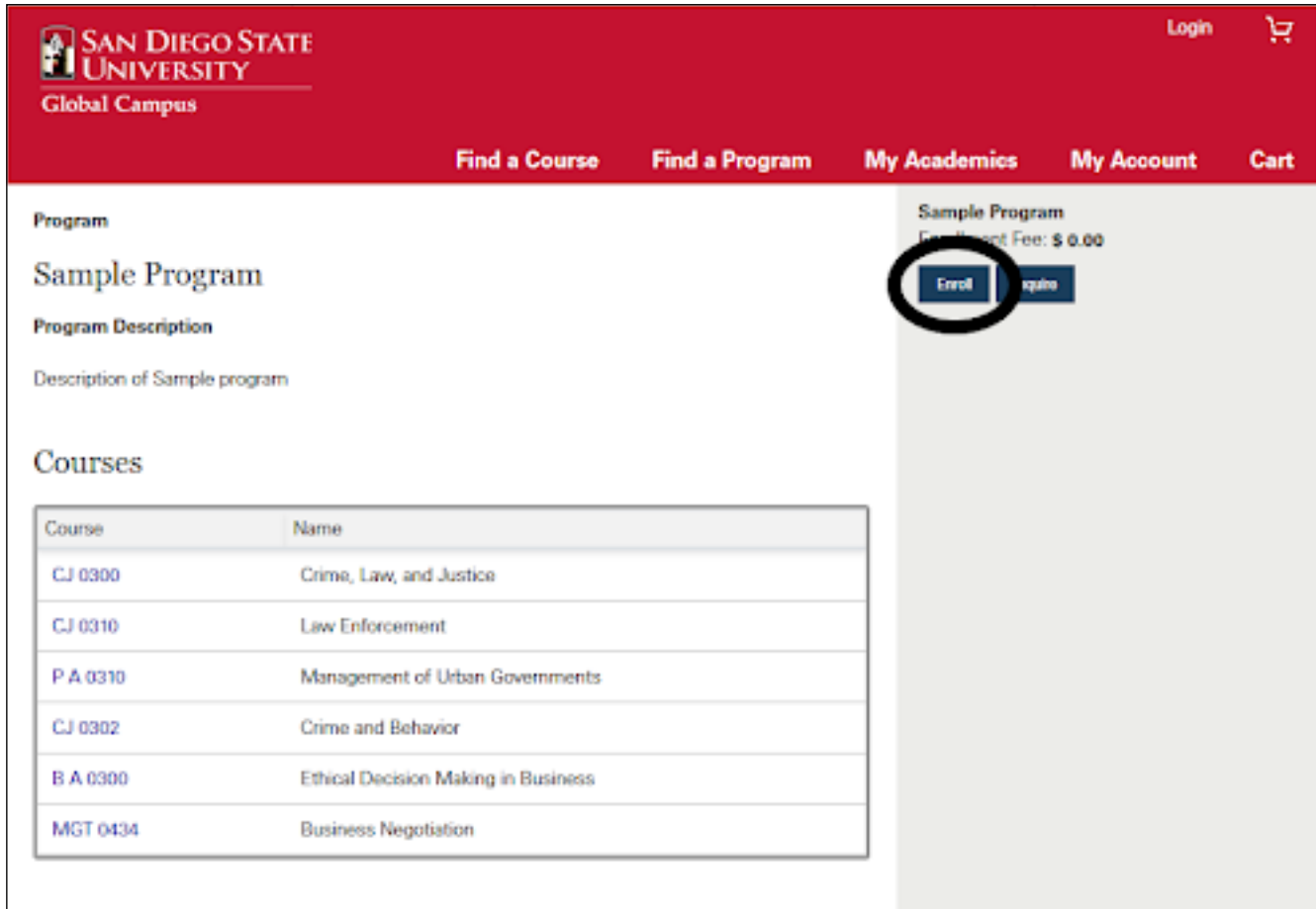


# Registration Process for New Students

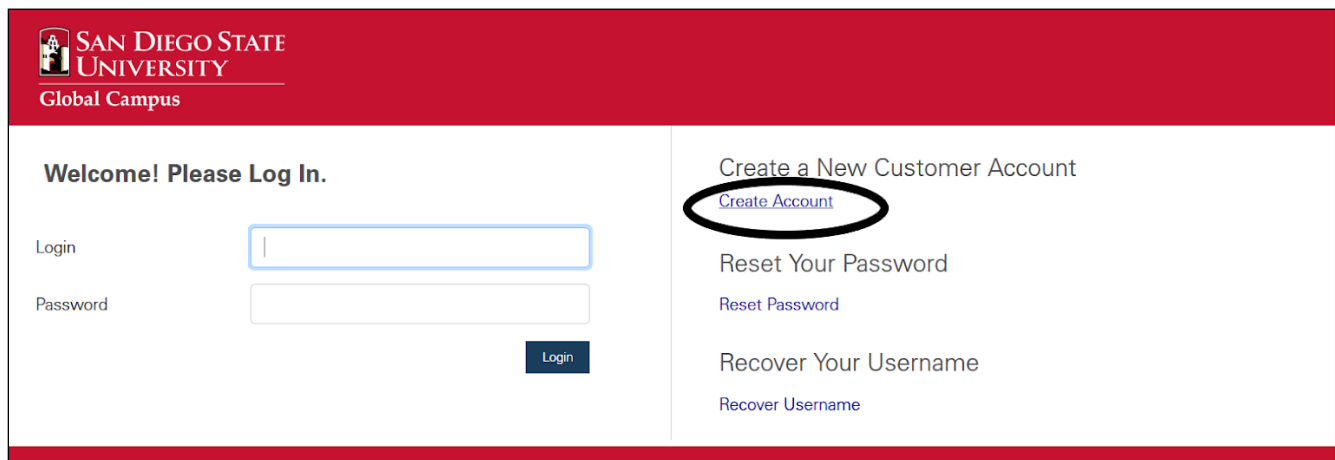
1. In the registration email you received, you'll be directed to the Program enrollment page. Please select the **Enroll** button and create a new Global Campus account.



The screenshot displays the San Diego State University Global Campus website. At the top, there is a navigation bar with the university logo, 'Global Campus', and links for 'Login' and a shopping cart. Below this is a secondary navigation bar with 'Find a Course', 'Find a Program', 'My Academics', 'My Account', and 'Cart'. The main content area is titled 'Program' and shows 'Sample Program' with a 'Program Description' section. A table of courses is listed below. On the right side, there is a 'Sample Program' summary with an 'Enroll' button circled in black.

Course	Name
CJ 0300	Crime, Law, and Justice
CJ 0310	Law Enforcement
P A 0310	Management of Urban Governments
CJ 0302	Crime and Behavior
B A 0300	Ethical Decision Making in Business
MGT 0434	Business Negotiation

2. Login to your existing Global Campus Account or create a new account.





The screenshot shows the San Diego State University Global Campus login and account creation page. The page has a red header with the university logo and 'Global Campus'. Below the header, there is a 'Welcome! Please Log In.' section with a login form containing 'Login' and 'Password' fields and a 'Login' button. To the right, there is a 'Create a New Customer Account' section with a 'Create Account' link circled in black, and links for 'Reset Your Password', 'Recover Your Username', and 'Reset Password'.

# Registration Process for New Students

## Create a New Customer Account

If you do not have a Social Security Number (SSN), please contact the SDSU Global Campus Registration Office at (619) 594-5152 to get a RedID. You will need a RedID to complete your registration. If you are a current or former SDSU student and have already been issued a RedID number, please ensure you enter DOB and SSN correctly. Please contact (619) 594-5152 for assistance.

- All fields marked with an asterisk (\*) are required.
- Dates should be typed in the format mm/dd/yyyy

* First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
* Last Name	<input type="text"/>	
* Date of Birth	<input type="text"/> <i>(mm/dd/yyyy)</i>	
* Email	<input type="text"/>	
* Login	<input type="text"/>	
* Password	<input type="password"/>	
Verify Password	<input type="password"/>	
* Secret Question	<input type="text"/>	
* Answer	<input type="text"/>	

I agree to [Terms and Conditions](#)

Create

Back

# Registration Process for New Students

- Once logged in, you'll be automatically directed to **My Account** page to update your personal information. Once that is saved, you'll be able to complete the program enrollment process.

### Checkout - Missing Information

- All fields marked with an asterisk (\*) are required.
- Dates should be typed in the format mm/dd/yyyy

SDSU RedID (Student ID)

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

#### Personal Information

\* Date of Birth    
(mm/dd/yyyy)

\* Sex  ▼

Social Security Number (SSN)   
(xxx-xx-xxxx) If you do not have a SSN, you must contact the SDSU Global Campus Registration Office at (619) 594-5152 to get a RedID before you can complete your registration.

#### Ethnicity

Select one or more of the following ethnicities:

American Indian or Alaska Native

Asian

Black or African American

# Registration Process for New Students

4. Once the enrollment process is complete, you'll see the page below. Please click on **Manage my programs** or **My Academics > Programs**.

The screenshot shows the top navigation bar with the San Diego State University logo and 'Global Campus' text. The user is logged in as 'J Testing'. The main navigation menu includes 'Find a Course', 'Find a Program', 'My Academics', 'My Account', and 'Cart'. The page content displays a 'CONFIRMATION' message: 'Your order has been successfully recorded!' and 'You will be notified regarding the status of your order.' Below this, it shows 'Net Balance Due' as 'No Balance Due'. At the bottom of the main content area, there are two links: 'Continue Shopping' and 'Manage my programs.', with the latter being highlighted by a black box. The footer contains the SDSU logo, 'Global Campus' text, and a list of links: 'SDSU Global Campus Home', 'Course Index', 'Instructors & Staff', 'FAQs & Help', 'Forms & Publications', 'Maps & Parking', 'Registration', 'Rooms & Facilities', and 'Visit Our Blog'. Contact information for San Diego, CA is also provided.

5. You'll then see the **My Programs** page, where you can enroll in courses.

The screenshot shows the 'My Programs' page on the San Diego State University Global Campus website. The user is logged in as 'Peter Pan'. The main navigation menu is the same as in the previous screenshot. The page content is titled 'My Programs' and 'Enrollments'. It features a table with the following data:

Program	Enrollment Date	Status
BSBA	Nov 10, 2020	Enrolled

Below the table, there is a note: 'If you do not see an upper-division course listed, please ensure that you have completed the necessary course prerequisites or are currently enrolled. Concurrent enrollment is a two-step process: complete the registration process first for the prerequisite, then repeat for the additional courses. If you have completed the prerequisite elsewhere, please contact the Global Campus Registration office at [cesreg@sdsu.edu](mailto:cesreg@sdsu.edu).' Below this note, there is a section titled 'Available Courses' with a table:

Schedule Number	Last Day to Register	Course Number	Title	Start Date	Days	Time	Action
21SU 80345 OJ	Aug 14, 2021	ACCTG 0325	Intermediate Managerial and Tax Accounting	Jul 4, 2021		12:00 AM PDT	<a href="#">Register</a> +

# Registration Process for New Students

- From the Available course list, select the sections you wish to enroll in by clicking on the **Register** button. This will add the sections to your cart.

The screenshot shows the top navigation bar of the San Diego State University Global Campus website. The user is logged in as Peter Pan. The main navigation menu includes 'Find a Course', 'Find a Program', 'My Academics', 'My Account', and 'Cart'. Below the navigation, the 'My Programs' section displays 'Enrollments' with a table showing a BSBA program enrolled on Nov 10, 2020. A message explains the two-step registration process. The 'Available Courses' table lists a course with the 'Register' button circled in black.

Schedule Number	Last Day to Register	Course Number	Title	Start Date	Days	Time	Action
21SU 80345 OJ	Aug 14, 2021	ACCTG 0325	Intermediate Managerial and Tax Accounting	Jul 4, 2021		12:00 AM PDT	<a href="#">Register</a> +

- When you're ready, please select the **Checkout** option to start the checkout process.

The screenshot shows the 'My Programs' section with a message: '21SU 80345 OJ added to cart for yourself.' Below the message, the 'CHECKOUT' button is circled in black, along with the 'Continue Shopping' button.

# Registration Process for New Students

8. Please provide any additional information requested before continuing.

**SAN DIEGO STATE UNIVERSITY**  
Global Campus

**Find a Course**    **emics**    **My Account**    **Cart**

**Additional Information**

*All fields marked with an asterisk (\*) are required.*

**Tell us more about how you learned about our offerings?**

Please select from one of the options available here.

- Academic Advisor/Counselor
- Advertisement
- Agent
- Blog
- Brochure/Postcard
- Catalog
- Company Referral
- Educational Fair
- Email
- Family/Friend
- Flyer

Select One

**Next**

9. Verify that you have added the correct sections to your cart. When you're ready, please, select the appropriate payment option and click **Proceed**.

**Payment Checkout**

Item	Quantity	Cost	Osher Member Cost	Amount Due	Action
+ 21SU 80345 ACCTG 0325 INTERMEDIATE MANAGERIAL AND TAX ACCOUNTING for Pan, Peter	1	\$ 1,656.00		\$ 1,656.00	x

**BECOME AN 'OSHER AT SDSU MEMBER' (What is Osher?)**    **Total: \$ 1,656.00**  
You're almost there! Click 'Check Out' below to complete your purchase and join Osher at SDSU.

Promo Code:  **Apply Code**

Payment Options:

- Credit Card
- Credit Card
- Third-Party Billing (Company, Financial Aid, Dept. of Rehab, Workforce Partnership, etc)

**Proceed**

# Registration Process for New Students

If you're using Financial Aid to pay for your courses, please select the **Third Party** billing option and fill out our Form with all necessary information.

The screenshot shows the top navigation bar of the San Diego State University Global Campus website. The user is logged in as Peter Pan. The main navigation menu includes 'Find a Course', 'Find a Program', 'My Academics', 'My Account', and 'Cart'. The page title is 'Payment Option - Third-Party Billing'. A warning message states: 'If you are using this option, you must submit a copy of the PO or authorization letter in person, by mail, or by fax (619) 594-0147 within three business days. If we do not receive payment documentation, your seat will be released.' Below this, there are instructions: 'All fields marked with an asterisk (\*) are required.' and 'Dates should be typed in the format mm/dd/yyyy'. The form contains three input fields: '\* Billing Name', 'PO / Authorization Number', and '\* Expected payment date' (with a date format hint '(mm/dd/yyyy)').

10. On the **Make a Payment** screen, please verify your cart and review our **Deadlines, Refund, and Withdrawal Policy**. Click on **Pay Now** to be directed to the payment gateway where you can enter your payment information.

The screenshot shows the 'Confirmation Make Payment' screen. It features a table with the following data:

Item	Cost	Payment
21SU 80345 ACCTG 0325 Intermediate Managerial and Tax Accounting - for Pan, Peter	\$ 1,656.00	\$ 1,656.00
<b>Net Amount To Pay:</b>		<b>\$ 1,656.00</b>

Below the table, there is a checkbox with a checkmark, which is circled in red. The text below the checkbox reads: 'I accept the terms and conditions including the deadlines, refund, and withdrawal policies governing these programs and courses. I also agree that I have checked and met all program or course pre-requisites. [Deadlines, Refund, Withdrawal Policy](#)'. Below this text, there is a note: 'When you click the **Pay Now** button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to this page to pay other payments.' The 'PAY NOW' button is circled in red.