



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Registrar

Admissions & Records

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

Date: January 15, 2015

To: All Faculty **SPRING 2015**

From: Melissa K. Whatley
University Registrar

Subject: First Day of Class Lists and Important Spring 2015 Information

On-line Class Lists

You may access your class list/roster through your Faculty Center. The Faculty Center provides real-time access to your official class rosters. **The Faculty Center has the official class roster, not TITANium. If a student is not on your class roster, refer the student to the Admissions and Records Service Center located in Langsdorf Hall (LH-114), where discrepancies will be researched.** As your course grading is done online, it is crucial that your roster accurately reflect your course enrollment. If you are not familiar with the Faculty Center or are having difficulty navigating the functions, you may wish to take 15 minutes and view the web tutorial available at: <http://www.fullerton.edu/ittraining/peoplesoft/student/student.asp>. Select the web link for the "Faculty Center" under "CMS Basics"

Instructor Initiated Drops

You have two options for reporting instructor initiated drops.

- Option 1 - Print a copy of your class roster from the Faculty Center, line through the student's name only (not CWID), note NS for "no show" or NP if the student lacks the prerequisites, **sign/date the page** with edits and return your class roster to the Admissions and Records Service Center (LH-114). If you have a multi-page list, submit the entire list.
- Option 2 - Complete the "old" Instructor-Initiated drop forms available in your department office.

These options are explained in more detail in the memo you will receive specifically related to instructor initiated drops. You may have students you drop for lack of prerequisites. However, as our system does prerequisite checking during registration, these types of instructor initiated drops should be less frequent.

On-line Grading

With on-line grading, there is no opportunity to add ("write in") a student on your grade roster and report the earned grade at the end of a term. **It is critical that students attending your class are listed on your official class roster available through the Faculty Center.** Questions? Contact Terri Simonton, Records Asst. Supervisor, at extension 2345.

TITANIUM Class Syllabus

- TITANIum - Access to TITANIum from the faculty /staff portal is through the "TITANIum" tab.
- Class syllabus - You will post your class syllabus by selecting the "Portal Messages" icon in the new faculty/staff portal.

Questions? Contact IT Department at extension 7777.

Should you have any questions regarding your class rosters or the enrollment status of a particular student, you may contact the Registration Coordinator, Hilda Guerrero, at extension 4901.

In compliance with CSU Chancellor's Office Executive Order 665 and Executive Order 1048, students may not be dropped from courses required for English or Math remediation. These courses include ENGL 99, ENGL 100, ENGL100W, ENGL 101, MATH 30A, MATH 30B, MATH 40 AND MATH 45. Students wishing to change sections of these courses must do so utilizing existing add/drop procedures by contacting the Admissions and Records Service Center. Students may contact the Admissions and Records Helpline for assistance at (657) 278-7601

MKW

cc: College Deans, Assoc. Deans, Chairs, Program Coordinators

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