How to Register For Classes in the Student Center

This web-based tutorial is brought to you by Information Technology and Student Administration Staff.

Slide 1
Slide notes: Welcome to a tutorial on how to register for classes in the Student Center.

Slide 2
Slide notes: This web-based tutorial is brought to you by Information Technology and Student Administration staff. We will review all the steps for enrollment. This tutorial will take approximately 15 minutes to complete.

To maximize your viewing experience of this tutorial, please either turn on the sound or turn on the closed captioning feature located in the control panel on the bottom right of your screen.

Slide 3
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These topics will be covered:
* Adding a class
* Dropping a class
* Swapping a class
* Editing a class
* Waitlisting
* Making a payment
* Remediation/GE requirements

Slide 4
Slide notes: These topics will be covered: adding a class, dropping a class, swapping a class, editing a class, waitlisting, making a payment, and remediation and GE requirements.
Please note, students cannot register for Extended Education classes in the Student Center. These must be done through Extended Education.

Slide 5
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We will begin by viewing the registration appointment and checking for any holds on record.

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Slide 9
Slide notes: To find your registration appointment, look in the bottom-right hand corner, where there is a section entitled "Enrollment Dates." Your enrollment appointment will be listed. Click on "Details" to get more information.

Slide 10
Slide notes: The details of your enrollment appointment will appear outlined in a grid. You will find the start time and end time for your particular appointment. There is information about the maximum number of units you can register for, as well as the maximum number of units you may wait list.

Slide 11
Slide notes: When you want to return to the Student Center, remember don't use the back button on your browser or else you'll receive an error message. Instead, use the drop down menu, that allows you to jump back to the Student Center start page.

Slide 12
Slide notes:
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Slide 13
Slide notes: Next, let's check for holds. You cannot register for classes until you are released from your holds. Plan accordingly before your registration appointment time. A brief description of your holds will be available on this start page in the Student Center. Select the details link for more information.

Slide 14
Slide notes: A list of all your holds will appear. Select the specific Hold item to obtain more detailed information.

Slide 15
Slide notes: A detailed explanation and contact for resolving your hold will be available. Click the "return" button when you are finished.

Slide 16
Slide notes: Select the Student Center from the drop down menu to return to the main page.
Slide notes: This student's registration appointment is already active. Note, Titan 1 registration appointments will continue to be active throughout Titan 1. Students no longer have a limited "registration window" to complete their registration. Let's add a class. First, select the "Add a Class" link.

Slide notes: To add a class, enter a 5-digit class number if you know it. Otherwise use the class search function to find a class.
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Slide 21
Slide notes: In this example, we’ll search for a Psychology 101 class.

Slide 23
Slide notes:

Slide 24
Slide notes: The results of your search will appear. Notice that only three section options are shown. There are a total of 10 sections of this course. Click on "View all Sections" to see the entire list of sections offered.
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Slide 25
Slide notes: Scroll down to view the entire list.

Slide 26
Slide notes: Select the class you want.

Slide 27
Slide notes: The Enrollment Preferences page appears. For certain classes you can indicate enrollment preferences such as taking the class for a letter grade, or for credit/no credit. Select "Next" to continue.

Slide 28
Slide notes: The class you select is added to your enrollment shopping cart. You may continue adding more classes before finishing enrollment. Click on "Search" to continue adding classes. Or enter a 5-digit class number.
Slide 29
Slide notes: In this next example, we will search for a Communications 101 class, that has 2 required components: an activity and a discussion.

Slide 30
Slide notes: Note that this class requires both an activity and a discussion component. This means that if you register in the discussion, you will automatically also be registered in the associated activity section. If you register in the activity, you will automatically also be registered in the discussion section. Let's scroll down to see the combined sections area.

Slide 31
Slide notes: Note that this class requires both an activity and a discussion component. This means that if you register in the discussion, you will automatically also be registered in the associated activity section. If you register in the activity, you will automatically also be registered in the discussion section. Let's scroll down to see the combined sections area.

Slide 32
Slide notes: Here we can see that discussion sections 01, 03, 05 and 07 are combined and all meet in the same room at the same time. Sections that are croslisted across different departments would also display in the combined sections area. Click on "Select Class" to add the discussion component.
Slide 33
Slide notes: Note that the activity component was automatically added. Click "next" until the class is in the shopping cart.

Slide 35
Slide notes: Continue adding classes to your shopping cart until you are ready to finish the enrollment process. Your shopping cart contents will be displayed each time you select a class.

Slide 34
Slide notes:

Slide 36
Slide notes: Notice that we have added two more classes to our shopping cart.
Slide 37
Slide notes: At any point, if you want to remove a class from your shopping cart, you can click on the trash can to delete it from your list. You may choose to leave classes in your shopping cart and exit the Student Center. When you return to the Student Center at a later time, the shopping cart will still contain the contents you selected previously. You are not enrolled in the classes in your shopping cart. You must complete registration for those classes. To finish registering, select the "Proceed to Step 2 of 3" button.

Slide 38
Slide notes: Note that CAS 300 enrollment was unsuccessful due to unmet prerequisites.

Slide 39
Slide notes: You are given a chance to review your shopping cart once more before you confirm enrollment. Select "Finish Enrolling."

Slide 40
Slide notes: If you return later to the Student Center, notice that any classes that were unsuccessfully enrolled in will remain in the shopping cart. If you do not plan to get a permit to register for this class, you should delete it from your shopping cart. All successfully enrolled classes will appear in the "My Fall 2008 Class Schedule" section.
My Class Schedule

Enrolled classes are displayed in the section titled "My Class Schedule." The display defaults to a List View. Scroll down to see your entire schedule.
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Slide 45
Slide notes: Select the "Weekly Calendar View" for a graphical display of class meeting times.

Slide 46
Slide notes: Click on "Next week" to see the week of August 30th.

Registration Restrictions

Slide 47
Slide notes: Any of these pages can be printed using your internet browser's print option.

Slide 48
Slide notes: Registration Restrictions
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Slide 49
Slide notes: Let's take a look at what happens when there are registration restrictions on a class. In this example, Psychology 499 requires department consent. You will need to contact the department to get a permit to enroll in this class.

Slide 50
Slide notes: Note that this is also a variable unit class. You can choose how many units to register for.

Slide 51
Slide notes: Let's select 2 units. If a class has a fixed number of units, there will not be a pull-down list of choices. Only variable unit classes provide a choice of unit values to select.

Slide 52
Slide notes: Click "Next" to continue.
Slide 53
Slide notes: The class is placed in the shopping cart. Click "Proceed to step 2 of 3" to continue.

Slide 54
Slide notes: Select the "Finish Enrolling" button.

Slide 55
Slide notes: Adding the class was unsuccessful because a permit was not obtained. It is fine to leave the class in the shopping cart and obtain a permit to register for this class later.

Slide 56
Slide notes: Dropping Classes
To drop classes, click on the Drop tab in your menu.

Select the class or classes you want to drop.

Next, click on "Drop Selected Classes."

Click on "Finish Dropping."
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Slide 61
Slide notes: This page confirms your drop was successful.

Slide 62
Slide notes: Swapping Classes

Slide 63
Slide notes: You may swap between sections of the same course or swap one course for another. If the swap is unsuccessful, your class schedule will remain unchanged.

Click on the Swap tab in the menu. In the “Swap This Class” section, select the course you want to swap. Let’s say we want to swap KNES 100 section 03 for another section of that same course.
Slide 65
Slide notes: In the "With this Class" section, use the search option to find a different section of KNES100.

Slide 66
Slide notes:

Slide 67
Slide notes:

Slide 68
Slide notes:
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Slide 69
Slide notes: Select the section you want.

Slide 70
Slide notes: Select the section you want.

Slide 71
Slide notes: Click on "Next" to continue.

Slide 72
Slide notes: To confirm your selection, click on "Finish Swapping."
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Slide 73
Slide notes: Your swap request is confirmed.

Slide 74
Slide notes: Editing a class.

Slide 75
Slide notes: Some classes permit changing the grade option to credit/no credit versus receiving a grade. For variable unit classes you are allowed to change the number of units. To make these kinds of changes, click on the edit tab in the menu.

Slide 76
Slide notes: Select a class from the list of classes you are allowed to edit.
Slide 77
Slide notes: In this example, we are allowed to make edits to KNES 100.

Slide 78
Slide notes: Click on "Proceed to Step 2 of 3."

Slide 79
Slide notes: Currently this class is a graded class. We can change the grading option to the credit/no credit option.

Slide 80
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Slide 81
Slide notes: Select "Next"

Slide 82
Slide notes: Click on "Finish Editing."

Slide 83
Slide notes: Your edit request will be confirmed.

Slide 84
Slide notes: Waitlisting
For Fall 2008, waitlisting will be available for all College of Business classes other than some classes such as independent study. We hope to expand waitlisting to include more colleges beginning Spring 2009.

Slide 85
Slide notes: For Fall 2008, waitlisting will be available for all College of Business classes other than some classes such as independent study. We hope to expand waitlisting to include more colleges beginning Spring 2009.

Slide 86
Slide notes: Let's try registering for a closed class to get on the waitlist. Note that for classes that have been defined to allow waitlisting, once the class closes, no one can enroll in an empty seat except through the waitlist process. Click on "Add" to find a class you want to waitlist for. Click on "Search."

Slide 87
Slide notes: In this example, we will select Accounting 201B.

Slide 88
Slide notes:
Be sure to uncheck the “Show Open Classes Only” box, so that you can see both open and closed classes.
Slide 93
Slide notes: On the search results page, each class will have a status symbol identifying whether the class is open, closed, or available for waitlisting. Note, in these search results only 3 classes display initially, but there are a total of 9 sections. To view all 9 sections, click on the "View all Sections" link.

Slide 94
Slide notes: Note that there are 2 waitlist-able sections.

Slide 95
Slide notes:

Slide 96
Slide notes: Select the closed class you want to be waitlisted for.
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Slide 97
Slide notes: Select the "Wait list if class is full" check box.

Slide 98
Slide notes: Click "Next"

Slide 99
Slide notes: The class is added to the shopping cart.

Slide 100
Slide notes: Click on the "Proceed to Step 2 of 3" button.
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Slide 101
Slide notes: Click on the "Finish Enrolling" button to process your request to get on the waitlist.

Slide 102
Slide notes: Your waitlist request will be confirmed and you will receive a position number. In our example, the student has been placed first on the wait list. You may monitor your waitlist status and position on the waitlist by clicking on "My Class Schedule." A process will run nightly to enroll students off the waitlist in priority order if there are available seats in the class. You will be notified by email if you are enrolled off the waitlist.

Slide 103
Slide notes: More about "My Class Schedule"

Slide 104
Slide notes: To view your class schedule, click on the "My Class Schedule" tab in the menu at the top of the page. Note that the default setting is to show all enrolled, dropped and waitlisted classes. You can filter what you see by clicking on these check boxes. To only see waitlisted classes, uncheck the enrolled and dropped check boxes and then click on the "Filter" button.
The waitlisted class or classes will display with status information and a position report. This student is still on the waitlist in position number 1.

Slide notes: Making a payment
Slide 109
Slide notes: On the start page of the Student Center, a summary of what you owe is shown in the finances section. To make a payment, click on the "Make a payment" link or the "Account Inquiry" link.

Slide 110
Slide notes: The student in this example owes $1109.00 for Fall 2008. To see the payment due date and the breakdown of fees charged, click on the Charges Due tab.

Slide 111
Slide notes: The due date for payment is displayed on this page. Details of the types of fees and breakdown of amounts are shown.

Slide 112
Slide notes: To make a payment, click on the "Make a Payment" tab on this page or the "Make a Payment" link from the start page of the Student Center to pay these fees.
Slide 113
Slide notes: Select "University Account Balance."

Slide 114
Slide notes: Next, click on "make a payment." A new pop-up window will appear. If you have a pop up blocker, you may have to hold the CONTROL key while pressing the "make a payment" button. Continue holding the CONTROL key until a new window appears.

Slide 115
Slide notes: A page will appear asking verification of your email address. Choose whether you want to use the current address displayed or another preferred address.

Slide 116
Slide notes: Next, another page appears providing instructions to complete payment by Titan Card, credit card, checking account, or savings account.
Slide 117
Slide notes: If you would like to enroll in a payment plan, go to the main start page of the Student Center and click on the "Enroll in Payment Plan" link located in the Finances section. Follow the directions provided.

Slide 119
Slide notes: This student has a hold for English remediation. He is required to enroll in English remediation before enrolling in any other classes. To enroll, click on the "Add a Class" link.

Slide 120
Slide notes: A reminder to enroll in all required remediation classes will appear.
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Slide 121
Slide notes: Click "ok" to continue.

Slide 122
Slide notes: The Add Classes page will summarize all required remediation and basic subjects GE classes. There are instructions to only add these classes to your shopping cart and complete registration before enrolling in any other classes. See what happens if you try to register for something other than one of the required classes.

Slide 123
Slide notes:

Slide 124
Slide notes:
Slide 125
Slide notes: The class is added to the shopping cart, but instructions appear again to register for required remediation classes and GE courses first.

Slide 126
Slide notes: If we try to complete registration,

Slide 127
Slide notes: we ultimately receive an error message telling us to delete everything from the shopping cart other than the required remediation and GE classes. Once registered in those required classes, we may then continue to add other classes.

Slide 128
Slide notes: If you have questions about the features of the Student Center please feel free to contact us at cmssa@fullerton.edu.
End of presentation

Thank you for viewing this web tutorial.

End

Slide notes: End of presentation. Thank you for viewing this web tutorial.