

# TELEPHONE ENROLLMENT



**Normal hours of operation: 1:00 am to 10:00 pm PST**

- Step 1** Fill out all the spaces below before calling (except Step 5a - the Call Reference number).
- Step 2a** Call the registration number. (310)    -
- 2b** Enter  to indicate you are using a touch tone telephone.
- Step 3** Enter your student I.D. number from your enrollment letter, followed by the pound  sign on your telephone keypad (some people call this the "number" sign).
- Step 4** Enter your 6-digit personal access code (your birthdate), followed by the pound "#" sign. For example, April 7, 1980, would be entered as 040780#.
- Step 5a** Write down your Call Reference number. You MUST have this number to dispute any transactions.
- 5b** Enter  when you have written down the Call Reference number.
- Step 6** When asked, enter  to ADD a class, enter  to DROP a class, enter  for listing of your current schedule, enter  for fee information or to pay your balance, enter  for grades, enter  to select a different semester, enter  to hear your Call Reference number, or enter  to exit the system.
- Step 7** When asked for the semester, enter  for Fall, enter  for Winter, enter  for Spring, or enter  for Summer. (This will only happen on your first transaction. Enter  from the main menu to change the semester for which you are making transactions.)
- Step 8** Enter the 4-digit class section number of the class into which you wish to enroll or to drop. Do not enter the pound "#" sign on this step. (Due to the possibility of closed classes, please list alternate choices below.)

	SECTION NUMBER	COURSE NAME	TIME AND DAY(S)	ALTERNATE CHOICES	COURSE NAME	TIME AND DAY(S)
1.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

- Step 9a** Enter  to confirm this transaction. Enter  to cancel this transaction.
- 9b** Listen for a verbal confirmation before making your next selection.
- Step 10** Repeat steps 6 through 9 until you have completed all of your adds and/or drops.
- Step 11** To hear your account balance, enter .
- Step 12a** To pay by credit card, enter  and enter your card number followed by the pound  sign. To make another type of payment, enter  and listen to the messages.
- 12b** Enter  to confirm that your credit card number is correct.
- 12c** Enter your two-digit credit card expiration number. Then enter the two-digit card expiration year.
- Step 13** Enter  to exit the system.

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