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.
### Navigation Features Key

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

<table>
<thead>
<tr>
<th>Letter in Image</th>
<th>Name</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Personalize NavBar</td>
<td>View or edit your personal settings for the NavBar</td>
</tr>
<tr>
<td>B</td>
<td>Recent Places</td>
<td>View the recent menus that you have accessed</td>
</tr>
<tr>
<td>C</td>
<td>My Favorites</td>
<td>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., &quot;Class Search and Enroll&quot; can be saved as a favorite called &quot;Register for Classes&quot;).</td>
</tr>
<tr>
<td>D</td>
<td>Navigator</td>
<td>Navigate to a menu on your Student Homepage; this is an alternate to using the navigation tiles on your homepage</td>
</tr>
</tbody>
</table>

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.
Click the double arrow button to search for courses.

Click **Additional ways to search** to search by a list of available subjects, catalog number, or instructor last name. See below for details.

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

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

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

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.
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.

A Click on the class section you want to enroll in.
B For more information about the class section including meeting times and pre-requisites, 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 Click Add to favorite courses to add this course to your favorites.

A Check the Option Status to see the current status of the course: Open, Waitlist, or Closed
B Check the Seats to see the current number of open seats or waitlist available places in the class.
C Click Next to continue registering.
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.
11. Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.

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.
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**.

Click **Yes** to confirm that you want to enroll in the class(es).

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!
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.
4. Click OK

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

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**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?

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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.
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.

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<tbody>
<tr>
<td><strong>A</strong></td>
<td>Select <strong>Class Search</strong> from the Search for Classes drop-down menu if you want to search for a replacement, or <strong>B</strong> Select a class from the <strong>Select from Shopping Cart</strong> drop-down menu if you added the replacement class to your shopping cart, or <strong>C</strong> Type a class number in <strong>Enter Class Number</strong> if you know the 5 digit class number of the class you want to add. <strong>D</strong> Hit Search.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)

[Diagram]

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.

[Diagram]

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.

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.
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.

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

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**.
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.

Are you sure you want to submit?

Click Yes to confirm you want to submit.
8. You will see a confirmation screen that the swap was successful. You are done!

If you are entering a class number:

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

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

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

A Double check that the class being replaced/dropped is correct.
B Double check that the class that is being added is correct.
11. You will see a confirmation screen that the swap was successful. You are done!

![Confirmation Screen]

**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.

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

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

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

Questions about registration/registering for classes?

Registration Details webpage

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Common Errors with Adding Classes

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

Class is Full

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
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**

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**

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

If 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

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

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?

Questions about registration/registering for classes?

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

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

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