

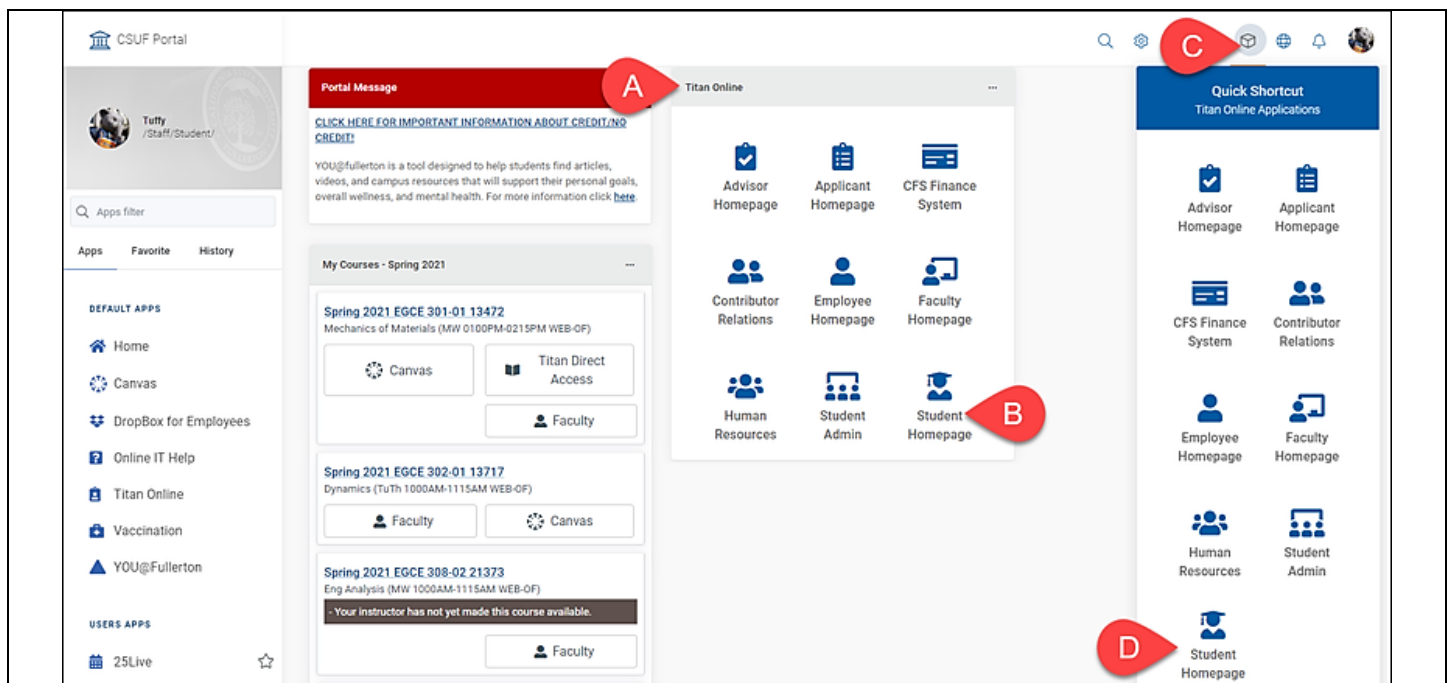
How Do I Access the Student Homepage?

The Student Homepage (formerly Student Center) is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more.

1. Log on to the campus portal.

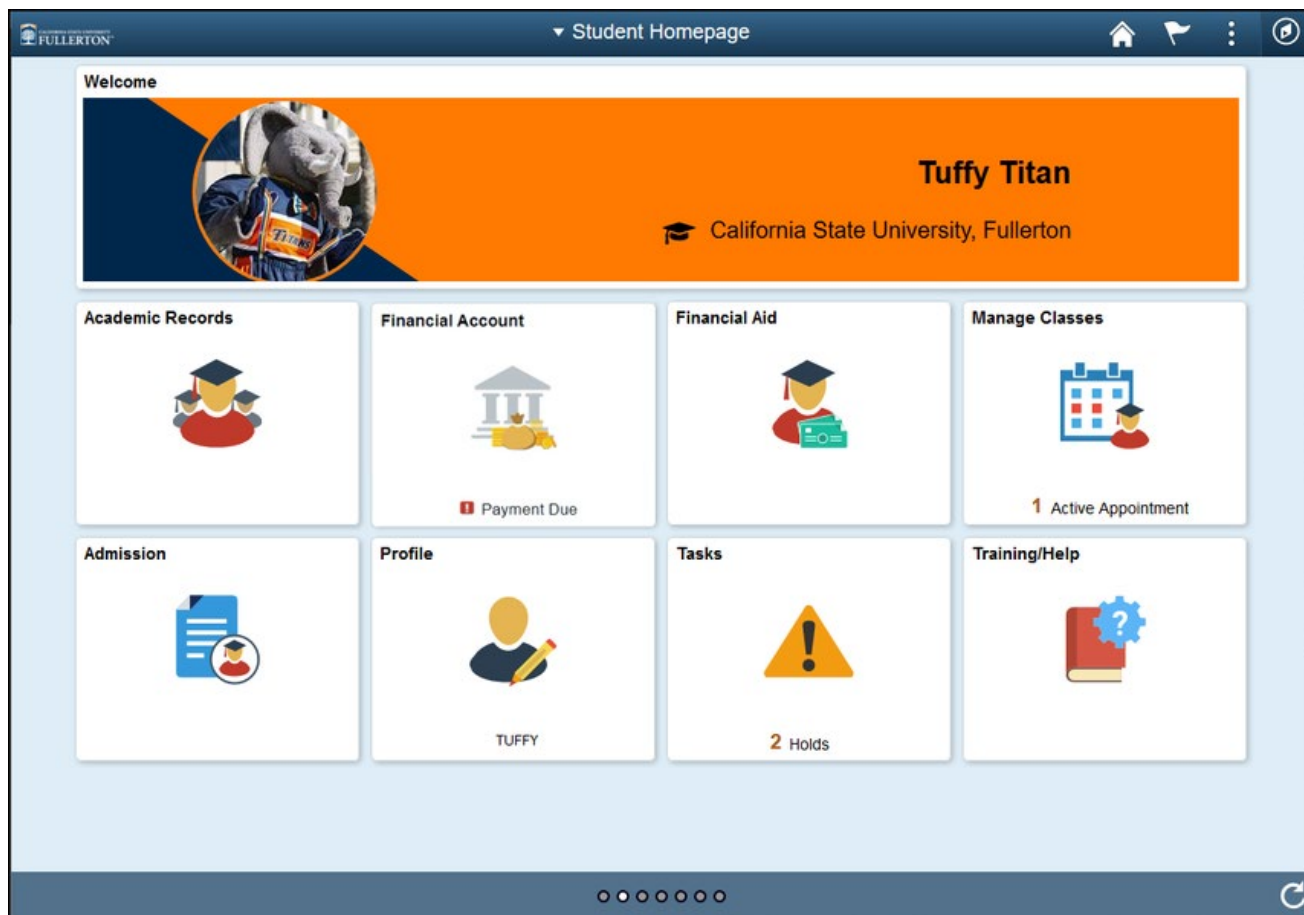
[View instructions on accessing the campus portal.](#)

2. Locate the Titan Online widget and click on Student Homepage. Or click on the PeopleSoft Apps shortcut and select Student Homepage.



A	Locate the Titan Online widget on your portal homepage.
B	Click on Student Homepage .
C	You can also click on the PeopleSoft Apps shortcut menu.
D	Then click on Student Homepage .

3. You are now on your Student Homepage.



[View the Student Homepage Fluid Navigation Overview](#) for more information on navigating the Student Homepage.

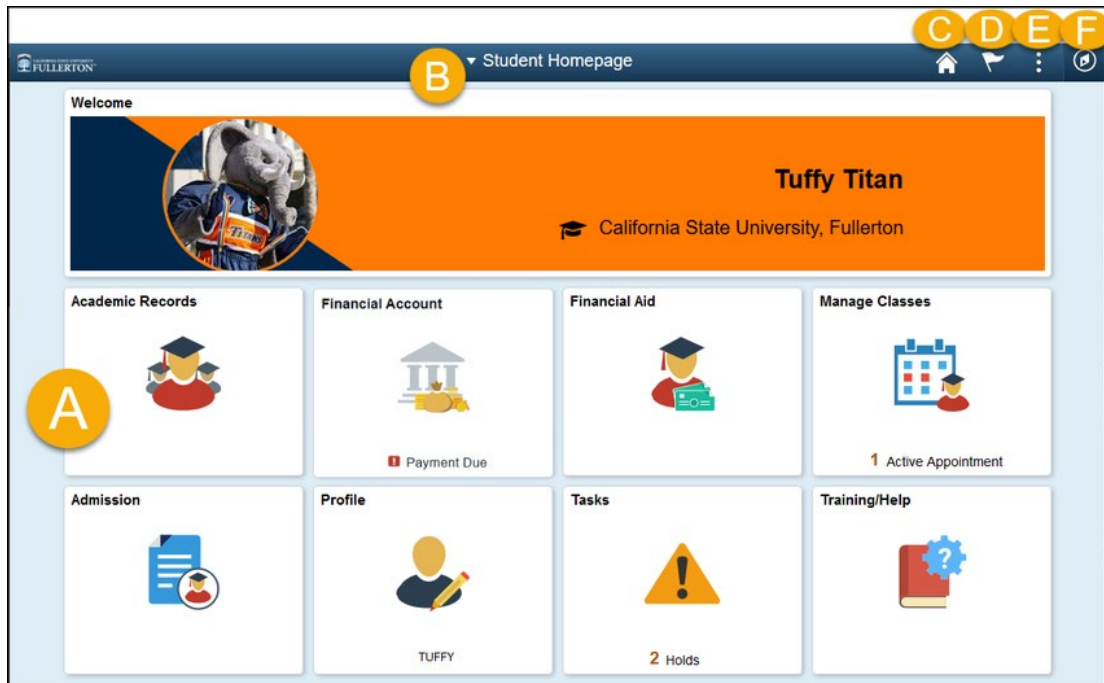
Need More Help?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888 for additional assistance.

Fluid navigation and mobile devices

Fluid navigation uses the latest technology (HTML5, JavaScript, CSS3) to enable Titan Online fluid pages to scale gracefully from large screen devices such as desktops to the reduced viewing space of smartphones and tablets. This means that the way you navigate stays consistent across devices, making it easier to access your Student Homepage from any device.

Student Homepage Fluid Navigation Overview



Navigation Features Key

Name	Letter Above	Action
Navigation Tiles	A	Navigate to common features and functionality
Title	B	Switch to a different homepage (if applicable)
Home Icon	C	Go back to your Student Homepage
Notifications Icon	D	View any system notifications and alerts
Action Icon	E	View available actions for the current screen such as Personalize Homepage, My Preferences, Help, and Sign Out
NavBar Icon	F	Navigate your Student Homepage using the Navigator, Recent Places, and My Favorites

Navigation Tiles

Academic Records: View your course history, grades, advisors, unofficial transcript, textbooks, academic summary, exam schedule, graduation status, and more.

Financial Account: View your financial account.

Financial Aid: View/accept financial aid, and view financial aid summary.

Manage Classes: Add, drop, swap, and update classes, view enrollment appointment, and access Titan Scheduler to plan your courses.

Admission: View application status, accept/decline admission offer, request information, and view orientation information.

Profile: View/update personal details, contact details, addresses, emergency contacts, privacy restrictions, pronouns, and authorize to release records.

Tasks: View action items, including holds.

Training/Help: Access links to campus resources, view training resources with guides and videos, and view external tools such as Titan Degree Audit/Planner, TitanNet, and Student Clearinghouse.

Using the NavBar

NavBar Options

Letter in Image	Name	Action
A	Personalize NavBar	View or edit your personal settings for the NavBar
B	Recent Places	View the recent menus that you have accessed
C	My Favorites	View or edit menus that you have added as favorites; an advantage of favorites is that you can give them a customized name (e.g., "Class Search and Enroll" can be saved as a favorite called "Register for Classes").
D	Navigator	Navigate to a menu on your Student Homepage; this is an alternate to using the navigation tiles on your homepage

Questions about registration/registering for classes?

[Registration Details webpage](#)

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601, or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

Adding a Class

Be sure to review the [Registration Calendars](#) to check when you can enroll in classes using this process.

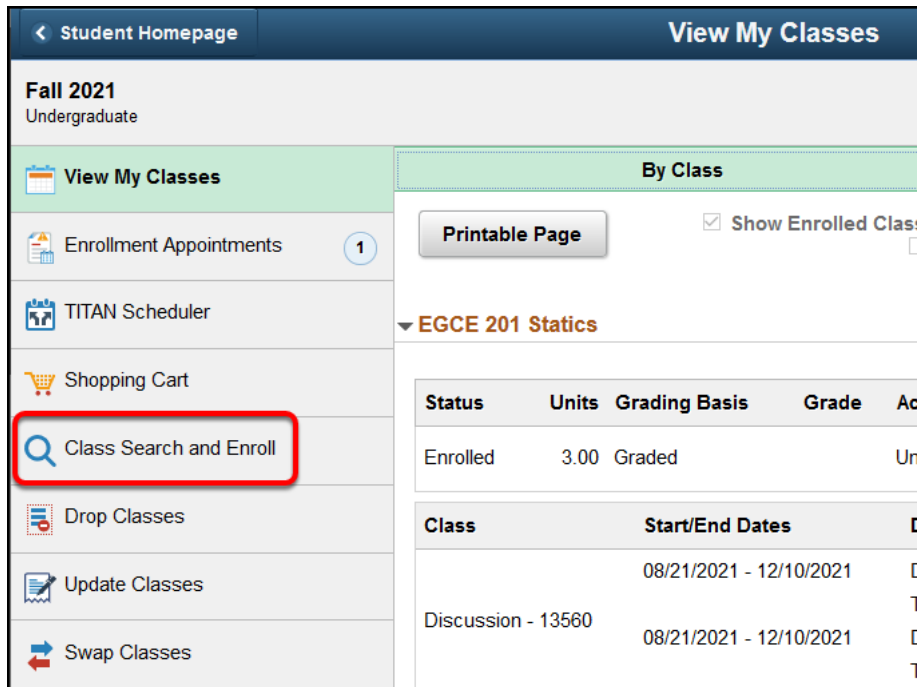
Note that you can use the Class Search and Enroll feature to view available classes prior to registering. This allows you to add a course to your favorites and save time locating it later when you are ready to register.

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.](#)

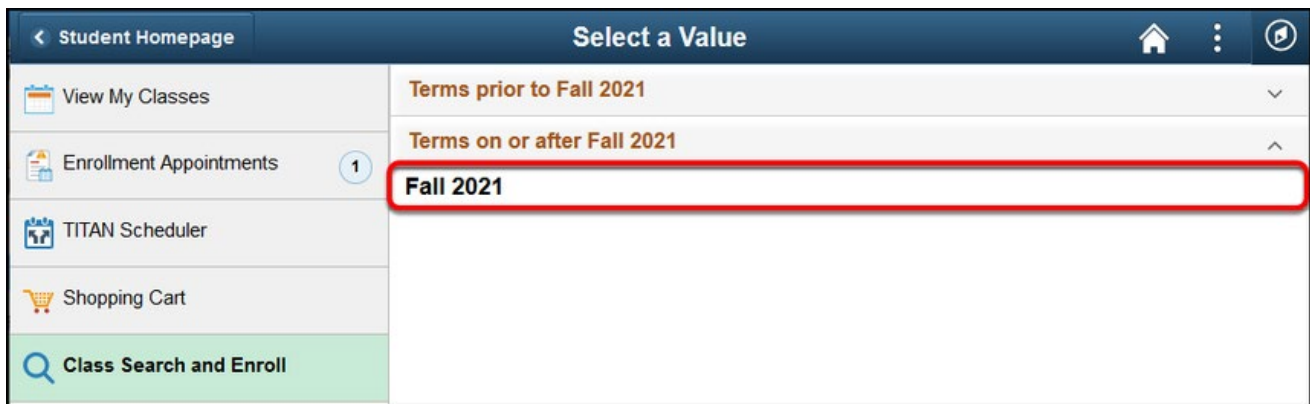
2. Click on Manage Classes.



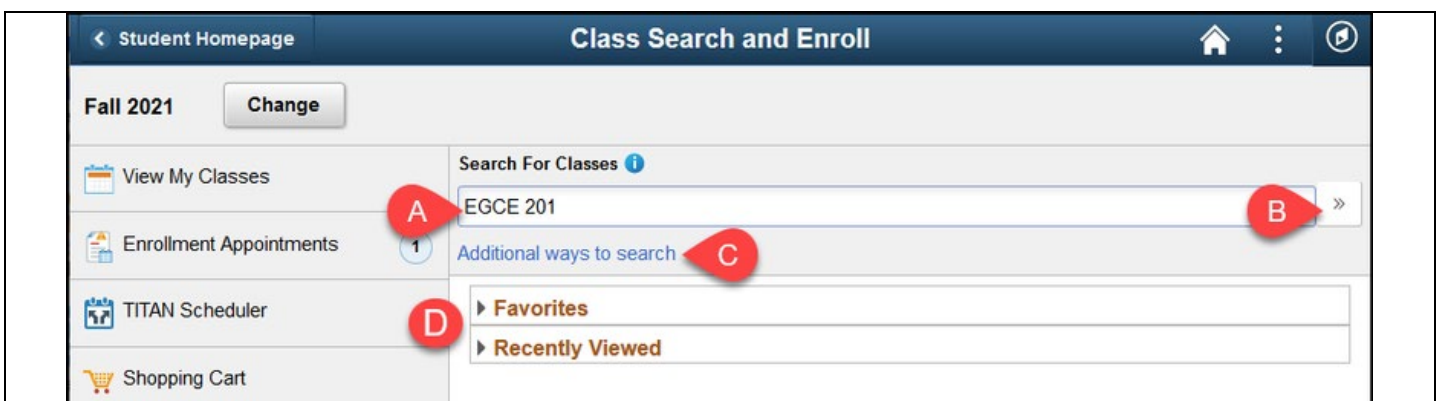
3. Click on Class Search and Enroll in the left menu.



4. Select the term for which you want to enroll.



5. Enter a keyword for the search and then click the double arrow button to search. Or use additional search options, favorites, or recently viewed to locate a class.



A Enter a keyword for the search such as the course, subject, class, or topic.

B	Click the double arrow button to search
C	Click Additional ways to search to search by a list of available subjects, catalog number, or instructor last name. See below for details.
D	If you have marked a course as a favorite or viewed a course, you can expand Favorites or Recently Viewed to view and select them.

Additional ways to search

	A	Available Subjects	Allows you to choose a specific course subject (e.g., American Studies, Psychology)
	B	Catalog Number	Allows you to enter the number of the course (e.g., 101, 200, 305)
	C	Instructor Last Name	Allows you to search for a specific instructor by their last name.
	D	Search Button	

6. Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.

	A	Click on a search result to view available class options
	B	You can use the filters on the left to narrow down your search results. For example, you could change the Class Status to show both Open Classes and Wait List Classes

7. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course or add the course to your favorites.

	<p>A Click on the class section you want to enroll in.</p>
<p>B For more information about the class section including meeting times and pre-requisites, click on the link in the Class column.</p>	
<p>C Expand Course Information to view the course description, number of units, and other course details</p>	
<p>D Click Add to favorite courses to add this course to your favorites.</p>	

8. Review the class section details, including the meeting days and times as well as the final exam schedule. Check the Option Status to see the current status of the class section (Open, Wait List, Closed) and the Seats for the number of open seats left. Then click Next.

	<p>A Check the Option Status to see the current status of the course: Open, Waitlist, or Closed</p>
<p>B Check the Seats to see the current number of open seats or waitlist available places in the class.</p>	
<p>C Click Next to continue registering.</p>	

9. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment.

If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

	A	Use the Yes/No slider to indicate if you want to be added to the waitlist for a class.
	B	Select your grading basis: Graded or Credit/No Credit*
	C	Select the number of units to be applied to the class.
	D	Click Accept.

*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdnt Opt

10. Select either Enroll or Add to Shopping Cart. Then click Next.

Placing a class in your shopping cart does not save your place in the class. You must complete the enrollment process for your place in the class to be saved.

If there is a co-requisite for the course (e.g., you must enroll in a laboratory class in addition to the regular class), you will want to use the shopping cart as the system will not allow you to enroll in only one of the two required classes.

- A. Choose **Enroll** to enroll in the course now. Or choose **Add to Shopping Cart** if you want to add multiple courses to your shopping cart and then enroll in all of them at the same time.
- B. Then click **Next**.

	A	Choose Enroll to enroll in the course now. Or choose Add to Shopping Cart if you want to add multiple courses to your shopping cart and then enroll in all
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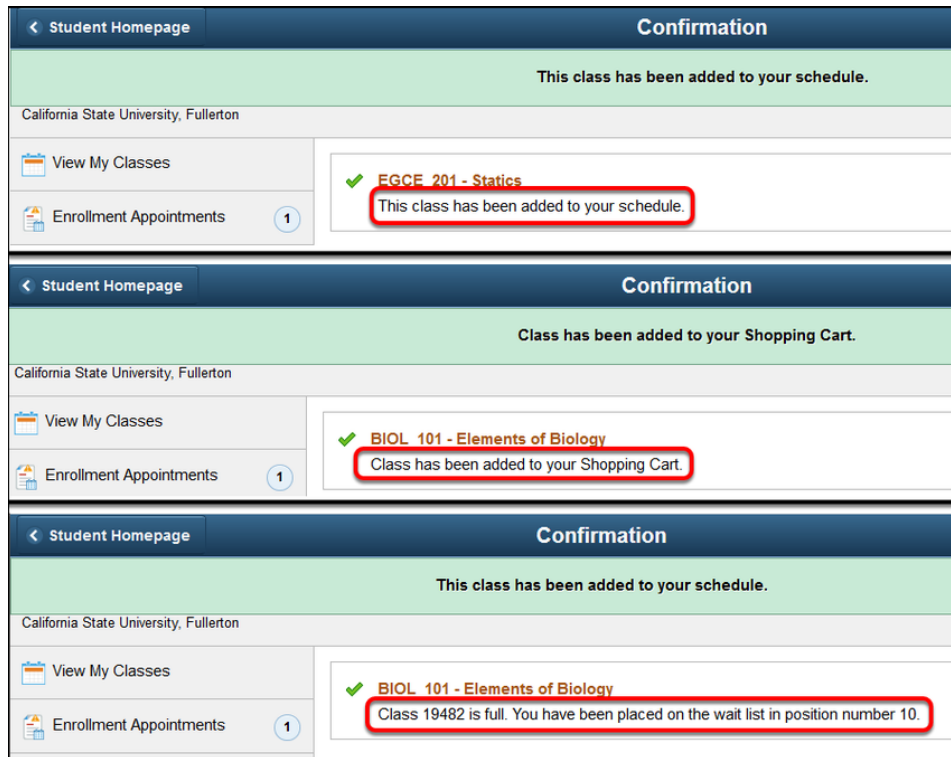
	<p>of them at the same time</p> <p>B Click Next</p>
--	---

11. Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.

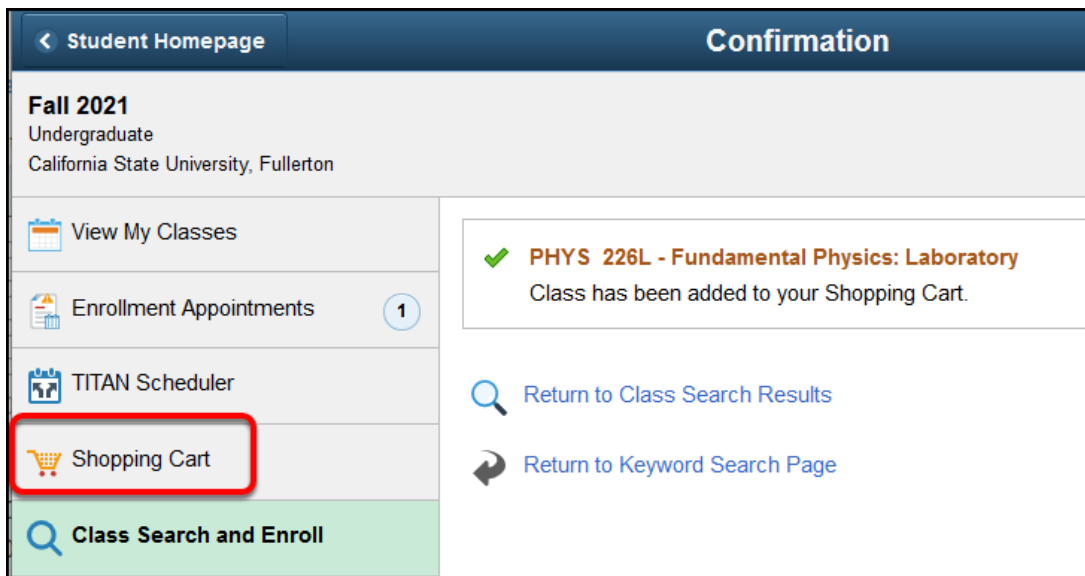
<table border="1"> <thead> <tr> <th>Class</th> <th>Session</th> <th>Meeting Dates</th> <th>Days and Times</th> <th>Seats</th> </tr> </thead> <tbody> <tr> <td>Discussion - 13560</td> <td>Regular Academic Session</td> <td>08/21/2021 - 12/10/2021</td> <td>Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM</td> <td>Open Seats 6 of 40</td> </tr> </tbody> </table> <p>Class Preferences</p> <p>Grading Basis: Graded</p>	Class	Session	Meeting Dates	Days and Times	Seats	Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	Open Seats 6 of 40	<p>A If you chose Enroll, you will see 'You have selected to enroll in'; If you chose Add to Shopping Cart, you will see 'You have selected to add to your shopping cart.'</p> <p>B Click Submit to continue enrolling in the class or adding it to your shopping cart.</p>
Class	Session	Meeting Dates	Days and Times	Seats							
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	Open Seats 6 of 40							

	<p>Click Yes to confirm you want to submit.</p>
--	--

12. You will see a confirmation screen that will confirm that the class was added to your schedule, added to your shopping cart, or you were placed on the wait list. If you chose to enroll, you are done! If you chose to add the class to your shopping cart, continue with the steps below to finalize your enrollments.



13. Continue to add classes to your shopping cart using the steps above. When you are ready to enroll, click on the Shopping Cart link on the left menu.



14. Place a checkmark next to each class you want to enroll in. Then click Enroll.

You do not need to enroll in all classes in your shopping cart at once. However, keep in mind that your place in the class is not saved until you complete the enrollment process.

Shopping Cart 🏠 ⋮ 🔄

Enroll Delete

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	Lecture - 19482	BIOL 101 Elements of Biology	Regular Academic Session	Monday Wednesday 8:30AM to 9:45AM	WEB Fully Online Instruction	A. Tano	3.00	Waitlist Available Places 1 of 10	Change Preferences
<input checked="" type="checkbox"/>	Wait List	Laboratory - 18065	BIOL 101L Elements of Biology Lab	Regular Academic Session	Tuesday 8:30AM to 10:45AM To be Announced	WEB Fully Online Instruction WEB Fully Online Instruction	L. Organa Staff	1.00	Waitlist Available Places 1 of 8	Change Preferences
<input checked="" type="checkbox"/>	Open	Discussion - 13560	EGCE 201 Statics	Regular Academic Session	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction EC 067 - Lecture Room	L. Unduli L. Unduli	3.00	Open Seats 6 of 40	Change Preferences

- A | Place a checkmark next to each class you want to enroll in.
- B | You may want to check the Seats column to check that there are open seats or waitlist available places.
- C | Click **Change Preferences** if you want to change your grading basis option or waitlist preference (if available).
- D | Click Enroll.

<p style="text-align: center;">Are you sure you want to enroll?</p> <div style="text-align: center; margin-top: 10px;"> Yes No </div>	<p>Click Yes to confirm that you want to enroll in the class(es).</p>
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15. You will see a confirmation screen that will confirm that the classes were added to your schedule or you were placed on the waitlist. You are done!

Confirmation

This class has been added to your schedule.

View My Classes	BIOL 101 - Elements of Biology Class 19482 is full. You have been placed on the wait list in position number 10.
Enrollment Appointments 1	BIOL 101L - Elements of Biology Laboratory Class 18065 is full. You have been placed on the wait list in position number 8.
TITAN Scheduler	EGCE 201 - Statics This class has been added to your schedule.
Shopping Cart	
Class Search and Enroll	
Drop Classes	

Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage](#)

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

Dropping a Class

Be sure to review the [Registration Calendars](#) to check deadlines for using this process to drop a class.

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on Manage Classes.



3. Click on Drop Classes in the left menu.

Student Homepage View My Classes

Fall 2021
Undergraduate

View My Classes

Enrollment Appointments 1

TITAN Scheduler

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

By Class

Printable Page Show Enrolled Class

▼ **EGCE 201 Statics**

Status	Units	Grading Basis	Grade	Acad
Enrolled	3.00	Graded		Und

Class	Start/End Dates	D
	08/21/2021 - 12/10/2021	D
Discussion - 13560	08/21/2021 - 12/10/2021	D

4. Click OK

✕ Exit
Drop Classes
🚩
⋮

1 Select Classes to Drop
In Progress

2 Review Classes to Drop
Not Started

REMEMBER!

To graduate in 4 years, a student needs to complete 15 units per semester or the equivalent quarter units (30 units per academic year).
If you are receiving a Cal Grant the award is limited to four academic years. Depending on your education level, Cal Grant eligibility may be less than four academic years. Consult the financial aid office if you have questions about your Cal Grant award.

OK

Click OK.

5. Place a checkmark next to the class(es) you want to drop. Then click Next.

Drop Classes

Next

Fall 2021 Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select and Review Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Discussion - 13560	EGCE 201 Statics	Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction	A. Tano	3.00	Enro
<input type="checkbox"/>	Discussion - 13507	EGME 304 Thermodynamics	Monday Wednesday 11:30AM to 12:45PM	EC 067 - Lecture Room	A. Tano	3.00	Enro

A Place a checkmark next to each class you want to drop

B Then click **Next**.

6. Review the list of classes you are dropping. Click Drop Classes to continue.

Drop Classes

Previous

Fall 2021 Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Visited

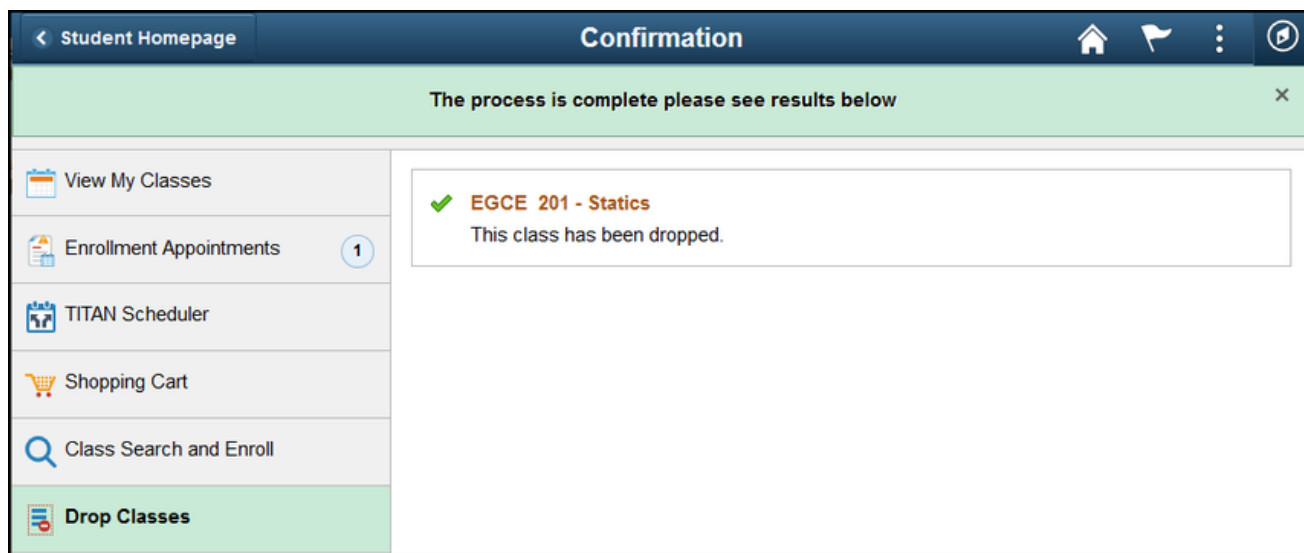
Step 2 of 2: Review Classes to Drop

Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Discussion - 13560	EGCE 201 Statics	Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction	A. Tano	3.00	Enrolled
		Monday Wednesday 1:00PM to 2:15PM	EC 067 - Lecture Room	A. Tano		

Confirm that the following class(es) are to be dropped <input type="button" value="Yes"/> <input type="button" value="No"/>	Click Yes to confirm you want to drop the class(es).
--	--

8. You will see a confirmation for each class you dropped. You are done!



Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage](#)

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Swapping a Class

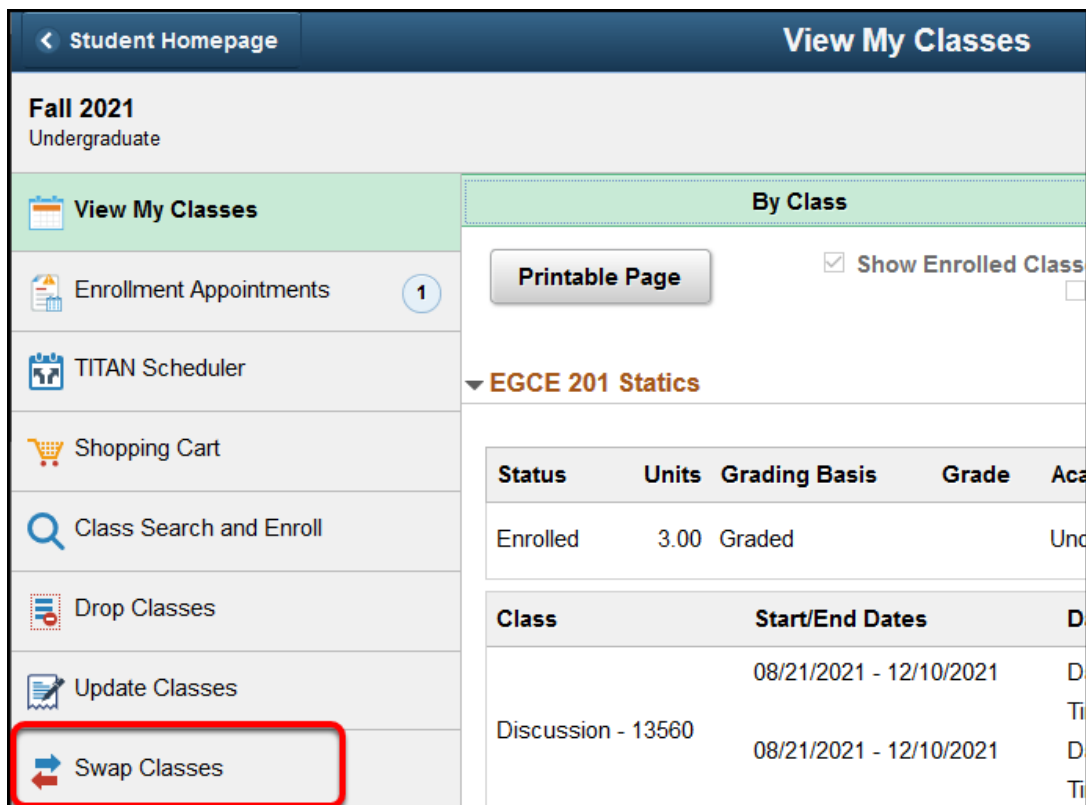
Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on Manage Classes.



3. Click on Swap Classes in the left menu.



4. First, select the class you want to swap from the drop-down menu.

This is the class that you want to drop.

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

EGCE 201: Statics (13560)
PHYS 226: Fund Phys, Elect & Magnetism (18428)
PHYS 226L: Fundamental Physics Lab (19097)

5. Next, choose how you want to select the class you want as a replacement (Search for Classes, Select from Shopping Cart or Enter Class Number). Then click Search.

<p>Swap Classes D Search</p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Swap This Class</p> <p>Select from your schedule</p> <p>EGCE 201: Statics (13560)</p> <p>With This Class</p> <p>Search for Classes</p> <p>A Class Search</p> <p>Or</p> <p>Select from Shopping Cart</p> <p>B</p> <p>Or</p> <p>Enter Class Number</p> <p>C</p>	
A	Select Class Search from the Search for Classes drop-down menu if you want to search for a replacement, or
B	Select a class from the Select from Shopping Cart drop-down menu if you added the replacement class to your shopping cart, or
C	Type a class number in Enter Class Number if you know the 5 digit class number of the class you want to add.
D	Hit Search.

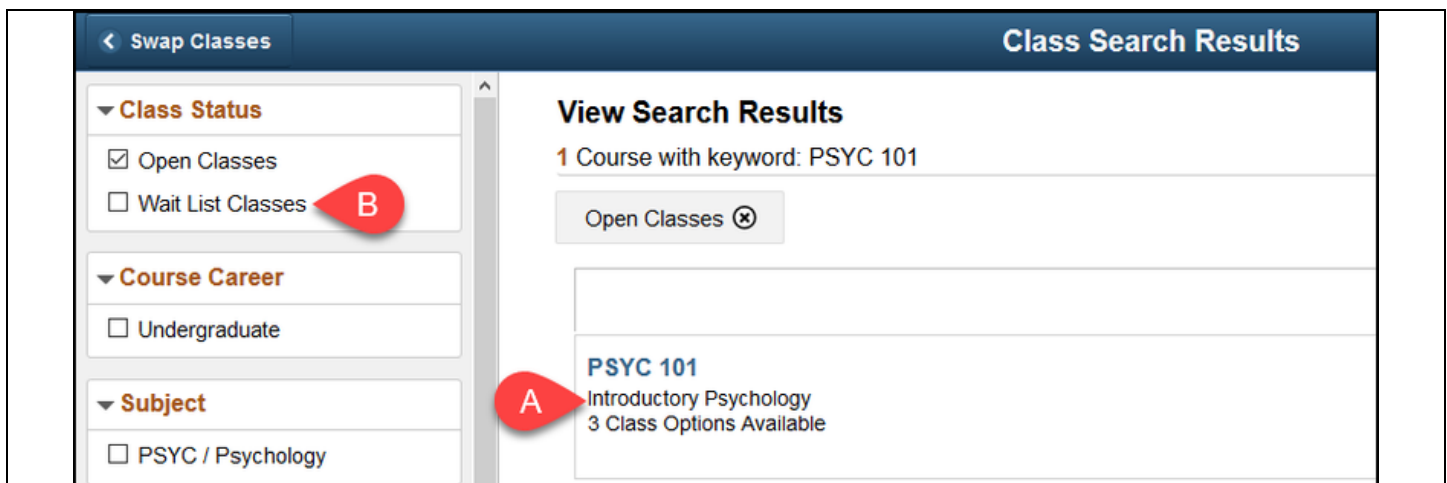
6. If you choose Class Search, enter a keyword for the search and then click the double arrow button to search. Or use additional search options, or recently viewed to locate a class.

(If you choose a class from your cart or if you enter a number, the instructions continue below)



A	Enter a keyword for the search such as the course, subject, class, or topic.
B	Click the double arrow button to search.
C	Click Additional ways to search to search by a list of available subjects, catalog number, or Instructor last name.
D	If you have viewed courses, you can expand Recently Viewed to view and select them.

7. Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.



A	Click on a search result to view available class options.
B	You can use the filters on the left to narrow down your search results. For example, you could change the Class Status to show both Open Classes and Waitlist Classes.

8. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course.

PSYC 101
Introductory Psychology

Course Information

Class Selection

Select a class option Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 16172	08/21/2021 - 12/10/2021	Monday Wednesday Friday 9:00AM to 9:50AM	LH 321 - Lecture Room	Staff	Open Seats 1 of 1
2	Open	Regular Academic Session	Lecture - 16174	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	RGC 013 - Auditorium	Luke Skywalker	Open Seats 1 of 100
3	Open	Regular Academic Session	Lecture - 16883	08/21/2021 - 12/10/2021	Monday 7:00PM to 9:45PM	Hum 123 - Lecture Room	Din Djarin	Open Seats 4 of 100

- A Click on the class section you want to enroll in.
- B For more information about the class section including meeting times and prerequisites, click on the link in the Class column.
- C Expand **Course Information** to view the course description, number of units, and other course details.
- D You may want to check the **Seats** column to see how many open seats or waitlist-available places are available in the class.

9. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

Fall 2021
Undergraduate
California State University, Fullerton

Step 1 of 3: Review Class Selection

You have selected
PSYC 101 Introductory Psychology

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/17/2021	11:00AM	12:50PM	RGC013

Next >

10. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment. If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 2 of 4: Review Class Preferences

PSYC 101 Introductory Psychology
Lecture - 16174 - Open

Add to waitlist if class is full? Yes **A**

Grading Basis **B**
Graded

Units **C**
1.00

Requirement Designation - Eligible to count toward Graduate GPA
 Take Requirement Designation

D Accept

A If available, use the slider to indicate if you want to be added to the waitlist for a class.

B If available, select your grading basis: Graded or Credit/No Credit*

C If available, select the number of units to be applied to the class.

D Click **accept**.

*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdnt Opt'

11. Review the details of the classes you are swapping.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class **A**

EGCE 201 Statics

Class	Session	Meeting Dates	Days and Times	Seats
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	Open Seats 5 of 40

B With this Class

PSYC 101 Introductory Psychology

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Class Preferences

Grading Basis Graded

C Submit

A Double check that the class being replaced/dropped is correct.

B Double check that the class that is being added is correct.

C Click **Submit**.

<p>Are you sure you want to submit?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; padding: 5px 15px; border-radius: 5px;">Yes</div> <div style="padding: 5px 15px; border-radius: 5px;">No</div> </div>	<p>Click Yes to confirm you want to submit.</p>
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12. You will see a confirmation screen that the swap was successful. You are done!

If you select courses from your shopping cart:

7. Review the details of the classes you are swapping. Then click Submit.

- A Double check that the class being replaced/dropped is correct.
- B Double check that the class that is being added is correct.
- C Click **Submit**.

<p>Are you sure you want to submit?</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; padding: 5px 15px; border-radius: 5px;">Yes</div> <div style="padding: 5px 15px; border-radius: 5px;">No</div> </div>	<p>Click Yes to confirm you want to submit.</p>
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8. You will see a confirmation screen that the swap was successful. You are done!

The screenshot shows a confirmation screen with a dark blue header containing a back arrow and 'Student Homepage' on the left, and 'Confirmation' on the right. Below the header is a green banner with the text 'This class has been added to your schedule.' To the left is a sidebar with three menu items: 'View My Classes', 'Enrollment Appointments' (with a blue circle containing the number '1'), and 'TITAN Scheduler'. The main content area features a green checkmark icon followed by the text 'Swap EGCE 201 - Statics with PSYC 101 - Introductory Psychology' and 'This class has been added to your schedule.'

If you are entering a class number:

7. Click on the class that you want to add.

The screenshot shows the 'PSYC 101' class selection screen. It includes the course title 'Introductory Psychology' and a 'Course Information' section. Under 'Class Selection', there is a table of available options. A red box highlights the first option in the table.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 16174	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	RGC 013 - Auditorium	Luke Skywalker	Open Seats 1 of 100

8. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

The screenshot shows the 'Review Class Selection' screen. It has a 'Next >' button in the top right corner. On the left is a sidebar with three steps: '1 Review Class Selection' (Visited), '2 Review Class Preferences' (Not Started), and '3 Confirm Class Swap' (Not Started). The main content area is titled 'Step 1 of 3: Review Class Selection' and shows 'You have selected PSYC 101 Introductory Psychology'. Below this is a table with the class details, and a 'Final Exam Schedule' table.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/17/2021	11:00AM	12:50PM	RGC013

9. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment. If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 2 of 4: Review Class Preferences

PSYC 101 Introductory Psychology
Lecture - 16174 - Open

Add to waitlist if class is full? Yes **A**

Grading Basis **B**
Graded

Units **C**
1.00

Requirement Designation - Eligible to count toward Graduate GPA
 Take Requirement Designation

D Accept

A If available, use the slider to indicate if you want to be added to the waitlist for a class.

B If available, select your grading basis: Graded or Credit/No Credit*

C If available, select the number of units to be applied to the class.

D Click **accept**.

*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdnt Opt'

10. Review the details of the classes you are swapping.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Complete

2 Review Class Preferences Complete **A**

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

EGCE 201 Statitics

Class	Session	Meeting Dates	Days and Times	Seats
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM	Open Seats 5 of 40
			Monday Wednesday 1:00PM to 2:15PM	

B With this Class

PSYC 101 Introductory Psychology
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Class Preferences

Grading Basis Graded

C Submit

A Double check that the class being replaced/dropped is correct.

B Double check that the class that is being added is correct.

C	Click Submit .
<p>Are you sure you want to submit?</p> <p>Yes No</p>	Click Yes to confirm you want to submit.

11. You will see a confirmation screen that the swap was successful. You are done!

The screenshot shows a web interface for a student. At the top, there is a navigation bar with a back arrow and the text "Student Homepage" on the left, and "Confirmation" on the right. Below the navigation bar is a green banner with the text "This class has been added to your schedule." Underneath the banner, the text "California State University, Fullerton" is visible. On the left side, there is a sidebar menu with three items: "View My Classes" with a calendar icon, "Enrollment Appointments" with a calendar icon and a blue circle containing the number "1", and "TITAN Scheduler" with a calendar icon. On the right side, there is a white box with a green checkmark icon and the text "Swap EGCE 201 - Statics with PSYC 101 - Introductory Psychology" in bold, followed by "This class has been added to your schedule." in a smaller font.

Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage](#)

Contact the Registration and Records Office at arsc@fullerton.edu or 657-278-7601. Or visit LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

Changing your grading basis or number of units in a variable unit course

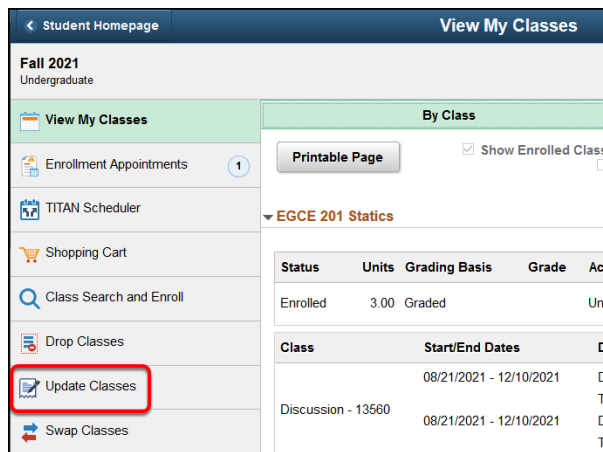
Not all classes allow you to choose your grading basis option or number of enrolled units, so you may not be able to update this. (Here it is called class preferences)

1. Log in to the campus portal and access the Student Homepage in Titan Online. [View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on Manage Classes.



3. Click on Update Classes in the left menu.



4. Select the class you want to update.

Be sure to click your mouse in the middle of the class information. Clicking the link in the Class column will open the Class Information screen.

Choose classes to update

Class	Description	Days and Times	Units	Status
Discussion - 13560	EGCE 201 Statics	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	3.00	Enrolled
Discussion - 19212	MATH 250A Calculus III	Tuesday Thursday 10:00AM to 11:50AM	4.00	Enrolled
Lecture - 16703	PHIL 100 Intro to Philosophy	Tuesday Thursday 2:30PM to 3:45PM	3.00	Enrolled
Lecture - 18428	PHYS 226 Fund Phys, Elect & Magnetism	Monday Wednesday Friday 9:00AM to 9:50AM	3.00	Enrolled
Laboratory - 19096	PHYS 226L Fundamental Physics Lab	Wednesday 3:00PM to 5:50PM	1.00	Enrolled

5. Update your grading basis or units preferences. Then click Accept.

[Zoom:](#)

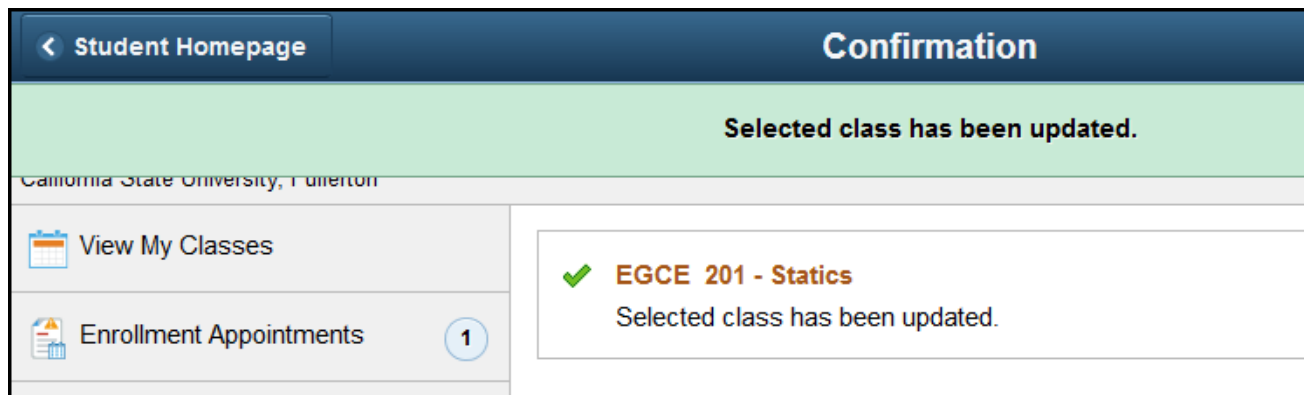
- Change your grading basis: Graded or Credit/No Credit.
- Change the number of Units for the class.
- Then click **Accept**.

Class Search and Enroll	
<p>Exit Previous</p> <p>Fall 2021 Undergraduate California State University, Fullerton</p>	
<p>1 Review Class Selection Complete</p> <p>2 Review Class Preferences In Progress</p> <p>3 Enroll or Add to Cart Not Started</p> <p>4 Review and Submit Not Started</p>	<p>Step 2 of 4: Review Class Preferences</p> <p>EGCE 201 Statics Discussion - 13560 - Open</p> <p>Grading Basis Graded</p> <p>Units 1.00</p> <p>Requirement Designation - Eligible to count toward Graduate GPA <input checked="" type="checkbox"/> Take Requirement Designation</p> <p style="text-align: right;">Accept</p>
A	Change your grading basis: Graded or Credit/No Credit.
B	Change the number of Units for the class.
C	Click Accept .

6. Review your changes. Then click Submit.

<p>Fall 2021 Undergraduate California State University, Fullerton</p>	
<p>1 Class Preferences Complete</p> <p>2 Review and Submit Visited</p>	<p>Step 2 of 2: Review and Submit</p> <p>EGCE 201 Statics Class Preferences</p> <hr/> <p>Permission Number None Grading Basis Undergraduate CR/NC Stdnt Opt</p> <p style="text-align: right;">Submit</p>
<p>Are you sure you want to submit?</p> <p>Yes No</p>	<p>Click Yes to confirm your changes.</p>

7. You'll see a confirmation that the class was updated. You're done!



The screenshot shows a web interface for a student homepage. At the top left, there is a navigation bar with a back arrow and the text "Student Homepage". To the right of this is a dark blue header with the word "Confirmation" in white. Below the header is a light green banner with the text "Selected class has been updated." in bold black font. Underneath the banner, the text "California State University, Fullerton" is visible. On the left side, there are two menu items: "View My Classes" with a calendar icon and "Enrollment Appointments" with a calendar icon and a blue circle containing the number "1". On the right side, there is a white box with a green checkmark icon, the text "EGCE 201 - Statics" in bold, and "Selected class has been updated." below it.

Need More Help?

Questions about registration/registering for classes?

[Registration Details webpage](#)

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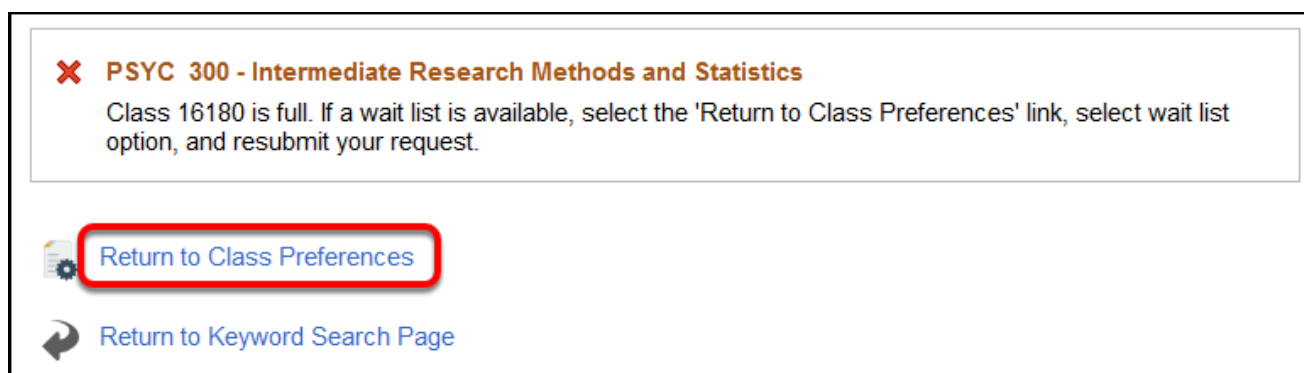
Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

Common Errors with Adding Classes

This article covers some common errors with adding classes and what they mean.

Class is Full



The screenshot shows an error message box with a red 'X' icon. The text reads: "PSYC 300 - Intermediate Research Methods and Statistics" in bold, followed by "Class 16180 is full. If a wait list is available, select the 'Return to Class Preferences' link, select wait list option, and resubmit your request." Below the text are two buttons: "Return to Class Preferences" (highlighted with a red rounded rectangle) and "Return to Keyword Search Page" with a circular arrow icon.

This error means that the class has no open seats and you did not choose to add yourself to the waitlist (if available). Click **Return to Class Preferences** to check if a waitlist is available and add yourself to the waitlist.

Requisites have not been met: Prerequisites

✘ PSYC 465 - Advanced Psychological Statistics

Unable to add this class - requisites have not been met. Prerequisites: PSYC 201, PSYC 202, PSYC 300.

This error means that the pre-requisites for the class have not been met. A list of all the pre-requisites will be shown.

In the above example, PSYC 201, PSYC 202, and PSYC 300 must be complete (or in progress during the current semester when enrolling for the next semester) before enrolling in PSYC 465.

Requisites have not been met: Corequisites

✘ EGEE 483 - Introduction to Global Positioning Systems (GPS)

Unable to add this class - requisites have not been met. Corequisite: EGEE 409 or EGCP 371.

If you try to enroll in co-requisite classes one at a time, you will get an error. However, if you add the co-requisite classes to your shopping cart and then enroll, the enrollment for both classes should be successful.

This error means that co-requisites for the class have not been met. Co-requisites are classes you must take at the same time (e.g., a laboratory class that you take at the same time as the main class).

In the above example, to enroll in EGEE 483, you must also enroll in either EGEE 409 OR EGCP 371.

Department Consent Required

✘ PSYC 494 - Teaching of Psychology

Department Consent Required. You must obtain permission to take this class.

Department Consent Required means that the department needs to grant you permission to enroll in the class. Contact the department for more information on how to receive permission.

In the above example, it is a Psychology course, so you would contact the department of Psychology for assistance.

Hold (Negative Service Indicator)

Some holds (also known as negative service indicators) that are placed on your account prevent you from adding (or dropping) classes. You will need to view the hold details to find out what you need to do to clear the hold. When the hold is cleared, you will be able to enroll.

Time Conflict with other enrolled classes

✘ MATH 150B - Calculus II

You cannot add this class due to a time conflict with class 17834. Choose another class.

If a the scheduled time of a class conflicts with another class (or classes) that you have already enrolled in, you will not be able to enroll. For example, if you are enrolled in a class that meets Tuesdays and Thursdays from 8:30am - 9:45am, you will not be able to enroll in another class that meets on Tuesdays and Thursdays from 8:30am - 9:45am.

Exceeded Maximum Unit Limit

✘ HCOM 100 - Introduction to Human Communication

Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

There are limits as to how many units that you can take each semester. If enrolling in a class will cause you to exceed your unit limit, you will not be able to enroll in the class.

If you want to drop one of your classes to enroll in the class, consider using the [Swap Classes](#) feature to drop the class only if you can add the new class.

Repeat Related Issues

If you have already taken this class and passed it, you may not be allowed to enroll in the class again.

Instructor Consent Required/Enrollment Deadline has passed

✘ BIOL 101 - Elements of Biology

Instructor Consent Required. You must obtain permission to take this class.

The Instructor Consent Required message indicates that the deadline has passed to use Titan Online to enroll. You will need to use the **Late Add (Petition for Late Addition of Class) form** located on the [Registration and Records Forms webpage](#) to enroll in any classes.

Need More Help?

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