

How to Enroll in CourseMatch

The CourseMatch program provides an opportunity for eligible fully matriculated CSU students to enroll in one fully-online course per term offered by another CSU campus. The program is aimed to facilitate access to high-demand, high success courses as part of the continuing effort of providing students with access to the courses needed to expedite graduation.

Please visit the following link for more information and available course listings:
<http://calstate.edu/coursematch>

Step 1

Select the **Enroll in CourseMatch** link in your Student Center

The screenshot shows the HSU Student Center interface. On the left, under the 'Academics' menu, the 'Enroll in CourseMatch' link is highlighted with a red box. Below it is a search box containing 'other academic...'. In the center, there is a 'Spring Semester 2015 Schedule' table with columns for 'Class' and 'Schedule'. The table lists several courses: GERM 207-1 LEC (25347), GERM 207L-1 TUT (27216), PSYC 104-1 LEC (22215), PSYC 300-1 LEC (22221), and WS 107-2 LEC (21081). To the right of the schedule table, there are sections for 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Dates' (Spring Semester 2015 Term, Enrollment Appointment(s), Regular Academic Session, 11/10/14 10:45am - 01/17/15 12:01am).

Step 2

Select the current term and then select the **Continue** button

Add CourseMatch Class

Select Term

The screenshot shows the 'Select Term' form. At the top, there is a link 'What is CourseMatch?'. Below it, a table with the heading 'Select a term then click Continue.' has three columns: 'Term', 'Career', and 'Institution'. The 'Term' column has a radio button selected next to 'Spring Semester 2015'. The 'Career' column has 'Undergraduate' and the 'Institution' column has 'Humboldt State University'. Below the table, the 'CONTINUE' button is highlighted with a red box.

Step 3

If eligible, you will be taken to the page below to select the **search** button. To be eligible for CourseMatch you need to:

- Have completed at least 12 units at HSU
- Be in good academic standing
- Have paid full time tuition (or have pending aid that will cover it)

Add CourseMatch Class

Select classes to add

To view the CourseMatch Class Schedule, click Search. To select classes for another term, click Change Term.

Spring Semester 2015 | Undergraduate | Humboldt State University [change term](#)

Request Pending Not Enrolled Enrolled

Spring Semester 2015 Course Match Enrollment				
Class	Description	Days & Times	Units	Status

Search for CourseMatch Classes

CourseMatch Class Search

Step 4

Select the course in which you wish to enroll

Add CourseMatch Class

Select classes to add

Click on the highlighted class number to view details of the class and request enrollment.

[How will this course transfer?](#)

Schedule of classes campus configurable message. Can be used to warn students about Time Conflicts.

Spring Semester 2015 | Undergraduate | Humboldt State University [change term](#)

Available CourseMatch Courses				
▶ ACCT 501 MBA FINANCL ACCT				
▶ AMST 301 American Character				
▼ ANTH 322 Historical Archaeology				
Host Campus	Class	Section	Days & Times	Meeting Dates
Sonoma	3815	001	TH 5:00PM-8:40PM	01/20/2015-05/15/2015
▶ ANTH 345 DIVERSITY IN US				
▶ ART 1010 Foundation Drawing				
▶ BIOL 10 The Living World				
▶ BIOL 130B Biological Diversity & Ecology				

Step 5

Read the class details and select the **Select Class** button

Add CourseMatch Class

Class Details

To continue enrollment request, click on select class.

Humboldt State University | Spring Semester 2015 | Undergraduate

Class Details			
Subject	ANTH	Career	Undergraduate
Catalog Nbr	322	Dates	01/20/2015 - 05/15/2015
Class Nbr	3815	Grading	Student Option
Units	4.00	Campus	Sonoma State University
Meeting Information			
Days & Times		Meeting Dates	
TH 5:00PM - 8:40PM		01/20/2015 - 05/15/2015	

Description
Introduction to the history, methods, and issues of the field of historical archaeology. Extensive readings provide examples of archaeology from post-1300s contexts in North America, Africa, Australia, and Latin America. Topics covered range from archaeological approaches to ethnic, gender and class diversity to the study of large-scale processes of colonialism, industrialism and global expansion. Broader issues discussed include the relationships between history and anthropology, the cross-cultural impact of European expansion, and the development of contemporary industrial societies. Prerequisite: upper-division standing or consent of instructor.

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

SELECT CLASS

Step 6

If your selected course has pre-requisites, you will be prompted to select your HSU course(s) that meet these requirements. If you have taken a course at another institution (transfer credit) that fulfills the pre-requisite for the class, please list the course, grade and institution in the field below. If a course from HSU, or other transfer credit, do not meet the pre-requisite for the class, please indicate another method of eligibility. Make sure to check the **Requisite Confirmed** box before selecting the **Confirm** button.

	Functions	2017	
<input type="checkbox"/>	PE 196	Swing Dance	Spring Semester 2014 1.00 NC
<input type="checkbox"/>	PSYC 104	Intro Psychology	Spring Semester 2015 3.00
<input type="checkbox"/>	PSYC 300	Psychology of Women	Spring Semester 2015 3.00
<input type="checkbox"/>	WLDF 210	Intro to Wildlife Conserv & Admn	Spring Semester 2014 3.00 C-
<input type="checkbox"/>	WS 107	Women, Culture, History	Spring Semester 2015 3.00
<input type="checkbox"/>	ZOOL 110	Introductory Zoology	Fall Semester 2013 4.00 C-

If you have taken a course from another institution (transfer credit) that fulfills the pre-requisite(s) for this class, please list the course, grade, and institution. If a course above or transfer credit do not meet the pre-requisite(s) for this class, please indicate another method of eligibility.

I am senior standing

Requisite Confirmation

By selecting the Requisites Confirmed checkbox below, you are confirming that you have reviewed the class requisite information and you meet the pre-requisites for enrollment into

this class.

Requisites Confirmed

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

CONFIRM

Step 7

Read the final confirmation and select the **Submit Enrollment Request** button

Add CourseMatch Class

Final Confirmation

Click Submit Enrollment Request to process your request for the classes listed below. To exit without adding these classes, click Cancel.



By selecting the Submit Enrollment Request button, you are formally making a request to Sonoma State University for enrollment. When your request has been processed, you will be contacted by that campus and will be responsible for conducting any activities related to your online course (e.g. establishing connectivity with the learning management tool used for the course, paying any additional lab or supplemental instruction fees, meeting deadlines for withdrawing if that is your choice) with Sonoma State University. A record of your completed work and grade will be forwarded to your home campus at the end of the term.

Humboldt State University | Spring Semester 2015 | Undergraduate


Class	Description	Units	Days & Times
ANTH 322 (3815)	Historical Archaeology	4.00	TH 5:00PM-8:40PM

CANCEL

PREVIOUS

SUBMIT ENROLLMENT REQUEST

Step 8

Make sure that your request was submitted  and select the **OK** button

Add CourseMatch Class

View results

View the following message for enrollment request status:


Humboldt State University | Spring Semester 2015 | Undergraduate



Request Submitted



Error: unable to add class

Class	Message	Status
ANTH 322 (3815)	This is a request for enrollment at another CSU campus. This is only a request and the final confirmation of enrollment will be sent by the Sonoma State University campus.	

OK

Step 9

You now need to wait for enrollment confirmation from the CSU that you have selected

Add CourseMatch Class

Select classes to add

To view the CourseMatch Class Schedule, click Search. To select classes for another term, click Change Term.

Spring Semester 2015 | Undergraduate | Humboldt State University [change term](#)

Request Pending Not Enrolled Enrolled

Spring Semester 2015 Course Match Enrollment				
Class	Description	Days & Times	Units	Status
ANTH 322 (3815)	Historical Archaeology	TH 5:00PM-8:40PM	4.00	

You have requested or enrolled in the maximum number of CourseMatch classes allowed for this term.

Step 10

Once the other CSU has confirmed your enrollment, you will see a placeholder course loaded into your current schedule. Once the semester is over the placeholder course will be dropped and the course you completed will be posted to your records as transfer credit.

HSU Student Center

Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[DARS](#)
[Schedule Planner](#)
[Order Textbooks Online](#)
[Enroll in CourseMatch](#)

other academic...

Deadlines

Spring Semester 2015 Schedule	
Class	Schedule
BIOL 340-20 LEC (26795)	MoWeFr 2:00PM - 2:50PM GH 218
BIOL 340-23 ACT (26976)	Tu 1:00PM - 2:50PM SCIB 126
CHEM 438-10 LEC (25070)	MoWe 3:00PM - 4:20PM SCIA 564
CHEM 438-12 LEC (25072)	Fr 3:00PM - 3:50PM SCIA 460
REG CM-1 LEC (27920)	TBA
ZOOL 110-10 LEC (22581)	MoWeFr 10:00AM - 10:50AM UC 225 Kate Buchanan Room
ZOOL 110-16 LAB (27276)	We 5:00PM - 7:50PM SCIA 456

[weekly schedule](#)

[SEARCH FOR CLASSES](#)

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Spring Semester 2015 Term
[Enrollment Appointment\(s\)](#)
Regular Academic Session
11/14/14 01:45pm - 01/17/15 12:01am

Advisor
Program Advisor
Arne Jacobson