REGISTERING FOR CLASSES USING TITAN ONLINE

How to Register for Classes – Getting Started

**Step 1**
From the CSUF homepage (www.fullerton.edu), log in using your campus user name and password.

**Step 2**
From your Student Portal click on Titan Online.

**Step 3**
Click on Student Center link.

**Step 4**
To register for a class, click on the “Add a Class” link. If you see a page asking you to select a registration term, select the term you want and press the “Continue” button.

Depending on what enrollment action you need, click on the “Add a Class” or “Drop a Class” link.

Select the term
REGISTERING FOR CLASSES USING TITAN ONLINE

Adding a Class

**Step 1**
Under the “add” tab, select the classes you want to add.

You can either conduct a search for classes or if you already know the class number (example: “10004”), you may enter it directly in the box.

**Basic Class Searches**
Include at least 2 search criteria in your class search.

In this initial search page you can indicate:
- Subject
- Course number
- Course Career

You also have the option to choose “Show Open Classes Only”.

Do not use the “Show Open Entry/Exit Classes Only” box. This is not relevant to the CSUF campus.

Once criteria are selected, hit the **SEARCH** button.

**NOTE:** Even though “Extended Education” is available as a course career for class search, all Extension Education registrations must go through the Extended Education office and will not be available through this enrollment procedure.
Search results will indicate the status of the class.
- Open
- Closed
- Wait list
Select the class you want to add by clicking [select class].

**Step 2**
Confirm your enrollment.

Click [NEXT] and follow the directions to proceed in your class enrollment.

The class is added to your enrollment shopping cart.

To finish enrollment, click on “Proceed to Step 2 of 3”.

**Step 3**
Click [FINISH ENROLLING].

If you successfully add your class, your enrollment will be confirmed. If there is a restriction, for example, you do not meet a pre-requisite or you have a hold on your record, you will be unable to add the class until you fix the problem.
Refining your class search

**Refine your search**

Click on “Additional Search Criteria” for more options to narrow your search.

**Special Search Options:**
1. GE courses
2. Interdisciplinary Programs

Under “Course Attribute” you can specify GE courses or Interdisciplinary programs for your search.

Click on the magnify glass 🕵️ next to Course Attribute and you’ll see two options.

After choosing GE or Interdisciplinary programs, next, click on the 🔍 symbol next to “course attribute values” to get a list of options.

Depending on your choice of GE or Interdisciplinary programs, these options will appear.

**GE values**

<table>
<thead>
<tr>
<th>Course Attribute Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.A.</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>I.B.</td>
<td>Written Communication</td>
</tr>
<tr>
<td>I.C.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>II.A.</td>
<td>Development of World Civiliz</td>
</tr>
<tr>
<td>II.A.1</td>
<td>American History</td>
</tr>
<tr>
<td>II.B.1</td>
<td>Government</td>
</tr>
<tr>
<td>III.A.1</td>
<td>Mathematics</td>
</tr>
<tr>
<td>III.A.2.A</td>
<td>Physical Science</td>
</tr>
<tr>
<td>III.A.2.B</td>
<td>Earth and Astronomical Science</td>
</tr>
<tr>
<td>III.A.2.C</td>
<td>Life Science</td>
</tr>
<tr>
<td>III.A.3</td>
<td>Imel &amp; Explor in NatSci &amp; Math</td>
</tr>
<tr>
<td>III.B.1</td>
<td>Introduction to the Arts</td>
</tr>
<tr>
<td>III.B.2</td>
<td>Introduction to the Humanities</td>
</tr>
<tr>
<td>III.B.3</td>
<td>Imel &amp; Exp in Arts &amp; Hum</td>
</tr>
<tr>
<td>III.B.4</td>
<td>Introduction to the Social Sci</td>
</tr>
<tr>
<td>III.B.5</td>
<td>Imel Exp &amp; Partic Exp in Soc Sci</td>
</tr>
<tr>
<td>IV</td>
<td>Lifelong Learning</td>
</tr>
<tr>
<td>V</td>
<td>Laboratory</td>
</tr>
<tr>
<td>V</td>
<td>Cultural Diversity</td>
</tr>
</tbody>
</table>

**Interdisciplinary program values**

<table>
<thead>
<tr>
<th>Course Attribute Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIANSTDS</td>
<td>Asian Studies</td>
</tr>
<tr>
<td>EUROSTDS</td>
<td>European Studies</td>
</tr>
<tr>
<td>FRESHPROP</td>
<td>Freshman Programs</td>
</tr>
<tr>
<td>GERONTLCY</td>
<td>Gerontology</td>
</tr>
<tr>
<td>LATINAMERS</td>
<td>Latin American Studies</td>
</tr>
<tr>
<td>WOMENSTDS</td>
<td>Women’s Studies</td>
</tr>
</tbody>
</table>
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Wait List Classes

NOTE: Waitlisting is available to all colleges. Check the section you are interested in waitlisting to see if the option is available.

Classes with Wait Lists
Some classes may fill up, but have a wait list available.

Search for classes with wait lists
To find classes that have waitlisting available, uncheck the box, “Show Open Classes Only”.

Classes with a wait list option will be included in your search results.

Search results will indicate the status of the class.
- = Open
- = Closed
△ = Wait list
Select the class you want to add by clicking

If you want to get on the wait list for a full class, check the wait list box.

Step 2
Confirm your enrollment.
Click NEXT and follow the directions to proceed in your class enrollment.

Step 3
Review class list and enrollment status.
REGISTRATION FOR CLASSES USING TITAN ONLINE

Dropping a Class

**Step 1**
Under the drop tab, select the class(es) you want to drop.

**Step 2**
Confirm your selection.
Click on “Finish Dropping” to confirm your choice.
Click “Cancel” if you changed your mind.

**Step 3**
View the results of your drop request.
Swapping a Class

**Step 1**
Under the "swap" tab, select the class you want to exchange from your class schedule.

All the classes that you are enrolled in are eligible for replacing with another open class.

**Step 2**
Choose the class you want as a replacement.
Use the search feature or if you know the Class Number, enter it.

**Step 3**
Confirm the trade of classes.

Make sure the class you are replacing and the class that will take its place are both correct.
When you are finished reviewing and ready to confirm this action, click on the Finish Swapping button.

The swapping of classes will be confirmed.

If you go to view your class schedule either by clicking on the tab or the button, you'll notice you have been dropped from the old class and enrolled in the new class you wanted as a replacement.