

Regional & Continuing Education | CALIFORNIA STATE UNIVERSITY, CHICO

Dear

Thank you for enrolling in a course through CSU, Chico. Please check that the following information is correct:

- **Insert Study List**

Class Access (800-level courses do not utilize Blackboard Learn; check the course description for details)

Many Chico State classes deliver information through Blackboard Learn. It is strongly recommended that you make sure your computer can access your class as soon as possible. Sign into the Chico State Portal and follow the links to Blackboard Learn. We also have some helpful tips for getting familiar with Blackboard Learn on our website. Course materials will be loaded into Blackboard approximately one week before the class begins.

Student Resources

- [Adds, Drops & Refunds](#)
- [Official Transcripts](#)
- [Grades May Be Viewed in the Portal](#)

Is This Your First Chico State Class?

You will need to activate a student Portal account. The Portal is where you can access your class materials. Please wait 24-48 hours after completing your registration before activating your account. To activate your account, log onto the [Account Initialization page](#), enter your Chico State ID number (above) and date of birth, and then follow the remaining instructions. If you do not know your Chico State ID number, please try using one of the online retrieval tools provided by IT Support Services or contact Continuing Education at 530-898-6105.

ID cards are available in the [Wildcat Card Program](#) Office located in the Meriam Library, Room 142 generally 48 hours after you have completed your registration.

- **800-899 Level Courses:** University credits are accepted by many employers as evidence of high quality professional development for the purpose of licensure, assessment, and compensation. Credits earned in these courses are designed for career advancement and do not meet degree requirements. Grade/Credit for these courses will appear on a transcript however, they are not calculated in the overall GPA and therefore will reflect as units attempted but not earned. Please check with your employer to confirm whether these units apply. [Read more](#). **For an 800 level course transcript requests, indicate in the “Special Instructions” field to include a letter of explanation for your district) You should also note that there is a drop down menu when completing the checkout process in the “Select Transcript and Delivery Details” section where you have the option to indicate the “processing details”. Please indicate “After Grades are Posted” in the drop down menu, otherwise you will receive a blank transcript. No refunds will be granted.**

Have Questions? Contact Us!

Regional & Continuing Education at CSU, Chico
Phone: 530-898-6105 | Email: rce@csuchico.edu
Office Hours: Monday-Friday, 8am-5pm