

# HOW TO DROP CLASSES

## STEP 1

The screenshot shows the CSUF Portal home page. A red box labeled '1' highlights the Titan Online widget in the 'Titles' section. A red arrow points from this box to a 'Quick Shortcut' panel on the right, which contains a cube icon. Another red box labeled '2' highlights the 'Student Homepage' icon in the 'New Look to Titan Online' section. A red arrow points from this box to the 'Student Homepage' icon. The 'Portal Message' section contains a message about COVID-19 updates and a link to 'Keep Teaching, Strategies and Resources'.

CSUF Portal

Titles

- Titan Degree Audit & Planner
- TitanNet
- Zoom
- DropBox for Employee
- Student Admin
- My Workplace (New)

Portal Message

YOU@fullerton is a tool designed to help students find articles, videos, and campus resources that will support their personal goals, overall wellness, and mental health. For more information click [here](#).

For novel coronavirus (COVID-19) updates, please visit <http://coronavirus.fullerton.edu>.  
[Keep Teaching, Strategies and Resources](#)

Titan Online

New Look to Titan Online

- Class Schedule Search
- Employee Homepage
- Faculty Homepage
- Student Admin
- Student Homepage
- Titan Degree Audit & Planner

Quick Shortcut  
Titan Online Applications

New Look to Titan Online

- Class Schedule Search
- Employee Homepage
- Faculty Homepage
- My Workplace
- My Workplace (New)
- OBIEE-BI Dashboard
- Student Admin
- Student Homepage
- Titan Degree Audit & Planner

University Announcements

Get Closer to Graduation! 10/11/20  
Interested in getting ahead academically? Explore a variety of classes that can help you.

Pink Patch Project - Breast Cancer Support the Fight Against Breast Cancer  
The Department is participating in the Project.

Winter Session registration is now open!  
Winter Session 2022 classes are now open for students to advance academically and get ahead.

Join CAPS Drop-In Groups Today!  
Students, did you know that Counseling Services offers a variety of drop-in group opportunities?

CAPS Wellness Workshops 9/21/20  
Students, are you experiencing challenges? You are not alone. These challenges are common and we have just

## STEP 2

The screenshot shows the Student Homepage for Tuffy Titan at California State University, Fullerton. A red box highlights the 'Manage Classes' tile, which shows '2 Active Appointments'. A red arrow points from this box to the 'Manage Classes' tile. The 'Manage Classes' tile is highlighted with a red border.

Student Homepage

Welcome

Tuffy Titan  
California State University, Fullerton

Academic Records

Financial Account

Financial Aid

Manage Classes  
2 Active Appointments

Profile

Admission

Tasks  
2 Holds

Training/Help

Enroll in Direct Deposit

Click on the Manage Classes Tile

STEP 3

The screenshot shows the 'Student Homepage' with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'View My Classes', 'Enrollment Appointments', 'TITAN Scheduler', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes', and 'Update Classes'. The 'Drop Classes' item is highlighted in green and has a red box around it with the number '1' and the text 'Select Drop Classes'. The main content area shows two semester options: 'Fall 2021 Undergraduate' and 'Winter 2022 Undergraduate'. The 'Fall 2021 Undergraduate' option has a red box around it with the number '2' and the text 'Choose the semester'. A red arrow points from the 'Drop Classes' menu item to the 'Fall 2021 Undergraduate' option.

STEP 4

The screenshot shows the 'Step 1 of 2: Select Classes to Drop' screen. At the top right, there is a 'Next >' button with a red box around it and the number '2'. Below the header is a table with the following columns: 'Select', 'Class', 'Description', 'Days and Times', 'Room', 'Instructor', 'Units', and 'Status'. The table contains one row: 'Lecture - 21539', 'MGMT 339 Managing Operations', 'To be Announced', 'WEB Fully Online Instruction', 'H. Fraser', '3.00', and 'Enrolled'. The 'Select' column has a checkbox that is checked, with a red box around it and the number '1'. A red arrow points from the checkbox to a text box containing the instructions: '1. Check the box of the class you want to drop' and '2. Click Next'.

STEP 5

The screenshot shows the 'Step 2 of 2: Review Classes to Drop' screen. At the top right, there is a 'Drop Classes' button with a red box around it and the number '1'. Below the header is a table with the following columns: 'Class', 'Description', 'Days and Times', 'Room', 'Instructor', 'Units', and 'Status'. The table contains one row: 'Lecture - 21539', 'MGMT 339 Managing Operations', 'To be Announced', 'WEB Fully Online Instruction', 'H. Fraser', '3.00', and 'Enrolled'. Below the table is a confirmation dialog box with the text 'Confirm that the following class(es) are to be dropped' and two buttons: 'Yes' and 'No'. The 'Yes' button has a red box around it and the number '2'. A red arrow points from the 'Drop Classes' button to the 'Yes' button.