
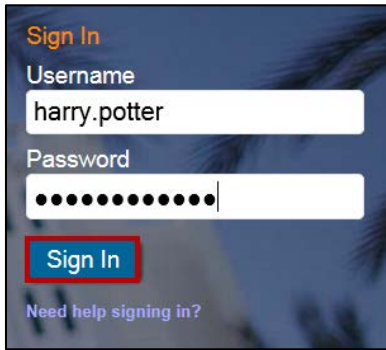






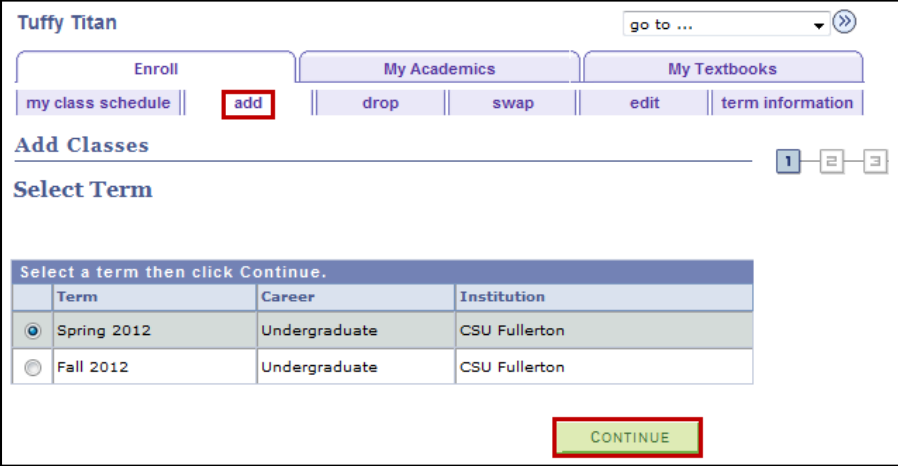
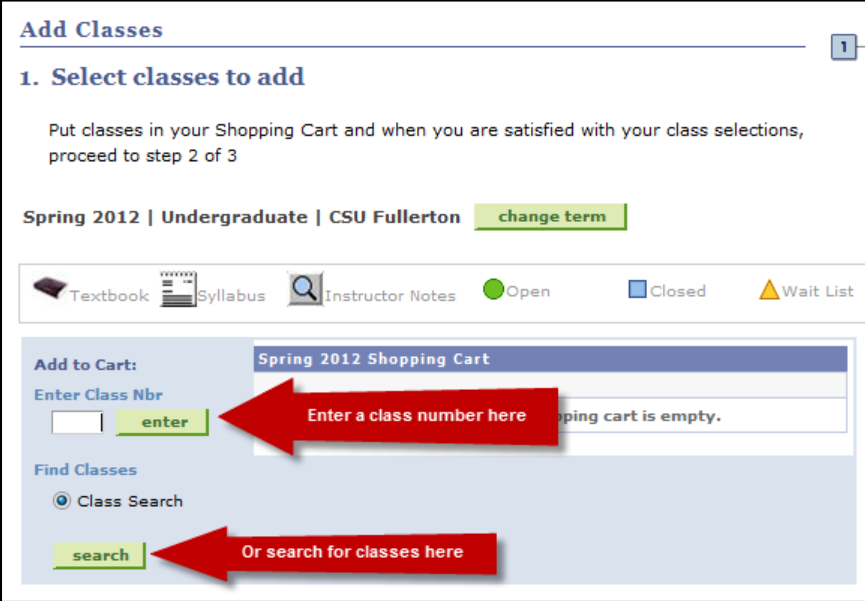
This quick reference guide covers how CSUF students use Titan Online to register for classes.


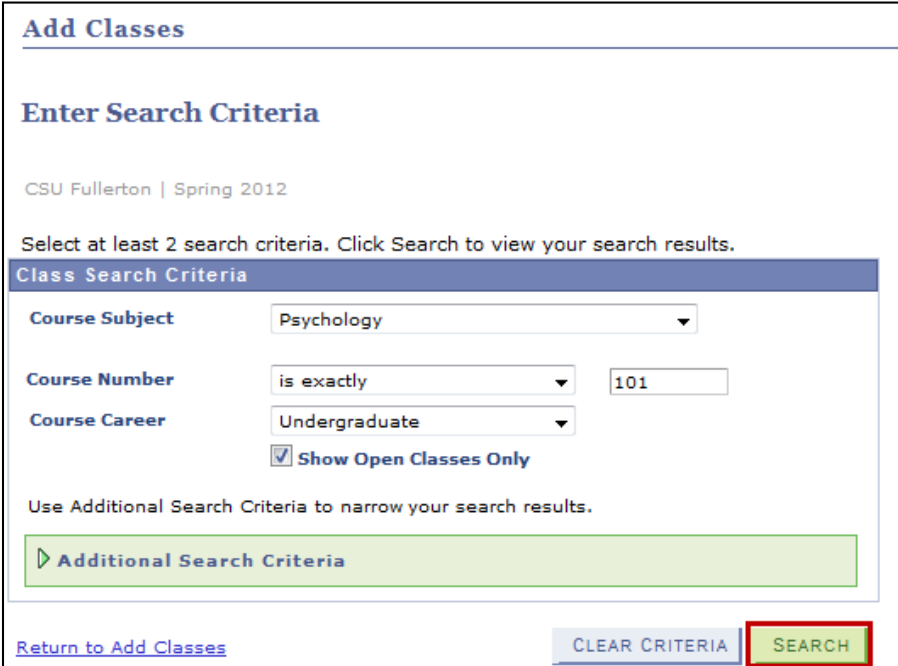
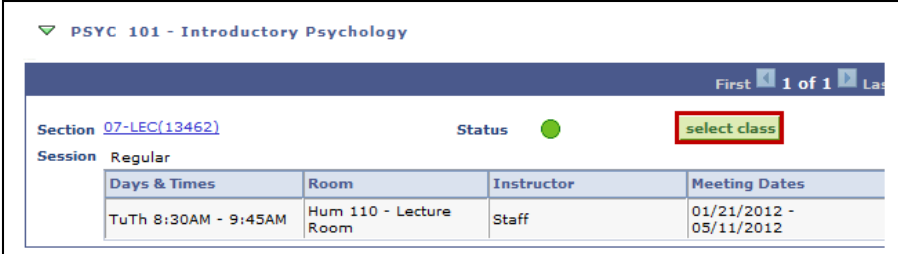
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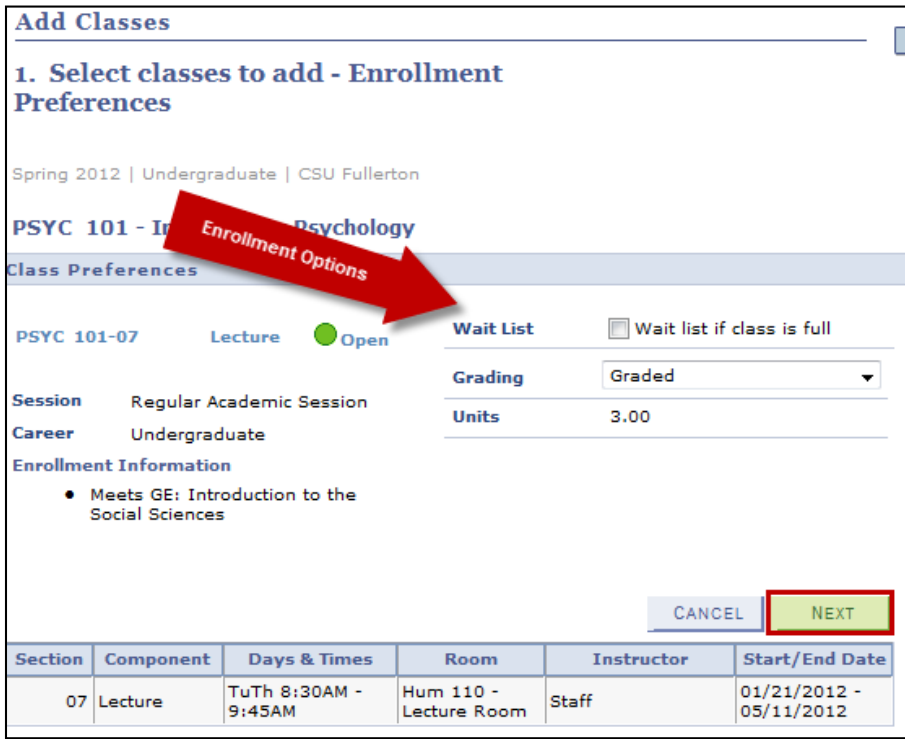
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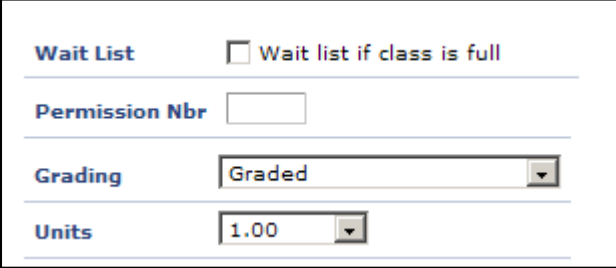
Processing Steps	Screen Shots
<p><b>Navigating to Registration Menu</b></p> <p><b>Step 1:</b>            Log in to the campus portal at <a href="http://www.fullerton.edu">www.fullerton.edu</a> by clicking on the <b>Portal Login</b> button at the top left of the main homepage.</p>	
<p><b>Step 1a:</b>            Enter your username and password. Then click <b>Sign In</b>.</p>	


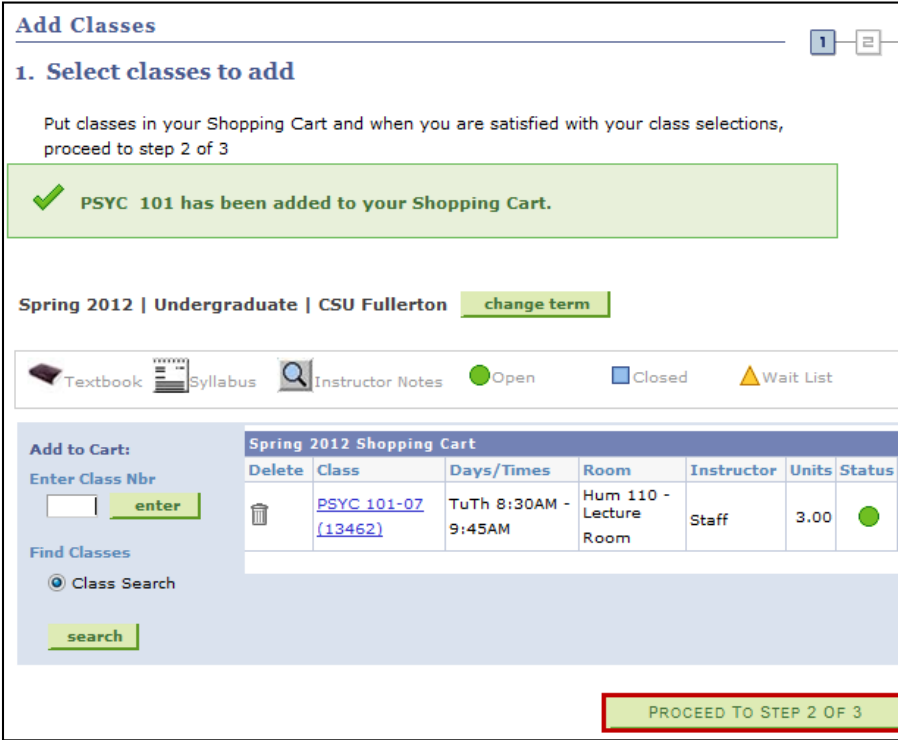
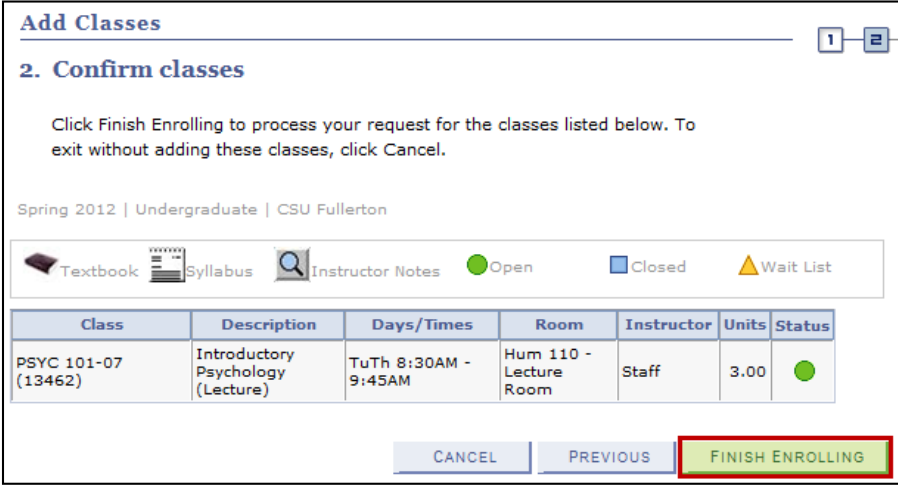
Processing Steps	Screen Shots
<p><b>Step 2:</b> Click on the <b>Titan Online</b> icon.</p>	 <p>The screenshot shows the CSUF Portal homepage. At the top, it says "CSUF Portal" and "Harry Potter". Below that are buttons for "CSUF PORTAL" and "GET INVOLVED". A navigation bar contains "Go to old portal   Set default portal". The main content area features three large icons: "Titan Online" (highlighted with a red box), "Titan Apps", and "Student Email". At the bottom right, there are links for "Icons   Text".</p>
<p><b>Step 3:</b> Click on the <b>Student Center</b> link in the Student Self Service section.</p>	 <p>The screenshot shows the "Student Self Service" page. On the left, there is a section titled "Student Center" with a red box around the link. The text below it describes the Student Center as a gateway for updating contact information, checking admission status, viewing holds, enrolling in classes, paying fees, and checking financial aid status. On the right, there is a "Campus Resources" section with a list of links: Academic Advising, Academic Calendar, Admissions &amp; Records, Extended Education, FERPA Information, Financial Aid, Library, Parking, and Student Financial Services.</p>
<p><b>Step 4:</b> Click on the <b>Enroll</b> link in the Academics section.</p> <p> You can also use the "Other Academic" drop-down menu to select a specific registration task (add, drop, edit, swap).</p>	 <p>The screenshot shows "Tuffy's Student Center". Under the "Academics" section, the "Enroll" link is highlighted with a red box. Below it are links for "My Academics" and "My Textbooks". To the right, there is a "Welcome to the Student Center" message. At the bottom, there is a search bar with the text "other academic..." and a search button.</p>

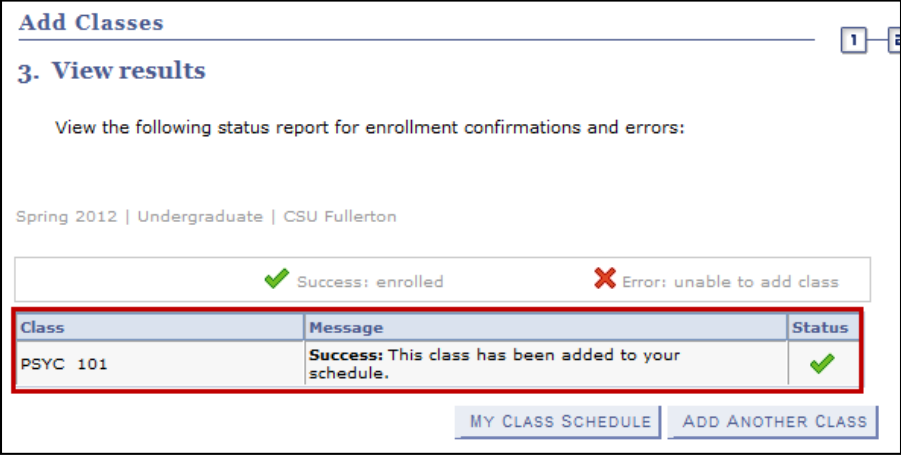
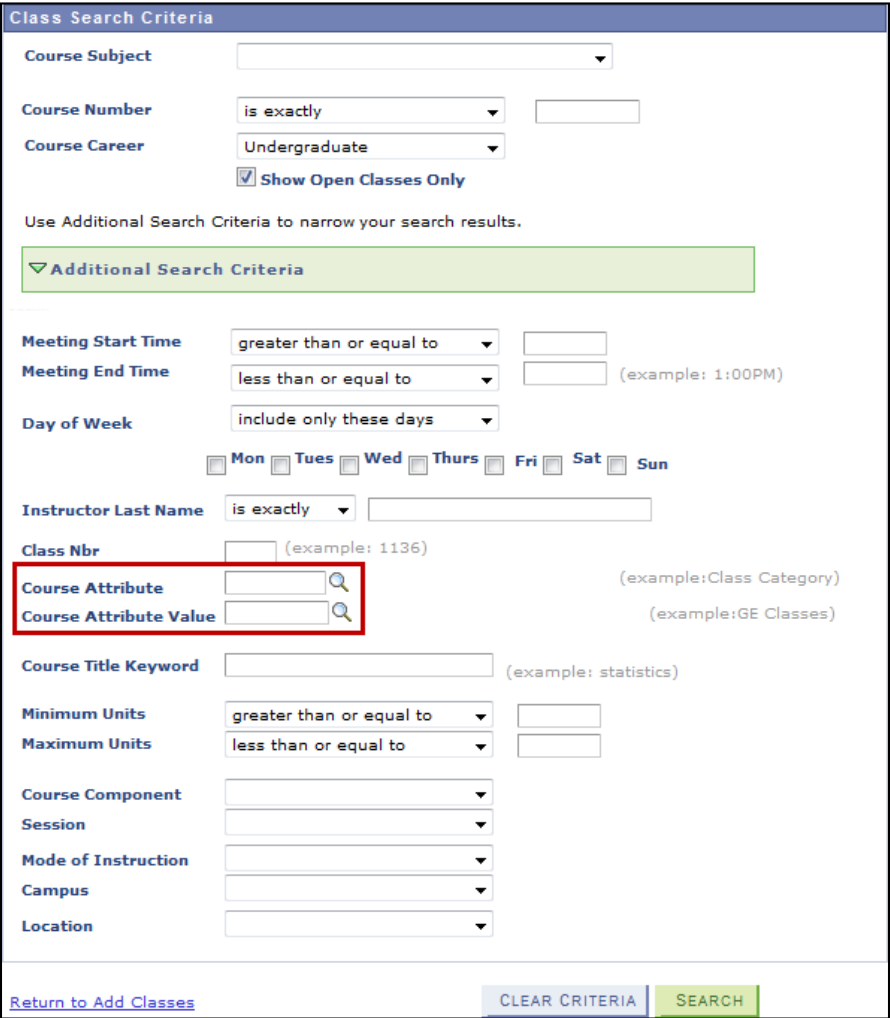
Processing Steps	Screen Shots									
<p><b>Adding a Class</b></p> <p><b>Step 1:</b> On the Add tab, select a registration term.</p> <p>Then click <b>Continue</b>.</p> <p> If only one term is available to you for registration, you will not see this page and will be taken directly to step 2 below.</p>	 <p><b>Tuffy Titan</b> <span>go to ...</span></p> <p>Enroll   My Academics   My Textbooks</p> <p>my class schedule   <b>add</b>   drop   swap   edit   term information</p> <p><b>Add Classes</b> <span>1</span></p> <p><b>Select Term</b></p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Spring 2012</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> <tr> <td><input type="radio"/> Fall 2012</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> </tbody> </table> <p><b>CONTINUE</b></p>	Term	Career	Institution	<input checked="" type="radio"/> Spring 2012	Undergraduate	CSU Fullerton	<input type="radio"/> Fall 2012	Undergraduate	CSU Fullerton
Term	Career	Institution								
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<p><b>Step 2:</b> If you know the class number (i.e. 10004) you wish to add, enter it in the <b>Enter Class Nbr</b> field and then click <b>Enter</b>.</p> <p>To search for classes, click <b>Search</b>.</p>	 <p><b>Add Classes</b> <span>1</span></p> <p><b>1. Select classes to add</b></p> <p>Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3</p> <p>Spring 2012   Undergraduate   CSU Fullerton <b>change term</b></p> <p>Textbook   Syllabus   Instructor Notes   Open   Closed   Wait List</p> <p><b>Add to Cart:</b> <b>Spring 2012 Shopping Cart</b></p> <p>Enter Class Nbr <input type="text"/> <b>enter</b> <b>Enter a class number here</b> <span>Shopping cart is empty.</span></p> <p><b>Find Classes</b></p> <p><input checked="" type="radio"/> Class Search</p> <p><b>search</b> <b>Or search for classes here</b></p>									

Processing Steps	Screen Shots								
<p><b>Step 2a:</b> Enter at least two search criteria when searching for a class.</p> <p>On this initial search page you can search by:</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• Course number</li> <li>• Course Career</li> </ul> <p>Place a check mark next to <b>Show Open Classes Only</b> if you wish to view only open classes.</p> <p>Click <b>Search</b>.</p>  <p>View the section of this guide on Refining Your Class Search to learn more about the <b>Additional Search Criteria</b> section.</p>									
<p><b>Step 2b:</b> The <b>Status</b> field will indicate the status of the class:</p> <ul style="list-style-type: none"> <li>• Open (●)</li> <li>• Closed (□)</li> <li>• Wait List (▲)</li> </ul> <p>Select the class you want to add by clicking <b>Select Class</b>.</p>	 <table border="1" data-bbox="609 1239 1461 1312"> <thead> <tr> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	01/21/2012 - 05/11/2012
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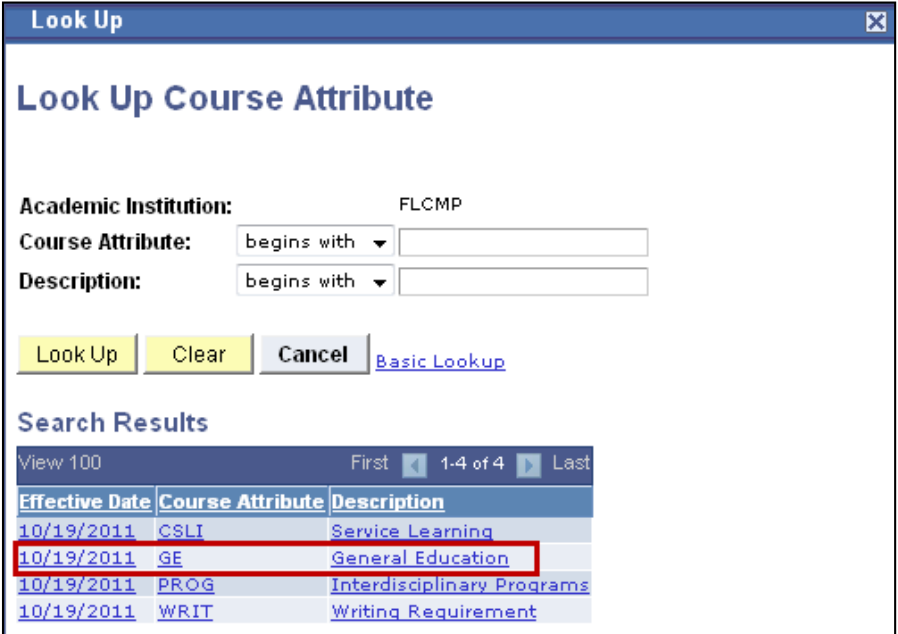
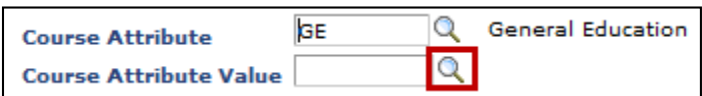
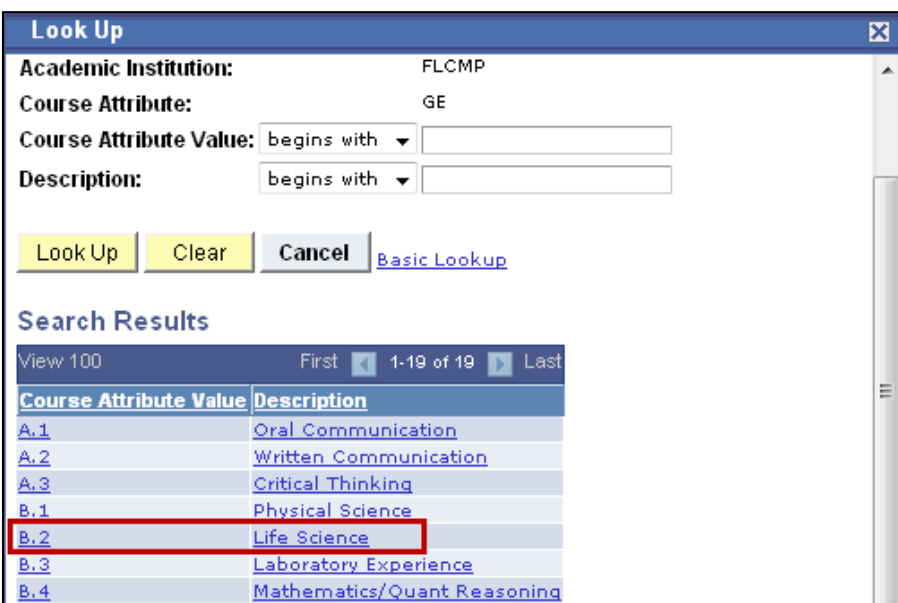
Processing Steps	Screen Shots												
<p><b>Step 3:</b> For some classes, you can set your enrollment preferences such as taking a class for a letter grade or for credit/no credit or being added to a wait list if the class is full.</p> <p>Confirm your enrollment by clicking on <b>Next</b>.</p>	 <p><b>Add Classes</b></p> <p><b>1. Select classes to add - Enrollment Preferences</b></p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p><b>PSYC 101 - Introduction to Psychology</b></p> <p><b>Class Preferences</b></p> <p>PSYC 101-07    Lecture    <span style="color: green;">●</span> Open    Wait List    <input type="checkbox"/> Wait list if class is full</p> <p>Grading    Graded</p> <p>Units    3.00</p> <p>Session    Regular Academic Session</p> <p>Career    Undergraduate</p> <p><b>Enrollment Information</b></p> <ul style="list-style-type: none"> <li>Meets GE: Introduction to the Social Sciences</li> </ul> <p style="text-align: right;">CANCEL    <b>NEXT</b></p> <table border="1"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>Lecture</td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table>	Section	Component	Days & Times	Room	Instructor	Start/End Date	07	Lecture	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	01/21/2012 - 05/11/2012
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Processing Steps	Screen Shots
<p><b>Step 3a:</b>  <b>Enrollment Options:</b></p> <p>Some classes require a permission number in order to enroll, and if so, a row called "Permission Nbr" will appear where you must enter the permission number provided to you by the department in order to enroll.</p> <p>Some classes offer a choice in grading option, and if so, there will be an arrow in the listed grading option and you may select a different grading option using that pull-down list at the time of enrollment. You could also change the grading option later using the <a href="#">"Edit" function</a>.</p> <p>Some classes offer a choice in the number of units, and if so, there will be an arrow in the listed number of units and you may select a different number of units using that pull-down list at the time of enrollment. You could also change the number of units later using the <a href="#">"Edit" function</a>.</p>	 <p>The screenshot shows a form with four sections: 'Wait List' with a checkbox for 'Wait list if class is full'; 'Permission Nbr' with an empty text input field; 'Grading' with a dropdown menu currently set to 'Graded'; and 'Units' with a dropdown menu currently set to '1.00'.</p>

Processing Steps	Screen Shots																										
<p><b>Step 4:</b> A confirmation message will indicate the class has been added to your Shopping Cart.</p> <p>To finish your enrollment, click <b>Proceed To Step 2 Of 3</b>.</p>  <p>Rather than enrolling in one class at a time, you could continue adding classes to your shopping cart until you are ready to "checkout" by proceeding to step 2 of 3.</p>	 <p><b>Add Classes</b></p> <p><b>1. Select classes to add</b></p> <p>Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3</p> <p>✔ PSYC 101 has been added to your Shopping Cart.</p> <p>Spring 2012   Undergraduate   CSU Fullerton <a href="#">change term</a></p> <p>Textbook Syllabus Instructor Notes Open Closed Wait List</p> <table border="1"> <thead> <tr> <th colspan="2">Add to Cart:</th> <th colspan="6">Spring 2012 Shopping Cart</th> </tr> <tr> <th>Enter Class Nbr</th> <th>enter</th> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><a href="#">PSYC 101-07 (13462)</a></td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>3.00</td> <td></td> </tr> </tbody> </table> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search</p> <p><a href="#">search</a></p> <p><b>PROCEED TO STEP 2 OF 3</b></p>	Add to Cart:		Spring 2012 Shopping Cart						Enter Class Nbr	enter	Delete	Class	Days/Times	Room	Instructor	Units	Status				<a href="#">PSYC 101-07 (13462)</a>	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	
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<p><b>Step 5:</b> Review the course(s) you are enrolling in.</p> <p>Click <b>Finish Enrolling</b> to complete your enrollment.</p>	 <p><b>Add Classes</b></p> <p><b>2. Confirm classes</b></p> <p>Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p>Textbook Syllabus Instructor Notes Open Closed Wait List</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>PSYC 101-07 (13462)</td> <td>Introductory Psychology (Lecture)</td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>3.00</td> <td></td> </tr> </tbody> </table> <p><a href="#">CANCEL</a> <a href="#">PREVIOUS</a> <b>FINISH ENROLLING</b></p>	Class	Description	Days/Times	Room	Instructor	Units	Status	PSYC 101-07 (13462)	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00													
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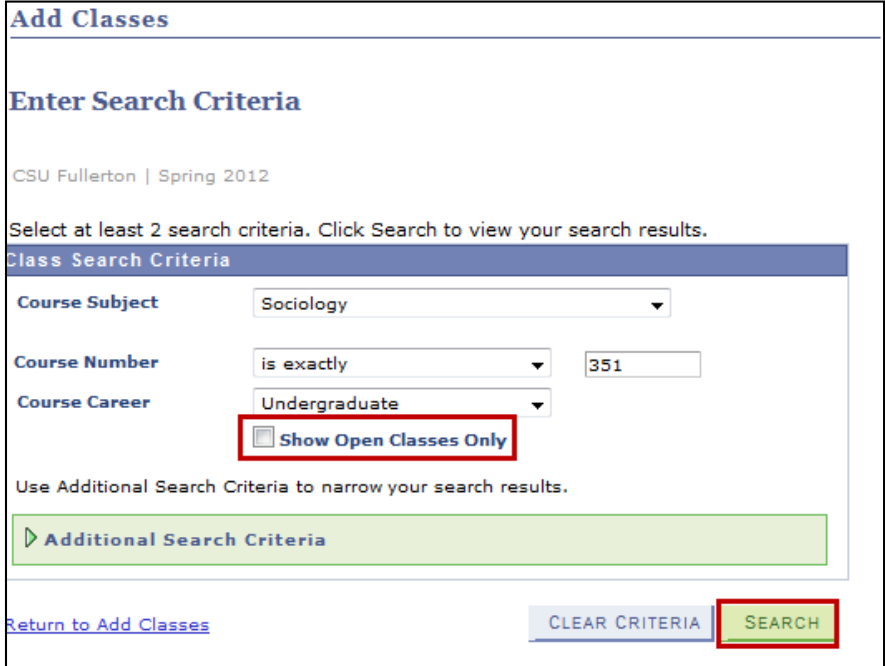
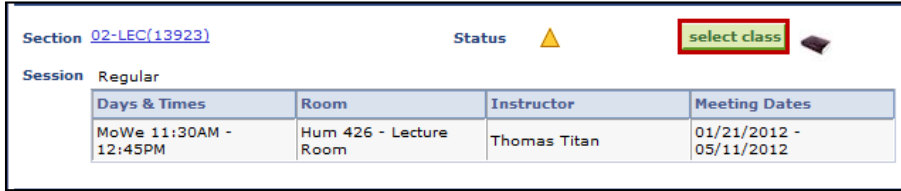
Processing Steps	Screen Shots						
<p><b>Step 6:</b> If the class(es) are successfully added, your enrollment will be confirmed.</p> <p>If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. Possible reasons an enrollment could be unsuccessful include: no seats remaining in the class, you have a registration hold, the class required permission, you did not meet the class requisites, etc.</p>	 <p>The screenshot shows the 'Add Classes' page with the heading '3. View results'. Below the heading, it says 'View the following status report for enrollment confirmations and errors:'. The report is for 'Spring 2012   Undergraduate   CSU Fullerton'. There are two status indicators: a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table below shows the results:</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>PSYC 101</td> <td>Success: This class has been added to your schedule.</td> <td>✓</td> </tr> </tbody> </table> <p>Buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS' are visible at the bottom.</p>	Class	Message	Status	PSYC 101	Success: This class has been added to your schedule.	✓
Class	Message	Status					
PSYC 101	Success: This class has been added to your schedule.	✓					
<p><b>Refining Your Class Search</b></p> <p>On the Class Search screen, you can click on the green arrow icon ( ) next to Additional Search Criteria to expand your search options.</p> <p>You can search for courses that meet special requirements by using the Course Attribute and Course Attribute Value fields.</p> <p>The available attributes are:</p> <ul style="list-style-type: none"> <li>• GE courses</li> <li>• Interdisciplinary Programs</li> <li>• Service Learning</li> <li>• Writing Requirement</li> </ul> <p><b>Step 1:</b> Click on the magnifying glass icon ( ) next to <b>Course Attribute</b>.</p>	 <p>The screenshot shows the 'Class Search Criteria' form. It includes fields for Course Subject, Course Number (with a dropdown for 'is exactly'), Course Career (with a dropdown for 'Undergraduate'), and a checkbox for 'Show Open Classes Only'. There is a section for 'Additional Search Criteria' which is expanded. This section includes Meeting Start Time, Meeting End Time, Day of Week (with checkboxes for Mon-Sun), Instructor Last Name, Class Nbr, Course Attribute (with a magnifying glass icon), Course Attribute Value (with a magnifying glass icon), Course Title Keyword, Minimum Units, Maximum Units, Course Component, Session, Mode of Instruction, Campus, and Location. Buttons for 'Return to Add Classes', 'CLEAR CRITERIA', and 'SEARCH' are at the bottom.</p>						


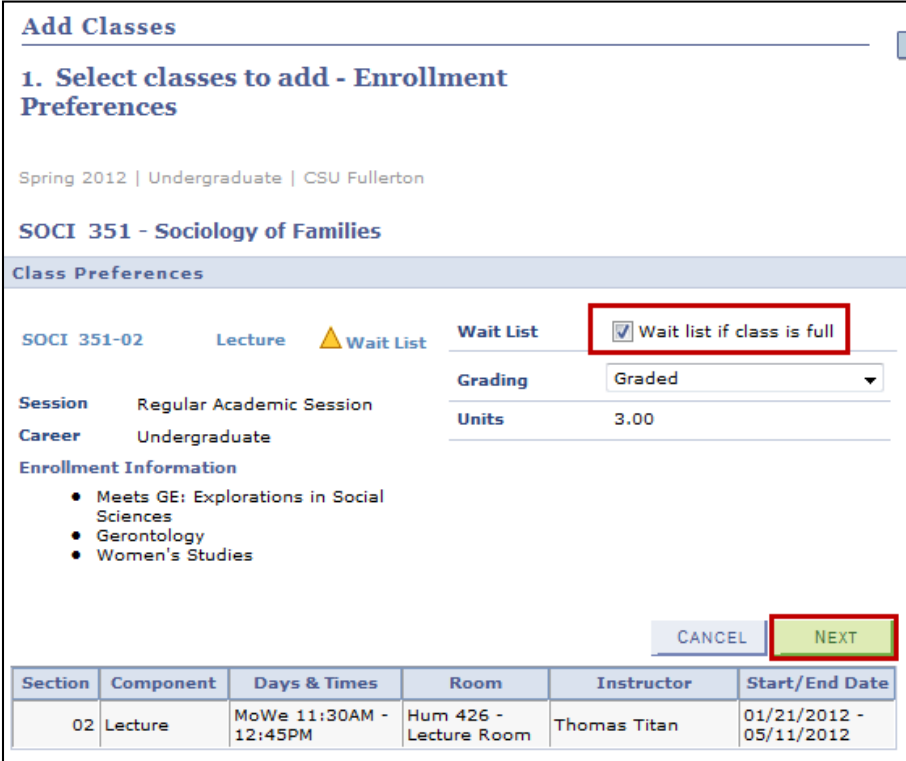

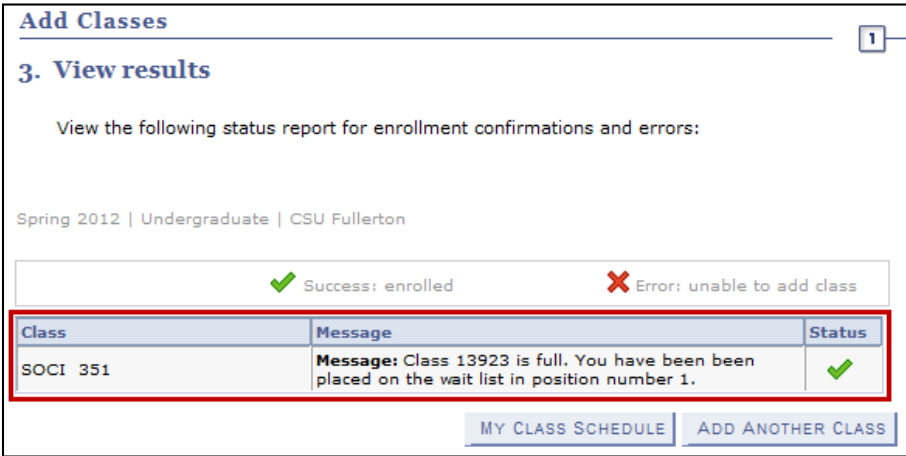









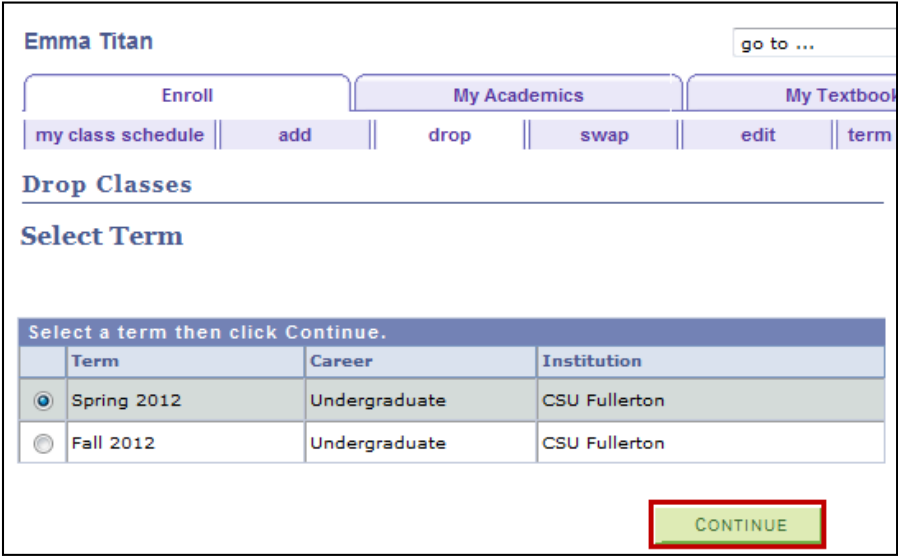
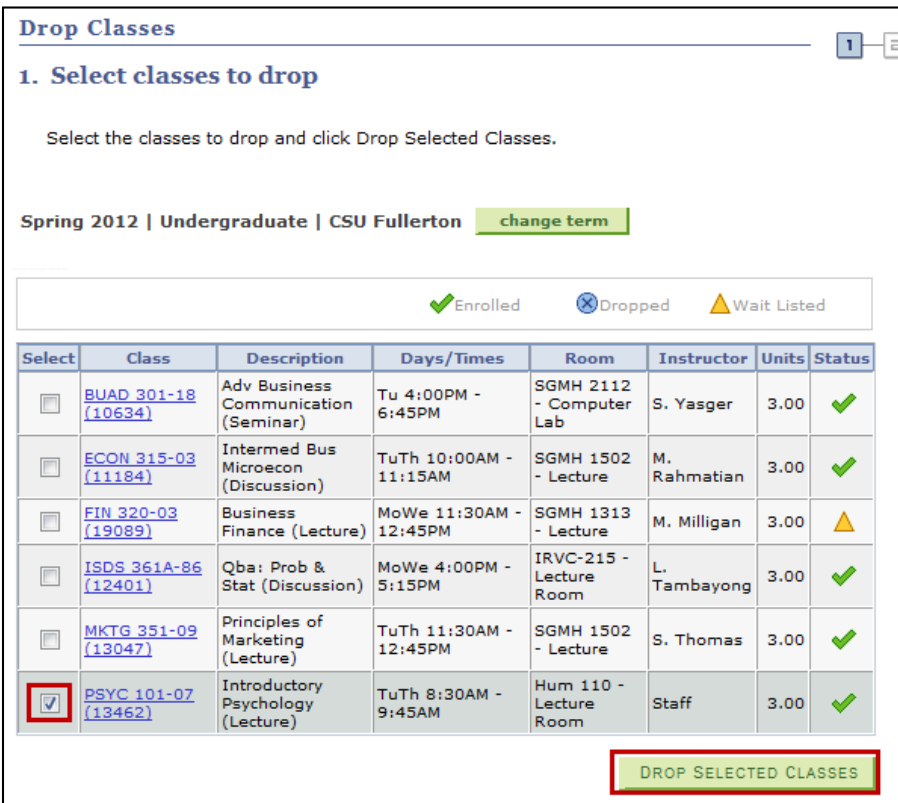
Processing Steps	Screen Shots
<p><b>Step 2:</b> Select the type of course you wish to look up.</p>	
<p><b>Step 3:</b> Click on the magnifying glass icon (🔍) next to <b>Course Attribute Value</b>.</p>	
<p><b>Step 4:</b> Select the specific type of course you wish to look up.</p>	

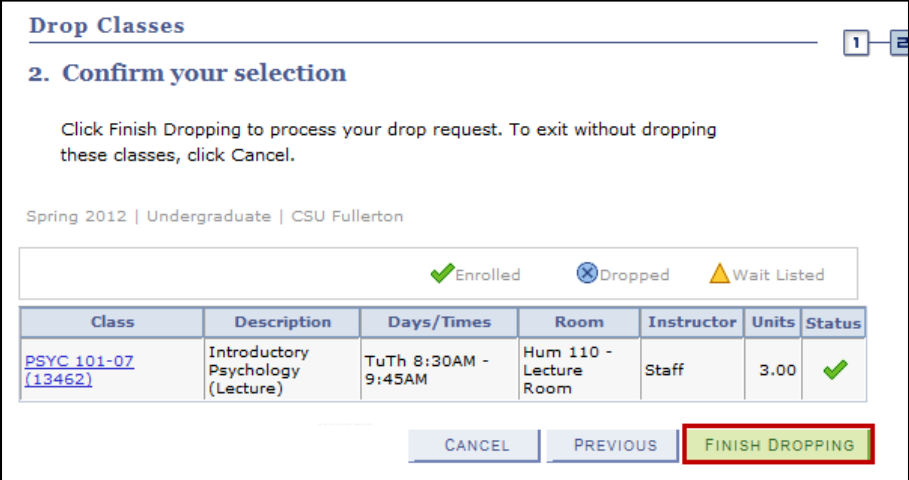
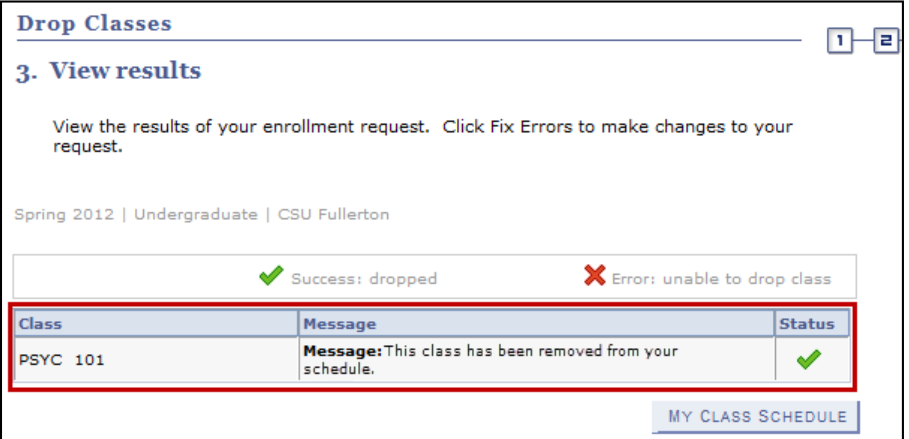

Processing Steps	Screen Shots
<p><b>Step 5:</b> Enter additional search criteria if desired.</p> <p>Then click <b>Search</b>.</p>	

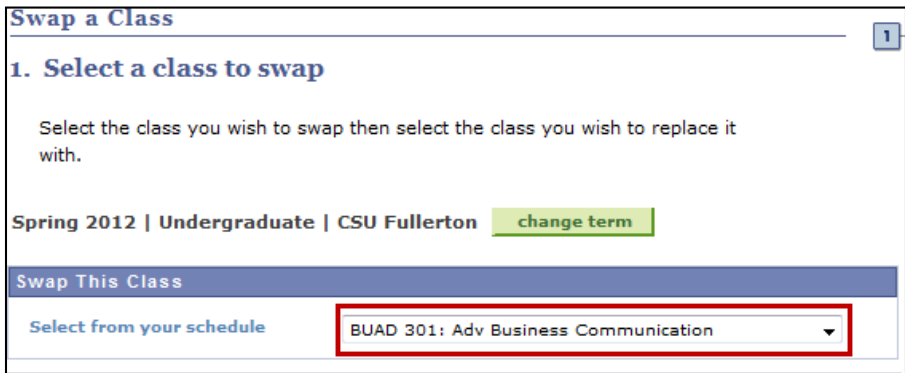

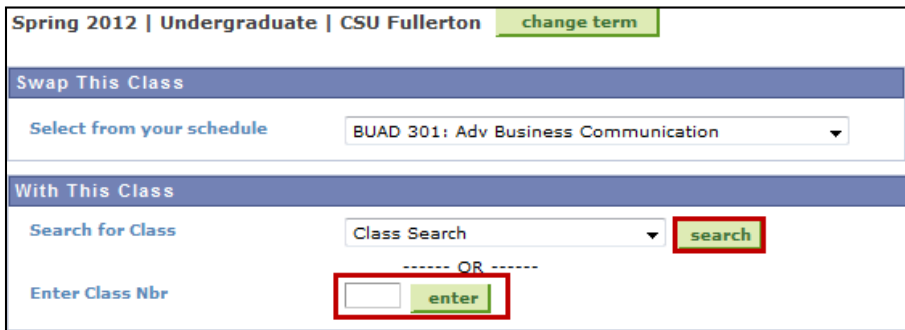
Processing Steps	Screen Shots																				
<p><b>Step 6:</b> Your search results appear.</p>	<div data-bbox="584 268 1442 1165"> <h3>Search Results</h3> <p>When available, click View All Sections to see all sections of the course.</p> <p>CSU Fullerton   Spring 2012</p> <p>The following classes match your search criteria Course Career: <b>Undergraduate</b>, Show Open Classes Only: <b>Yes</b></p> <p><a href="#">Return to Add Classes</a> <span style="float: right;">START A NEW SEARCH</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span> Textbook</span> <span> Syllabus</span> <span> Instructor Notes</span> <span> Open</span> <span> Closed</span> <span> Wait List</span> </div> <p><b>BIOL 101 - Elements of Biology</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right;">First <b>1</b> of <b>1</b> Last</p> <p>Section <a href="#">22-LEC(19167)</a> Status <span style="color: green;">●</span> <span style="border: 1px solid green; padding: 2px;">select class</span> </p> <p>Session Regular</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Days &amp; Times</th> <th style="width: 25%;">Room</th> <th style="width: 25%;">Instructor</th> <th style="width: 25%;">Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 7:00PM - 8:15PM</td> <td>MH 121 - Lecture Room</td> <td>Staff</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table> </div> <p><b>BIOL 102 - Biology for Future Teachers</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">First <b>1-2</b> of <b>2</b> Last</p> <p>Section <a href="#">02-ACT(10431)</a> Status <span style="color: green;">●</span> <span style="border: 1px solid green; padding: 2px;">select class</span> </p> <p>Session Regular</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Days &amp; Times</th> <th style="width: 25%;">Room</th> <th style="width: 25%;">Instructor</th> <th style="width: 25%;">Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 11:00AM - 12:50PM</td> <td>MH 641 - Teaching Lab</td> <td>Staff</td> <td>01/21/2012 - 05/11/2012</td> </tr> <tr> <td>Fr 1:00PM - 2:50PM</td> <td>MH 513 - Lecture Room</td> <td>Staff</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table> </div> </div>	Days & Times	Room	Instructor	Meeting Dates	TuTh 7:00PM - 8:15PM	MH 121 - Lecture Room	Staff	01/21/2012 - 05/11/2012	Days & Times	Room	Instructor	Meeting Dates	TuTh 11:00AM - 12:50PM	MH 641 - Teaching Lab	Staff	01/21/2012 - 05/11/2012	Fr 1:00PM - 2:50PM	MH 513 - Lecture Room	Staff	01/21/2012 - 05/11/2012
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<p><b><u>Classes With Wait Lists</u></b></p> <p>Some courses offer a wait list option if the course is full.</p> <p><b>Step 1:</b> To see courses that may be full but have an available wait list, un-check the <b>Show Open Classes Only</b> option.</p> <p>Enter the rest of your search criteria.</p> <p>Then click <b>Search</b>.</p>									
<p><b>Step 2:</b> A course that is full but offers a wait list will have a Wait List status icon (▲).</p> <p>Click <b>Select Class</b> to be added to the wait list.</p>	 <table border="1" data-bbox="665 1113 1469 1186"> <thead> <tr> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWe 11:30AM - 12:45PM</td> <td>Hum 426 - Lecture Room</td> <td>Thomas Titan</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Thomas Titan	01/21/2012 - 05/11/2012
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<p><b>Step 3:</b> Place a check mark next to <b>Wait list if class is full</b>.</p> <p>Then click <b>Next</b> to continue enrolling in the class.</p>  See the section on Adding a Class for more information on enrolling in a class.	 <p><b>Add Classes</b></p> <p><b>1. Select classes to add - Enrollment Preferences</b></p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p><b>SOCI 351 - Sociology of Families</b></p> <p><b>Class Preferences</b></p> <p>SOCI 351-02    Lecture     Wait List    Wait List    <input checked="" type="checkbox"/> Wait list if class is full</p> <p>Grading    Graded</p> <p>Session    Regular Academic Session</p> <p>Career    Undergraduate</p> <p>Units    3.00</p> <p><b>Enrollment Information</b></p> <ul style="list-style-type: none"> <li>• Meets GE: Explorations in Social Sciences</li> <li>• Gerontology</li> <li>• Women's Studies</li> </ul> <p>CANCEL    <b>NEXT</b></p> <table border="1"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>Lecture</td> <td>MoWe 11:30AM - 12:45PM</td> <td>Hum 426 - Lecture Room</td> <td>Thomas Titan</td> <td>01/21/2012 - 05/11/2012</td> </tr> </tbody> </table>	Section	Component	Days & Times	Room	Instructor	Start/End Date	02	Lecture	MoWe 11:30AM - 12:45PM	Hum 426 - Lecture Room	Thomas Titan	01/21/2012 - 05/11/2012
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<p><b>Step 4:</b> Once you have finished enrolling in the class, you will see a confirmation message indicating you are on the wait list and your position number on the wait list.</p>	 <p><b>Add Classes</b></p> <p><b>3. View results</b></p> <p>View the following status report for enrollment confirmations and errors:</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p> Success: enrolled     Error: unable to add class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>SOCI 351</td> <td><b>Message:</b> Class 13923 is full. You have been placed on the wait list in position number 1.</td> <td></td> </tr> </tbody> </table> <p>MY CLASS SCHEDULE    ADD ANOTHER CLASS</p>	Class	Message	Status	SOCI 351	<b>Message:</b> Class 13923 is full. You have been placed on the wait list in position number 1.							
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SOCI 351	<b>Message:</b> Class 13923 is full. You have been placed on the wait list in position number 1.												
<p><b>Dropping a Class</b></p> <p><b>Step 1:</b> To drop a class, navigate to the registration menu and then select <b>Drop</b>.</p>	 <p>Emma Titan    go to ...</p> <p>Enroll    My Academics    My Textbooks</p> <p>my class schedule    add    <b>drop</b>    swap    edit    term information</p>												

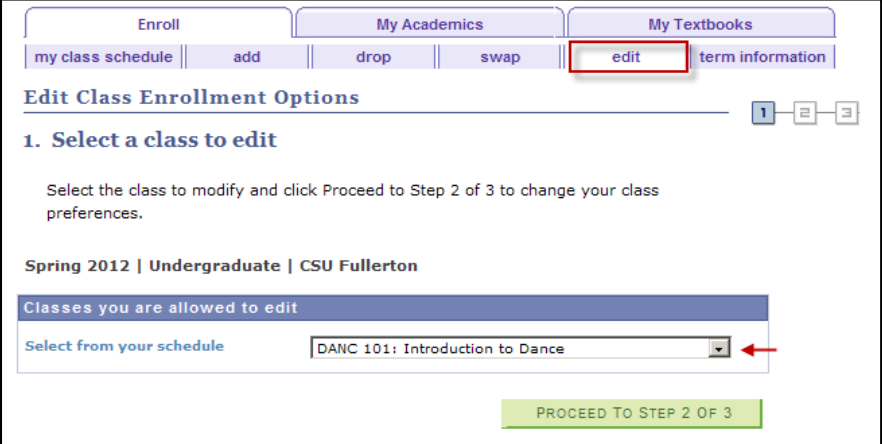
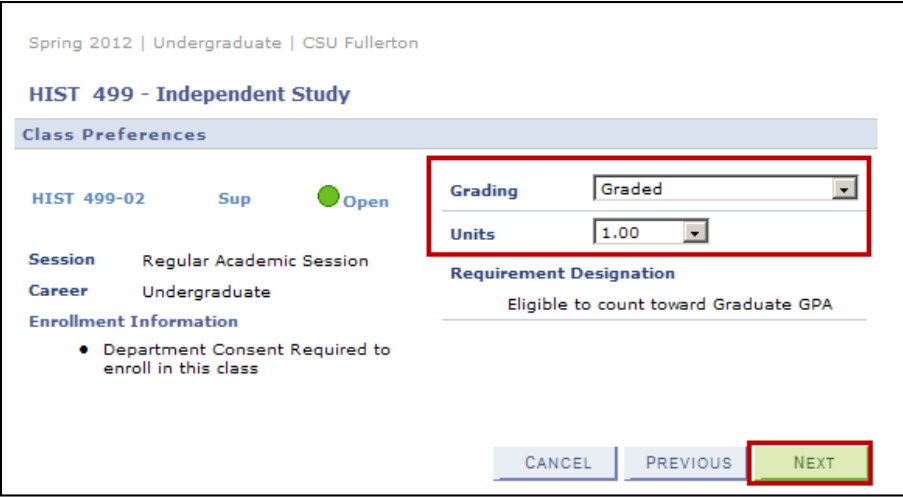

Processing Steps	Screen Shots
<p><b>Step 2:</b> Select a registration term.</p> <p>Then click <b>Continue</b>.</p>  <p>This step will be bypassed if only one registration term is available to you.</p>	
<p><b>Step 3:</b> Place a check mark next to the class(es) you want to drop.</p> <p>Then click <b>Drop Selected Classes</b>.</p>	

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<p><b>Step 4:</b> To confirm that you want to drop the class(es), click <b>Finish Dropping</b>.</p> <p>Or click <b>Cancel</b> to stay enrolled in the class(es).</p>	 <p><b>Drop Classes</b></p> <p><b>2. Confirm your selection</b></p> <p>Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p> <span style="color: green;">✔</span> Enrolled                <span style="color: blue;">✕</span> Dropped                <span style="color: orange;">⚠</span> Wait Listed         </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">PSYC 101-07 (13462)</a></td> <td>Introductory Psychology (Lecture)</td> <td>TuTh 8:30AM - 9:45AM</td> <td>Hum 110 - Lecture Room</td> <td>Staff</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="CANCEL"/>                <input type="button" value="PREVIOUS"/>                <input style="border: 2px solid red;" type="button" value="FINISH DROPPING"/> </p>	Class	Description	Days/Times	Room	Instructor	Units	Status	<a href="#">PSYC 101-07 (13462)</a>	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	✔
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<p><b>Step 5:</b> If the drop was successful, you will receive a confirmation message.</p>	 <p><b>Drop Classes</b></p> <p><b>3. View results</b></p> <p>View the results of your enrollment request. Click Fix Errors to make changes to your request.</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p> <span style="color: green;">✔</span> Success: dropped                <span style="color: red;">✕</span> Error: unable to drop class         </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>PSYC 101</td> <td><b>Message:</b> This class has been removed from your schedule.</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="MY CLASS SCHEDULE"/></p>	Class	Message	Status	PSYC 101	<b>Message:</b> This class has been removed from your schedule.	✔								
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PSYC 101	<b>Message:</b> This class has been removed from your schedule.	✔													
<p><b>Swapping a Class</b></p> <p>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.</p> <p><b>Step 1:</b> To swap a class, navigate to the registration menu and then select <b>Swap</b>.</p>	 <p><b>Emma Titan</b> <span style="float: right;">go to ...</span></p> <p> <input type="button" value="Enroll"/>                <input type="button" value="My Academics"/>                <input type="button" value="My Textbooks"/> </p> <p> <input type="button" value="my class schedule"/>                 <input type="button" value="add"/>                 <input type="button" value="drop"/>                 <input style="border: 2px solid red;" type="button" value="swap"/>                 <input type="button" value="edit"/>                 <input type="button" value="term information"/> </p>														

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<p><b>Step 2:</b> First select the class you wish to swap from the pull-down list of your enrolled classes.</p> <p>This is the class you want to drop.</p>	
<p><b>Step 3:</b> Choose the class you want as a replacement.</p> <p>If you know the class number (i.e. 10004) you wish to add, enter it in the <b>Enter Class Nbr</b> field and then click <b>Enter</b>.</p> <p>To search for classes, click <b>Search</b>.</p> <p> View the section on <a href="#">Adding a Class</a> for more on searching for classes.</p>	



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<p><b>Step 4:</b> Make sure the class you are replacing and the class that you will take in its place are both correct.</p> <p>Confirm the swap by clicking on <b>Finish Swapping</b>, or click <b>Cancel</b> to stay enrolled in the class you had wanted to replace.</p>	<p><b>Swap a Class</b> <span style="float: right;">1</span></p> <p><b>2. Confirm your selection</b></p> <p>Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p><b>You are replacing this class</b></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> Enrolled            <input type="checkbox"/> Dropped            <input type="checkbox"/> Wait Listed     </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">BUAD 301-18 (10634)</a></td> <td>Adv Business Communication (Seminar)</td> <td>Tu 4:00PM - 6:45PM</td> <td>SGMH 2112 - Computer Lab</td> <td>S. Yasger</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p><b>With this class</b></p> <p> <input type="checkbox"/> Textbook            <input type="checkbox"/> Syllabus            <input type="checkbox"/> Instructor Notes            <input checked="" type="checkbox"/> Open            <input type="checkbox"/> Closed            <input type="checkbox"/> Wait List     </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">BUAD 301-26 (16167)</a></td> <td>Adv Business Communication (Seminar)</td> <td>Mo 4:00PM - 6:45PM</td> <td>SGMH 2112 - Computer Lab</td> <td>J. Jewell</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="CANCEL"/>            <input style="border: 2px solid red;" type="button" value="FINISH SWAPPING"/> </p>	Class	Description	Days/Times	Room	Instructor	Units	Status	<a href="#">BUAD 301-18 (10634)</a>	Adv Business Communication (Seminar)	Tu 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	S. Yasger	3.00	✔	Class	Description	Days/Times	Room	Instructor	Units	Status	<a href="#">BUAD 301-26 (16167)</a>	Adv Business Communication (Seminar)	Mo 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	J. Jewell	3.00	●
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<p><b>Step 5:</b> If the swap is successful, you will receive a confirmation message.</p>	<p><b>Swap a Class</b> <span style="float: right;">1 2</span></p> <p><b>3. View results</b></p> <p>View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.</p> <p>Spring 2012   Undergraduate   CSU Fullerton</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Success: Classes were swapped            <input type="checkbox"/> Error: Unable to swap class     </p> <table border="1" style="border: 2px solid red;"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Swap BUAD 301 with BUAD 301</td> <td>Message: This class has been replaced.</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="MY CLASS SCHEDULE"/></p>	Class	Message	Status	Swap BUAD 301 with BUAD 301	Message: This class has been replaced.	✔																						
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<p><b>Editing a Class</b></p> <p>To make a change to the grading option or number of enrolled units of a variable unit class after you are already enrolled in the class, use the Edit function.</p> <p><b>Step 1:</b> Select the <b>Edit</b> function and then select the class you want to edit from one of those listed in the “classes you are allowed to edit” section.</p> <p>Editable classes include only those classes where you could change the grading option or variable units enrolled.</p>							
<p><b>Step 2:</b> If the grading option can be changed, you will see a drop-down menu for the “Grading” option to select a different grading option.</p> <p>If the units can be changed, you will see a drop-down menu for the “Units” option to select a different number of units.</p> <p>After making your change(s), click on <b>Next</b> to continue.</p> <p>In this example, the student opted to change the number of enrolled units from 1.00 to 2.00 and then clicked <b>Next</b>.</p>							
<p><b>Step 3:</b> Click <b>Finish Editing</b> to complete the change or <b>Cancel</b> to leave the enrollment unchanged.</p>	 <table border="1" data-bbox="610 1703 1455 1766"> <thead> <tr> <th>Class Attribute</th> <th>Original Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Units</td> <td>1.00</td> <td>2.00</td> </tr> </tbody> </table>	Class Attribute	Original Value	New Value	Units	1.00	2.00
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