

My Sac State — Your Information Gateway



My Sac State is the new electronic registration system at Sacramento State. You can access your own personal self-service Student Center by logging onto My Sac State at <https://my.csus.edu>. On My Sac State there are many features including registration, wait listing, fee payment, financial aid status, and holds.

The first step is to log into the Student Center to find your registration appointment. Before your registration appointment, you need to clear any holds or outstanding fees due from a current or prior semester. Continuing students register first so make sure you are good to go before you register. Registration fees will not be due until after you enroll in classes.

The next phase of registration is for new transfer or freshmen to register for classes at orientation. During this time, continuing students may resume adding, dropping or swapping classes. You may also be added to a class you have wait listed. During this time, fee payment will most likely be due for continuing students who registered earlier so be sure and pay your fees.

The final phase of registration is called Late Registration and Change of Schedule. It begins three weeks before the semester begins and continues through the second week of the semester.

Important Dates

- **Invitation to Register** - Your Invitation to Register for Summer 2007 will be emailed to you March 20, 2007. For Fall 2007, invitations will be mailed April 4, 2007. For Spring 2008, invitations will be mailed November 7, 2007.
- **Your Registration Day** - Your registration Appointment is found in your Sac State Student Center self service portal.
- **Schedule Confirmation** - It is advisable that you check your schedule frequently especially right before the Semester begins. My Sac State is available 24/7.
- **Adding/Dropping & Late Registration** - To register late or to add and drop classes at any time during Late Registraton, follow the instructions outlined on page 17 of your Registration and Advising Handbook handbook.

FAQs

- **How can I learn more about My Sac State?**
Complete information concerning My Sac State can be found on pages 5-8 of the [Registration and Advising Handbook](#).
- **What happens if I try to enroll before my assigned registration appointment?**
[My Sac State](#) won't let you in.
- **May I register after my assigned date? May I still make changes to my schedule?**
Yes, [My Sac State](#) is available 24/7.
- **How do I find out if I am required to see an advisor?**
Your major department (Academic Advising Center for Undeclared majors) can tell you which categories of students in your major are required to see an advisor in order to access My Sac State. Your department may place a hold on your registration if you miss a required advising appointment.
- **Do you accept credit card payments?**
The University will accept American Express, MasterCard, or Discover payment by electronic payment as SmartPay. You can pay full registration fees, or you can pay the first installment amount. [Some conditions for payment](#) apply.

- **I am receiving financial aid. Will this pay my fees and let me access My Sac State?**
My Sac State registration is all post payment.
- **What should I do if I need to register for more than 17 units?**
You must wait until late registration to add additional units except graduating seniors who may add up to 21 units during their initial registration.
- **Who should I see to remove a hold?**
 - Measles/Rubella: Student Health Center
 - English Placement Test: Admissions and Records Counter
 - Parking Citation: Cashier, Lassen Hall
 - Entry Level Math Test: Admissions and Records Counter
 - Library fines: Library Circulation Department
 - Required advising: Your major department (Academic Advising for Undeclared majors)
 - WPE: General Education Office (SAC 234)
- **What should I do if My Sac State tells me I am not eligible to register?**
Make sure you have removed any "holds" listed on My Sac State.
- **What is the registration priority order?**
Registration dates are assigned in this order: Disabled Students, Retention Groups, Graduating Seniors, Seniors, Classified and Credential Graduates, Juniors, Sophomores, Freshmen, Second Bachelor's Graduates, other Unclassified Graduates.

Registration Confirmation

Check your semester schedule anytime on My Sac State. If anything is wrong with your schedule, hurry to your department office or the Registrar's Office, and get it cleared up before September 14, 2007 for Fall 2007, and February 8, 2008 for Spring 2008. The date you drop classes determines the amount of your refund. Students dropping classes which places them into a lower fee category must drop by September 14, 2007 for Fall 2007, and by February 8, 2008 for Spring 2008. Refunds are prorated from the 1st day of classes and are determined by the date you drop or withdraw. ADDING courses after September 14, 2007 for Fall 2007, and after February 8, 2008 for Spring 2008 requires a lot of paperwork and legwork.

Additional Registration Information

Web Registration (My Sac State)

Students with a valid SacLink Internet Services account may register, pay fees and add/drop classes via [My Sac State](#). If you do not have a account, you can find out how to get one by the [SacLink pages](#). SacLink accounts are free to eligible students.

Add Permits

Some courses require faculty or department permission to enroll. After classes begin, some instructors close their courses. In either of these cases, students obtain an Add Permit signed by the instructor and take it to the academic department office to be added to the course.

Add Permits are available in the department offices.

Educational Leave

Sacramento State students who are out of enrollment for one semester are granted an automatic leave of absence. This leave holds catalog requirements for undergraduates, maintains classified status for graduate students who have not enrolled in thesis or project units, and exempts students from the re-application fee. Students who enroll at another college during a one-semester leave

should file the 'Out One Semester Readmission Form' to have their additional transfer credit evaluated.

Students who must suspend enrollment for more than one semester should consult the Sacramento State Catalog, pages 84-85, to see if they are eligible for a medical, military, or educational Leave of Absence.

Graduate Continuous Enrollment Policy

If you are a graduate student enrolled in thesis/project/comprehensive exam units, you must be continuously enrolled to maintain your status. You may achieve "continuous enrollment" by:

- enrolling in university units and paying standard fees or
- by enrolling in *599 for zero units through the College of Continuing Education. (International visa students are excluded from this option).

All fees listed are subject to change without notice.)

MANDATORY RESIDENT REGISTRATION FEES:

	Undergraduates		Credential Program		Graduates	
	0-6 units	More than 6 units	0-6 units	More than 6 units	0-6 units	More than 6 units
State University Fee	\$804.00	\$1,386.00	\$933.00	\$1608.00	\$990.00	\$1,707.00
Student Body Association Fee	\$125.50	\$125.50	\$125.50	\$125.50	\$125.50	\$125.50
University Union Fee	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00
Facilities Fee	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Instructional Related Activity Fee	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Health Services Fee	\$69.00	\$69.00	\$69.00	\$69.00	\$69.00	\$69.00
Hornet Newspaper	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50
TOTAL	\$1,197.00	\$1,779.00	\$1,326.00	2,001.00	\$1,383.00	\$2,100.00

For more information call your department office or the Graduate Center at (916) 278-6470.

FEES

NON-RESIDENT FEES: \$339.00 per unit plus appropriate registration fee listed above.

A. STATE UNIVERSITY FEE INSTALLMENT PAYMENT PLANS:

	Undergraduate	Credential	Graduate
	1-6 units	1-6 units	1-6 units
1st payment	\$426.00	\$426.00	\$426.00
2nd payment	\$201.00	\$233.25	\$247.50
3rd payment	\$201.00	\$233.25	\$247.50
4th payment	\$201.00	\$233.25	\$247.50
5th payment	\$201.00	\$233.25	\$247.50
	6.1 or more units	6.1 or more units	6.1 or more units
1st payment	\$426.00	\$426.00	\$426.00
2nd payment	\$346.50	\$402.00	\$426.75
3rd payment	\$346.50	\$402.00	\$426.75
4th payment	\$346.50	\$402.00	\$426..75

5th payment	\$346.50	\$402.00	\$426.75
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Installment Plan Due Dates

Fall 2007	Aug 6, Sep 6, Oct 5, Nov 5
Spring 2008	Jan 7, Feb 7, Mar 7, Apr 7

1. The State University Fee plan requires that fees are paid in five installments. The first installment represents the campus fees (IRA, ASI, Facilities, University Union, Health Fee and Hornet Newspaper Fee) and a one-time \$33.00 **non-refundable administrative fee**.
2. The last day to sign up on the plan is September 7, 2007 for Fall 2007 and February 1, 2008 for Spring 2008. Late payments will incur a \$10 late fee, and two missed payments may result in enrollment cancellation.

B. NON-RESIDENT TUITION INSTALLMENT PAYMENT PLAN:

1. The Education Code allows a non-resident student to pay the required non-resident tuition fee on an installment basis; limited to three equal installment payments. A 15% handling fee will be assessed on the total non-resident amount.
2. Non-resident students who wish to use the tuition installment plan must go to Student Financial Services Center in LSN-1001, to sign the appropriate agreement. At that time you will be required to pay registration fees. Non-resident students may utilize both the State University Fee and the Non-Resident Tuition Installment Payment Plans.
3. **A \$10.00 late fee will be assessed for each late payment.**
4. Non-payment of fees may result in enrollment cancellation or legal action taken against you. Students who are enrollment cancelled for non-payment, forfeit all fees paid to date and will be denied access to future installment payment plans.
5. Students who wish to make advance payments must go to Student Financial Services Center, LSN-1001.

C. Students classified as non-residents who are authorized a waiver of the non-resident tuition, must request approval from Residence Screening, Lassen Hall.

D. The total non-resident tuition charged a student in an academic year (Fall and Spring semesters only) shall not exceed \$10,170 or 30 units. The total non-resident tuition paid per term shall be determined by multiplying the number of units taken by the charge per unit in accordance with the current semesters fee charge of \$339 per unit.

OTHER FEES:

A. Parking Permits: (Note: Fees are subject to change)

Automobiles, per semester*	\$108.00
Motorcycles, Mopeds, per semester*	\$26.50
Temporary Permits, per week*	\$6.75
Daily Permits*	\$2.75

1. Temporary permits are not refundable and all permits are not transferable.

2. The University is NOT responsible for lost or stolen parking permits. All students, staff, and faculty are eligible to purchase a parking permit. A permit does not guarantee the holder thereof a parking space in any given area at any given time.

3. For Disabled Student Permits, contact Services to Students with Disabilities, LSN-1008, (278-6955). For Residence Hall Permits, call Parking, (278-7275).

B. Checks or credit cards returned for any cause \$20.00 Persons having more than one check returned to the University from the bank will not have any checks accepted for their duration at Sacramento State. This includes checks written by another party on the individual's behalf. These persons are required to make payment by cash, money order, cashier's check or credit card only.

C. Late registration fee. \$25.00

NOTE: This is not a complete listing of all fees that may be charged by the University.