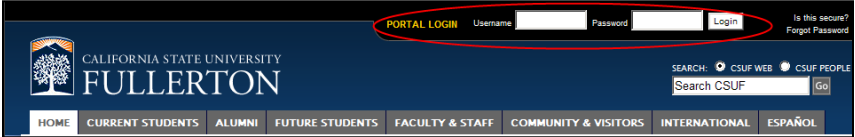
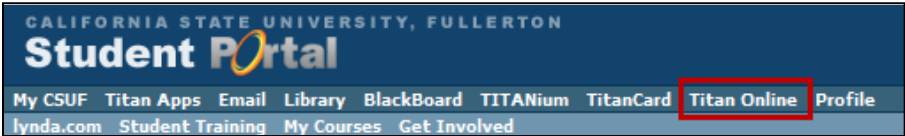


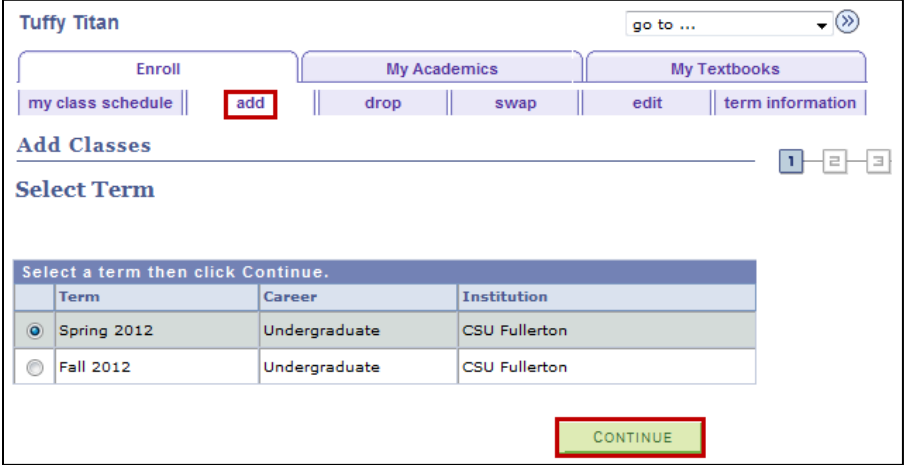



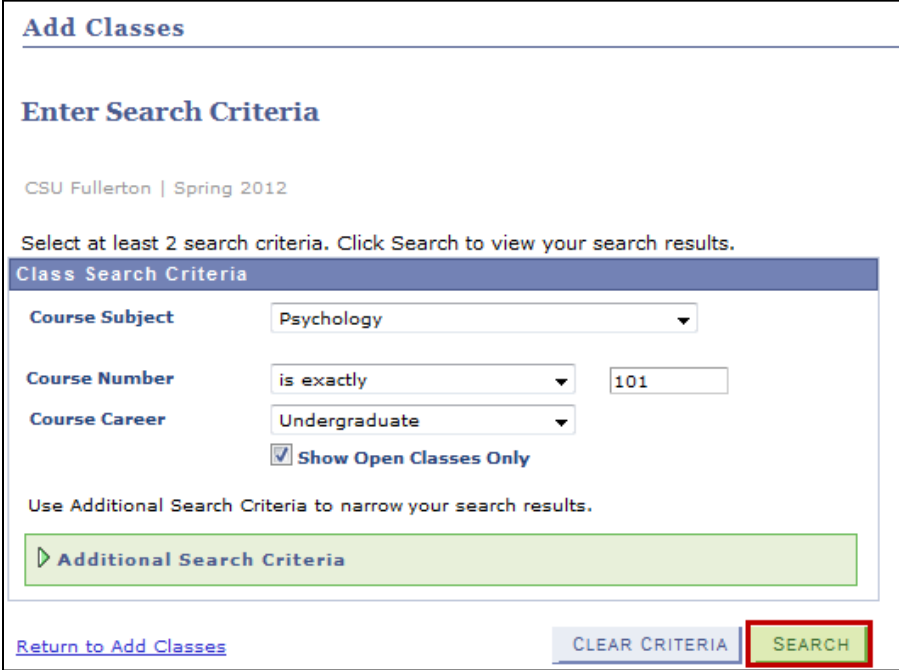

This quick reference guide covers how CSUF students use Titan Online to register for classes.

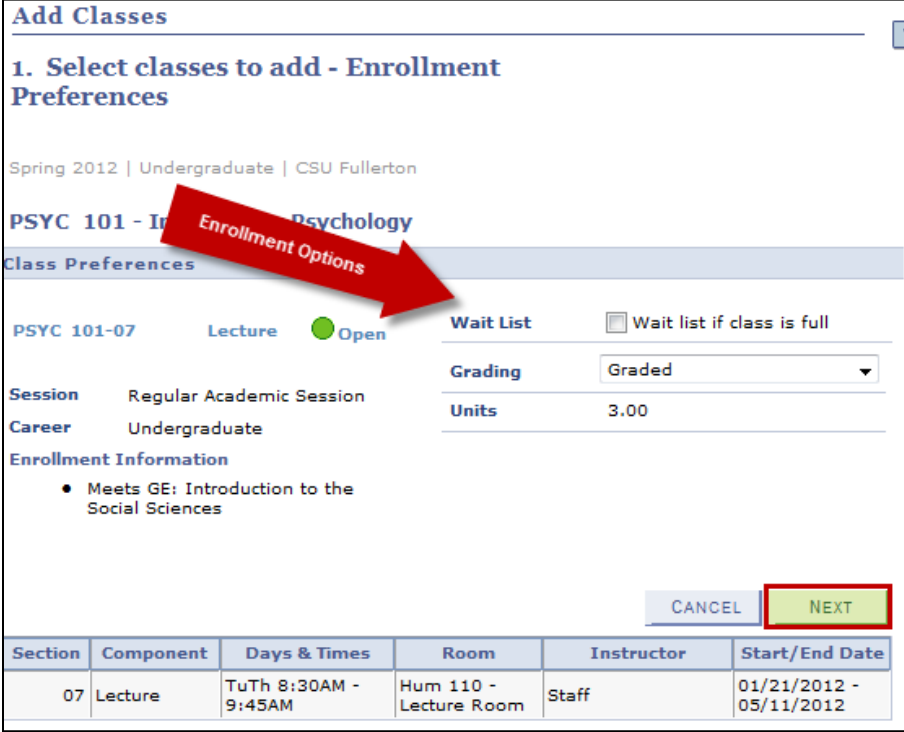
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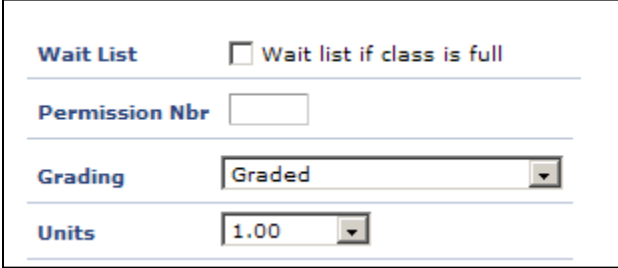
Navigating to Registration Menu.....	1
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Classes With Wait Lists.....	11
Dropping a Class.....	13
Swapping a Class.....	15
Editing a Class.....	17


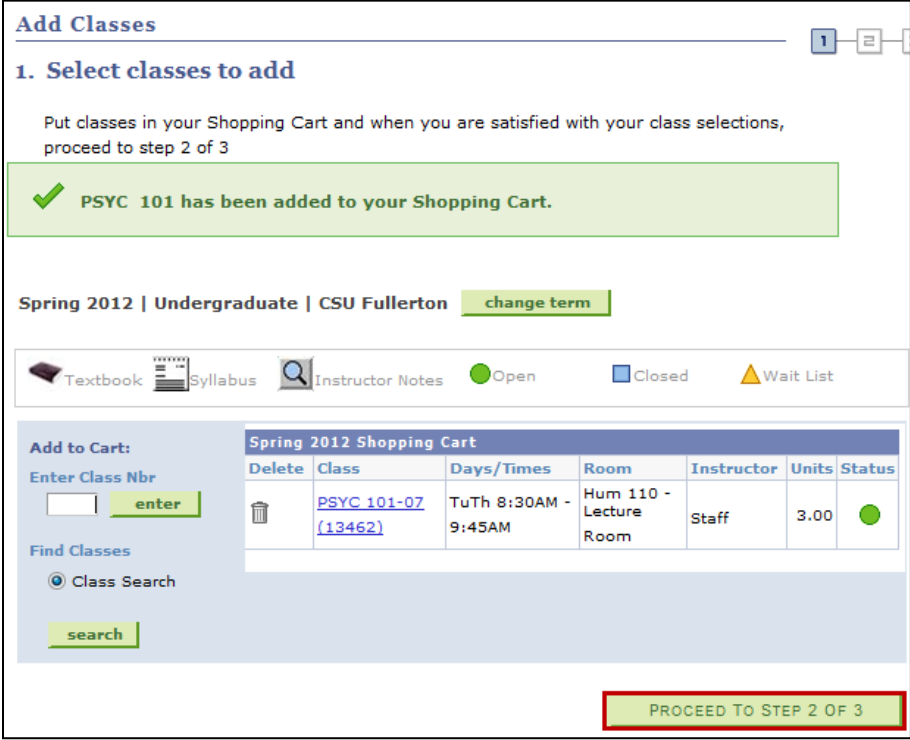
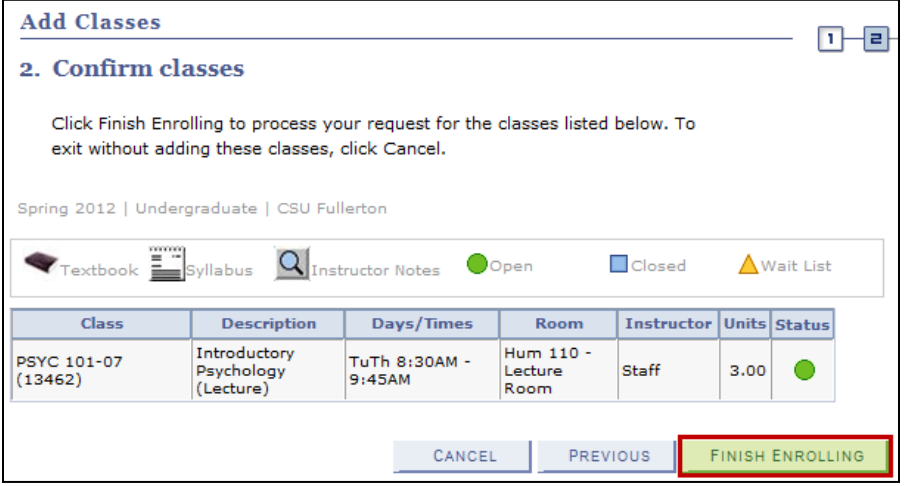
Processing Steps	Screen Shots
<p>Navigating to Registration Menu</p> <p>Step 1: Log in to the campus portal at www.fullerton.edu using your campus username and password.</p>	
<p>Step 2: Click on the Titan Online tab.</p>	
<p>Step 3: Click on the Student Center link in the Student Self Service section.</p>	

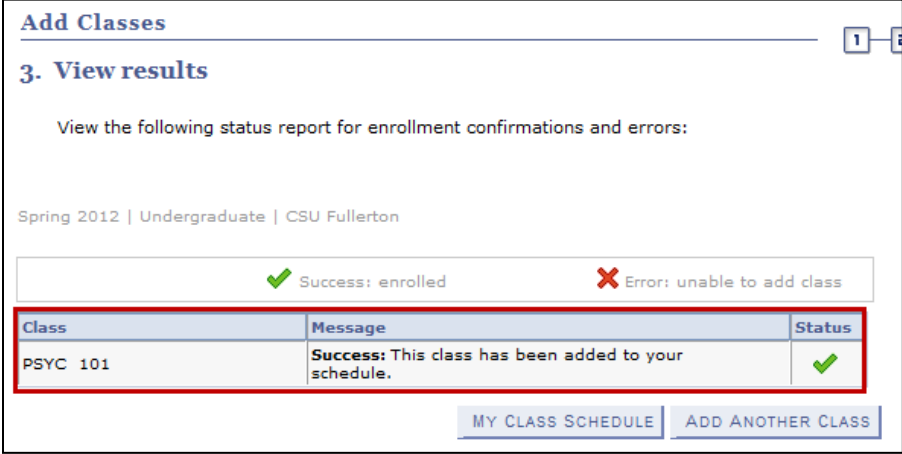
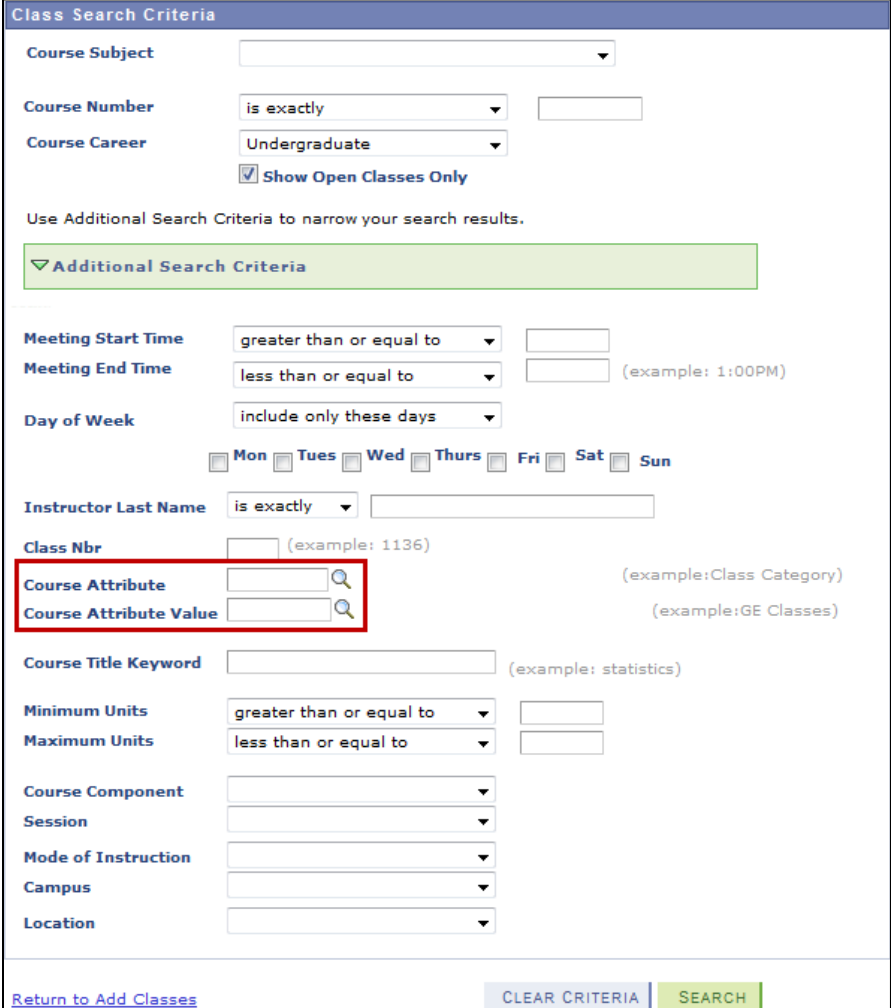
Processing Steps	Screen Shots									
<p>Step 4: Click on the Enroll link in the Academics section.</p> <p> You can also use the "Other Academic" drop-down menu to select a specific registration task (add, drop, edit, swap).</p>										
<p>Adding a Class</p> <p>Step 1: On the Add tab, select a registration term.</p> <p>Then click Continue.</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>	 <table border="1" data-bbox="581 989 1320 1115"> <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>	Term	Career	Institution	<input checked="" type="radio"/> Spring 2012	Undergraduate	CSU Fullerton	<input type="radio"/> Fall 2012	Undergraduate	CSU Fullerton
Term	Career	Institution								
<input checked="" type="radio"/> Spring 2012	Undergraduate	CSU Fullerton								
<input type="radio"/> Fall 2012	Undergraduate	CSU Fullerton								
<p>Step 2: If you know the class number (i.e. 10004) you wish to add, enter it in the Enter Class Nbr field and then click Enter.</p> <p>To search for classes, click Search.</p>										

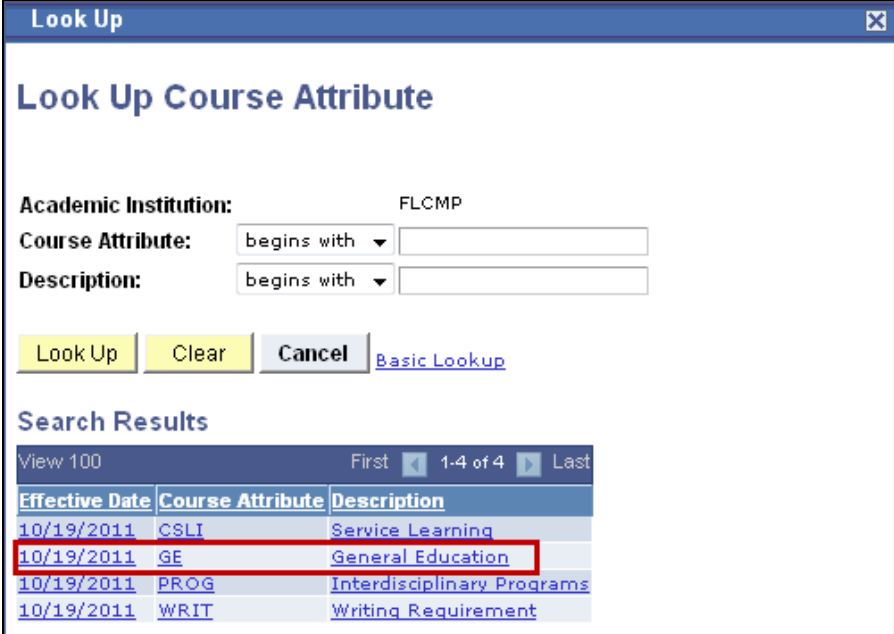
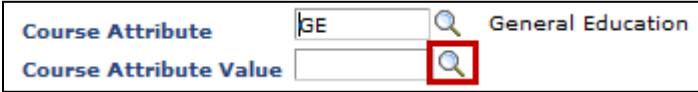
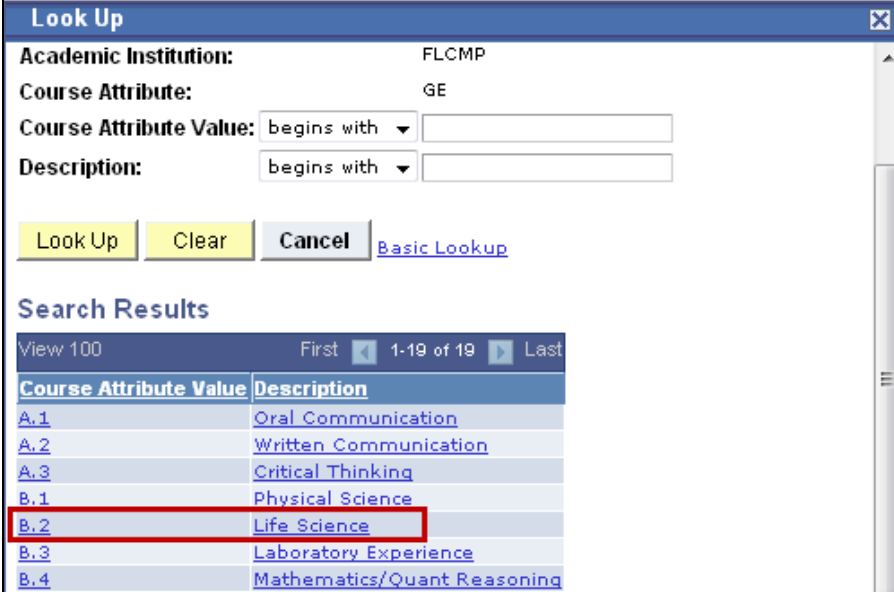
Processing Steps	Screen Shots
<p>Step 2a: Enter at least two search criteria when searching for a class.</p> <p>On this initial search page you can search by:</p> <ul style="list-style-type: none"> • Subject • Course number • Course Career <p>Place a check mark next to Show Open Classes Only if you wish to view only open classes.</p> <p>Click Search.</p>  <p>View the section of this guide on Refining Your Class Search to learn more about the Additional Search Criteria section.</p>	
<p>Step 2b: The Status field will indicate the status of the class:</p> <ul style="list-style-type: none"> • Open (●) • Closed (□) • Wait List (▲) <p>Select the class you want to add by clicking Select Class.</p>	

Processing Steps	Screen Shots												
<p>Step 3: 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 Next.</p>	 <table border="1" data-bbox="570 909 1458 993"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days & 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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07	Lecture	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	01/21/2012 - 05/11/2012								

Processing Steps	Screen Shots
<p>Step 3a: Enrollment Options: 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 "Edit" function.</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 "Edit" function.</p>	 <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Wait List: A checkbox labeled "Wait list if class is full". Permission Nbr: A text input field. Grading: A dropdown menu currently showing "Graded". Units: A dropdown menu currently showing "1.00".

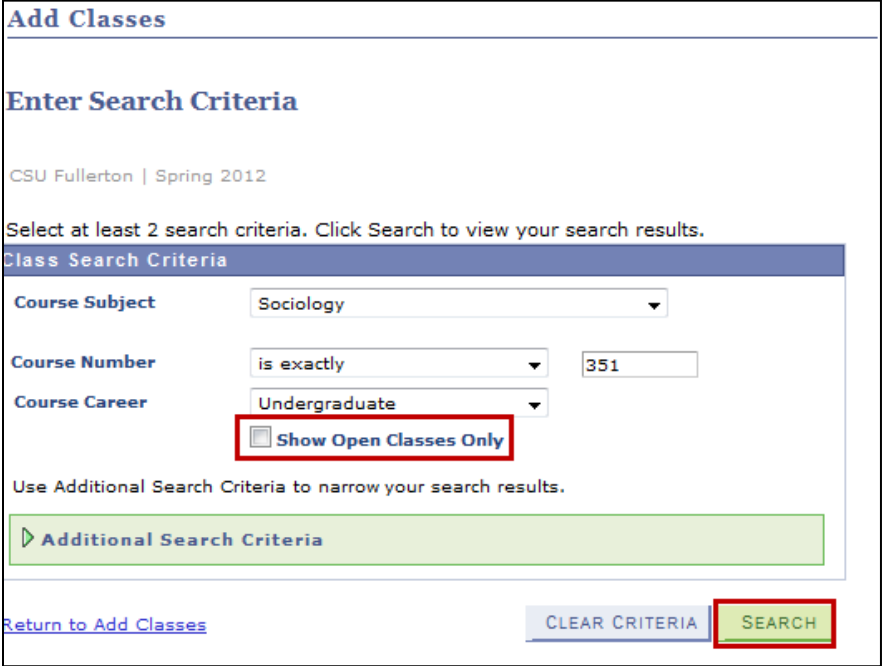
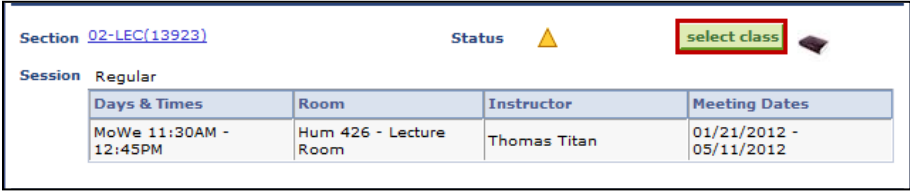
Processing Steps	Screen Shots																					
<p>Step 4: A confirmation message will indicate the class has been added to your Shopping Cart.</p> <p>To finish your enrollment, click Proceed To Step 2 Of 3.</p>  <p>Rather than enrolling in one class at a time, you could continue adding classes to your shopping cart until you are ready to “checkout” by proceeding to step 2 of 3.</p>	 <p>Add Classes</p> <p>1. Select classes to add</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 change term</p> <p>Textbook Syllabus Instructor Notes Open Closed Wait List</p> <table border="1"> <thead> <tr> <th colspan="7">Spring 2012 Shopping Cart</th> </tr> <tr> <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>PSYC 101-07 (13462)</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>PROCEED TO STEP 2 OF 3</p>	Spring 2012 Shopping Cart							Delete	Class	Days/Times	Room	Instructor	Units	Status		PSYC 101-07 (13462)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	
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<p>Step 5: Review the course(s) you are enrolling in.</p> <p>Click Finish Enrolling to complete your enrollment.</p>	 <p>Add Classes</p> <p>2. Confirm classes</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>CANCEL PREVIOUS FINISH ENROLLING</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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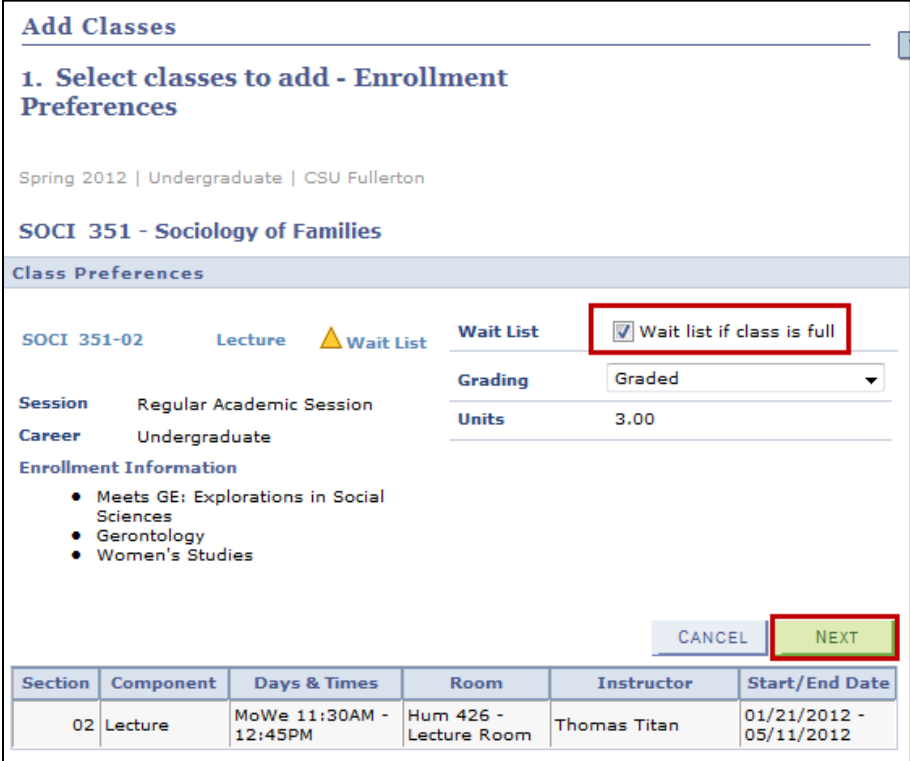
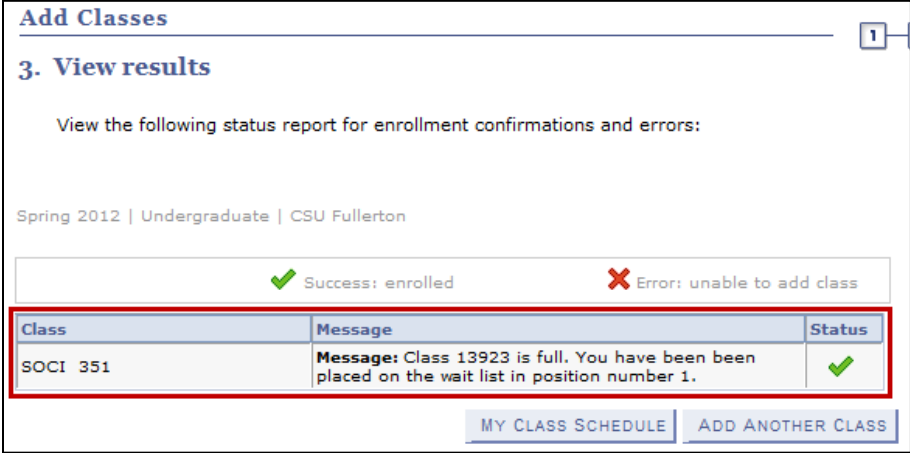
Processing Steps	Screen Shots						
<p>Step 6: If the class(es) are successfully added, your enrollment will be confirmed.</p> <p>If there were problems with the enrollment in any of the classes you were attempting to add, those will also be listed along with the reason that enrollment was unsuccessful. 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' interface. At the top, it says '3. View results'. Below that, it instructs the user to '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>Refining Your Class Search</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"> • GE courses • Interdisciplinary Programs • Service Learning • Writing Requirement <p>Step 1: Click on the magnifying glass icon () next to Course Attribute.</p>	 <p>The screenshot shows the 'Class Search Criteria' form. It includes fields for Course Subject, Course Number (with 'is exactly' dropdown), Course Career (with 'Undergraduate' dropdown), and a checked 'Show Open Classes Only' option. There is a section for 'Additional Search Criteria' which is expanded. Below this are fields for Meeting Start Time (greater than or equal to), Meeting End Time (less than or equal to), Day of Week (include only these days), and checkboxes for days of the week (Mon, Tues, Wed, Thurs, Fri, Sat, Sun). The 'Instructor Last Name' field is set to 'is exactly'. The 'Class Nbr' field has an example '(example: 1136)'. The 'Course Attribute' and 'Course Attribute Value' fields are highlighted with a red box, and the 'Course Attribute' field has a magnifying glass icon. Other fields include Course Title Keyword (example: statistics), Minimum Units (greater than or equal to), Maximum Units (less than or equal to), Course Component, Session, Mode of Instruction, Campus, and Location. Buttons for 'Return to Add Classes', 'CLEAR CRITERIA', and 'SEARCH' are at the bottom.</p>						



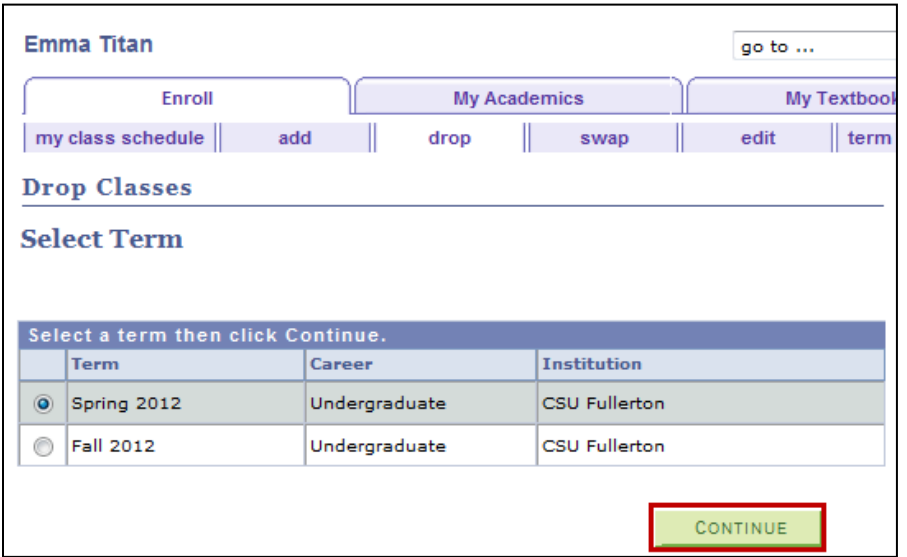
Processing Steps	Screen Shots																
<p>Step 2: Select the type of course you wish to look up.</p>	 <p>Look Up</p> <p>Look Up Course Attribute</p> <p>Academic Institution: FLCMP</p> <p>Course Attribute: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Course Attribute</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10/19/2011</td> <td>CSLI</td> <td>Service Learning</td> </tr> <tr> <td>10/19/2011</td> <td>GE</td> <td>General Education</td> </tr> <tr> <td>10/19/2011</td> <td>PROG</td> <td>Interdisciplinary Programs</td> </tr> <tr> <td>10/19/2011</td> <td>WRIT</td> <td>Writing Requirement</td> </tr> </tbody> </table>	Effective Date	Course Attribute	Description	10/19/2011	CSLI	Service Learning	10/19/2011	GE	General Education	10/19/2011	PROG	Interdisciplinary Programs	10/19/2011	WRIT	Writing Requirement	
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<p>Step 3: Click on the magnifying glass icon (🔍) next to Course Attribute Value.</p>	 <p>Course Attribute GE 🔍 General Education</p> <p>Course Attribute Value <input type="text"/> 🔍</p>																
<p>Step 4: Select the specific type of course you wish to look up.</p>	 <p>Look Up</p> <p>Academic Institution: FLCMP</p> <p>Course Attribute: GE</p> <p>Course Attribute Value: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-19 of 19 Last</p> <table border="1"> <thead> <tr> <th>Course Attribute Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A.1</td> <td>Oral Communication</td> </tr> <tr> <td>A.2</td> <td>Written Communication</td> </tr> <tr> <td>A.3</td> <td>Critical Thinking</td> </tr> <tr> <td>B.1</td> <td>Physical Science</td> </tr> <tr> <td>B.2</td> <td>Life Science</td> </tr> <tr> <td>B.3</td> <td>Laboratory Experience</td> </tr> <tr> <td>B.4</td> <td>Mathematics/Quant Reasoning</td> </tr> </tbody> </table>	Course Attribute Value	Description	A.1	Oral Communication	A.2	Written Communication	A.3	Critical Thinking	B.1	Physical Science	B.2	Life Science	B.3	Laboratory Experience	B.4	Mathematics/Quant Reasoning
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Processing Steps	Screen Shots
<p>Step 5: Enter additional search criteria if desired.</p> <p>Then click Search.</p>	<p>Class Search Criteria</p> <p>Course Subject <input type="text"/></p> <p>Course Number is exactly <input type="text"/></p> <p>Course Career Undergraduate <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Open Classes Only</p> <p>Use Additional Search Criteria to narrow your search results.</p> <p>Additional Search Criteria</p> <p>Meeting Start Time greater than or equal to <input type="text"/></p> <p>Meeting End Time less than or equal to <input type="text"/> (example: 1:00PM)</p> <p>Day of Week include only these days <input type="text"/></p> <p><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun</p> <p>Instructor Last Name is exactly <input type="text"/></p> <p>Class Nbr <input type="text"/> (example: 1136)</p> <p>Course Attribute GE <input type="text"/> General Education (example:Class Category)</p> <p>Course Attribute Value B.2 <input type="text"/> Life Science (example:GE Classes)</p> <p>Course Title Keyword <input type="text"/> (example: statistics)</p> <p>Minimum Units greater than or equal to <input type="text"/></p> <p>Maximum Units less than or equal to <input type="text"/></p> <p>Course Component <input type="text"/></p> <p>Session <input type="text"/></p> <p>Mode of Instruction <input type="text"/></p> <p>Campus <input type="text"/></p> <p>Location <input type="text"/></p> <p>Return to Add Classes CLEAR CRITERIA SEARCH</p>

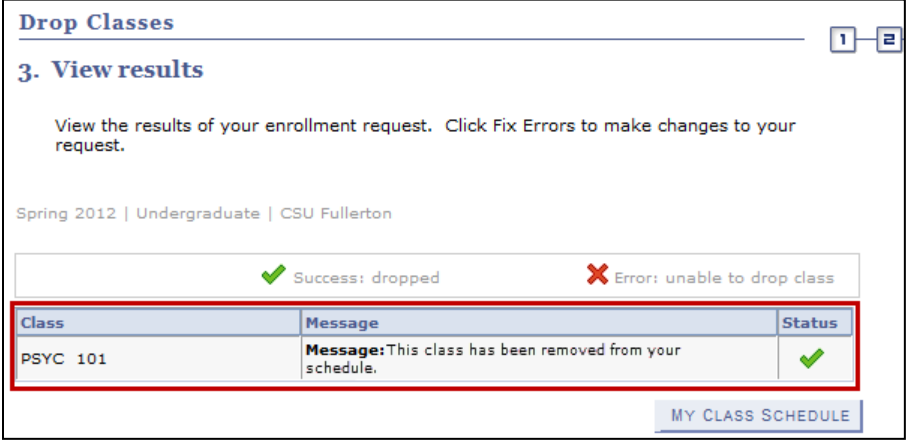


Processing Steps	Screen Shots																				
<p>Step 6: Your search results appear.</p>	<div data-bbox="570 275 1425 1163"> <h3>Search Results</h3> <p>When available, click View All Sections to see all sections of the course.</p> <p>CSU Fullerton Spring 2012</p> <p>The following classes match your search criteria Course Career: Undergraduate, Show Open Classes Only: Yes</p> <p>Return to Add Classes START A NEW SEARCH</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Textbook Syllabus Instructor Notes Open Closed Wait List </div> <p>BIOL 101 - Elements of Biology</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right;">First 1 of 1 Last</p> <p>Section 22-LEC(19167) Status ● select class </p> <p>Session Regular</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Days & 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>BIOL 102 - Biology for Future Teachers</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">First 1-2 of 2 Last</p> <p>Section 02-ACT(10431) Status ● select class </p> <p>Session Regular</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Days & 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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Processing Steps	Screen Shots								
<p><u>Classes With Wait Lists</u></p> <p>Some courses offer a wait list option if the course is full.</p> <p><u>Step 1:</u> To see courses that may be full but have an available wait list, un-check the Show Open Classes Only option.</p> <p>Enter the rest of your search criteria.</p> <p>Then click Search.</p>									
<p><u>Step 2:</u> A course that is full but offers a wait list will have a Wait List status icon (▲).</p> <p>Click Select Class to be added to the wait list.</p>	 <table border="1" data-bbox="656 1119 1458 1192"> <thead> <tr> <th>Days & 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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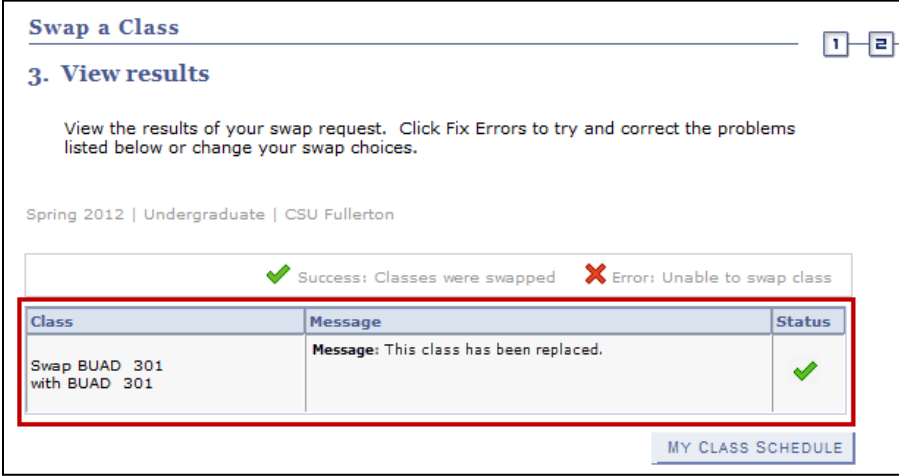
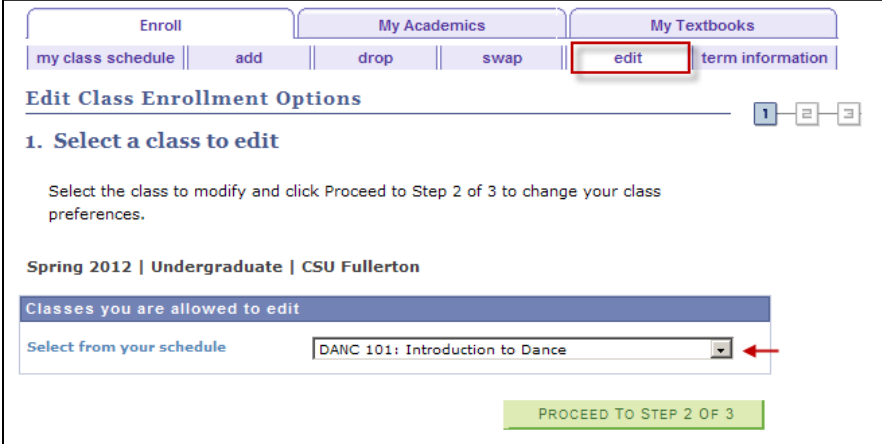
Processing Steps	Screen Shots												
<p>Step 3: Place a check mark next to Wait list if class is full.</p> <p>Then click Next to continue enrolling in the class.</p>  See the section on Adding a Class for more information on enrolling in a class.	 <p>Add Classes</p> <p>1. Select classes to add - Enrollment Preferences</p> <p>Spring 2012 Undergraduate CSU Fullerton</p> <p>SOCI 351 - Sociology of Families</p> <p>Class Preferences</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>Units 3.00</p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> • Meets GE: Explorations in Social Sciences • Gerontology • Women's Studies <p>CANCEL NEXT</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days & 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>Step 4: 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>Add Classes</p> <p>3. View results</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>Message: 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	Message: Class 13923 is full. You have been placed on the wait list in position number 1.	✓						
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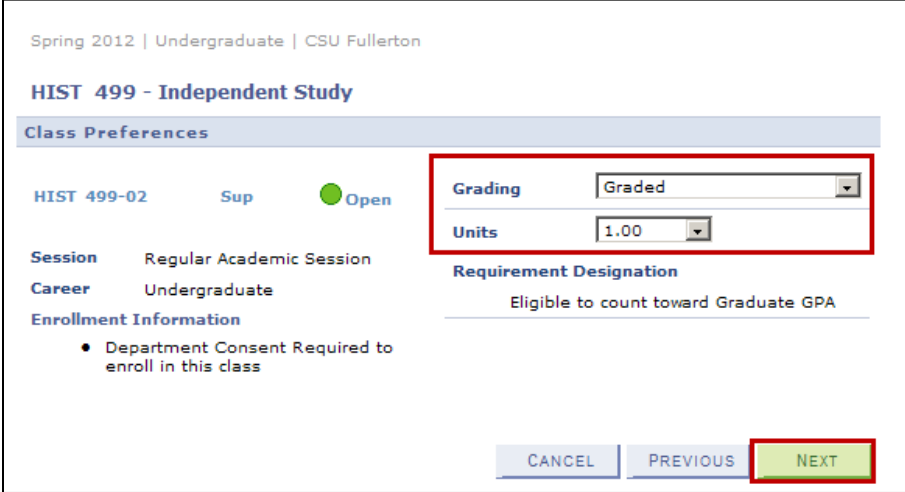

Processing Steps	Screen Shots															
<p>Dropping a Class</p> <p>Step 1: To drop a class, navigate to the registration menu and then select Drop.</p>	 <p>The screenshot shows the user interface for Emma Titan. At the top, there is a 'go to ...' dropdown menu. Below it are three main tabs: 'Enroll', 'My Academics', and 'My Textbooks'. Under the 'My Academics' tab, there is a row of buttons: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'drop' button is highlighted with a red border.</p>															
<p>Step 2: Select a registration term.</p> <p>Then click Continue.</p> <p> This step will be bypassed if only one registration term is available to you.</p>	 <p>The screenshot shows the 'Drop Classes' section. At the top, there is a 'go to ...' dropdown menu. Below it are three main tabs: 'Enroll', 'My Academics', and 'My Textbooks'. Under the 'My Academics' tab, there is a row of buttons: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. Below this is the heading 'Drop Classes' and 'Select Term'. A table is displayed with the following data:</p> <table border="1" data-bbox="586 926 1455 1066"> <thead> <tr> <th colspan="3">Select a term then click Continue.</th> </tr> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Spring 2012</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> <tr> <td><input type="radio"/></td> <td>Fall 2012</td> <td>Undergraduate</td> <td>CSU Fullerton</td> </tr> </tbody> </table> <p>At the bottom right of the screenshot, there is a green 'CONTINUE' button highlighted with a red border.</p>	Select a term then click Continue.				Term	Career	Institution	<input checked="" type="radio"/>	Spring 2012	Undergraduate	CSU Fullerton	<input type="radio"/>	Fall 2012	Undergraduate	CSU Fullerton
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Processing Steps	Screen Shots																																																								
<p>Step 3: Place a check mark next to the class(es) you want to drop.</p> <p>Then click Drop Selected Classes.</p>	<div data-bbox="570 275 1463 1066"> <p>Drop Classes</p> <p>1. Select classes to drop</p> <p>Select the classes to drop and click Drop Selected Classes.</p> <p>Spring 2012 Undergraduate CSU Fullerton change term</p> <p style="text-align: right;"> ✔ Enrolled ✖ Dropped ▲ Wait Listed </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <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><input type="checkbox"/></td> <td>BUAD 301-18 (10634)</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> <tr> <td><input type="checkbox"/></td> <td>ECON 315-03 (11184)</td> <td>Intermed Bus Microecon (Discussion)</td> <td>TuTh 10:00AM - 11:15AM</td> <td>SGMH 1502 - Lecture</td> <td>M. Rahmatian</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FIN 320-03 (19089)</td> <td>Business Finance (Lecture)</td> <td>MoWe 11:30AM - 12:45PM</td> <td>SGMH 1313 - Lecture</td> <td>M. Milligan</td> <td>3.00</td> <td style="text-align: center;">▲</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ISDS 361A-86 (12401)</td> <td>Qba: Prob & Stat (Discussion)</td> <td>MoWe 4:00PM - 5:15PM</td> <td>IRVC-215 - Lecture Room</td> <td>L. Tambayong</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MKTG 351-09 (13047)</td> <td>Principles of Marketing (Lecture)</td> <td>TuTh 11:30AM - 12:45PM</td> <td>SGMH 1502 - Lecture</td> <td>S. Thomas</td> <td>3.00</td> <td style="text-align: center;">✔</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <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 style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right; border: 1px solid red; padding: 5px;">DROP SELECTED CLASSES</p> </div>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input type="checkbox"/>	BUAD 301-18 (10634)	Adv Business Communication (Seminar)	Tu 4:00PM - 6:45PM	SGMH 2112 - Computer Lab	S. Yasger	3.00	✔	<input type="checkbox"/>	ECON 315-03 (11184)	Intermed Bus Microecon (Discussion)	TuTh 10:00AM - 11:15AM	SGMH 1502 - Lecture	M. Rahmatian	3.00	✔	<input type="checkbox"/>	FIN 320-03 (19089)	Business Finance (Lecture)	MoWe 11:30AM - 12:45PM	SGMH 1313 - Lecture	M. Milligan	3.00	▲	<input type="checkbox"/>	ISDS 361A-86 (12401)	Qba: Prob & Stat (Discussion)	MoWe 4:00PM - 5:15PM	IRVC-215 - Lecture Room	L. Tambayong	3.00	✔	<input type="checkbox"/>	MKTG 351-09 (13047)	Principles of Marketing (Lecture)	TuTh 11:30AM - 12:45PM	SGMH 1502 - Lecture	S. Thomas	3.00	✔	<input checked="" type="checkbox"/>	PSYC 101-07 (13462)	Introductory Psychology (Lecture)	TuTh 8:30AM - 9:45AM	Hum 110 - Lecture Room	Staff	3.00	✔
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<p>Step 4: To confirm that you want to drop the class(es), click Finish Dropping.</p> <p>Or click Cancel to stay enrolled in the class(es).</p>	<div data-bbox="570 1163 1463 1640"> <p>Drop Classes</p> <p>2. Confirm your selection</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 style="text-align: right;"> ✔ Enrolled ✖ Dropped ▲ Wait Listed </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">✔</td> </tr> </tbody> </table> <p style="text-align: right;"> CANCEL PREVIOUS FINISH DROPPING </p> </div>	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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<p>Step 5: If the drop was successful, you will receive a confirmation message.</p>	 <p>Drop Classes</p> <p>3. View results</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>Success: dropped Error: unable to drop class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>PSYC 101</td> <td>Message: This class has been removed from your schedule.</td> <td>✓</td> </tr> </tbody> </table> <p>MY CLASS SCHEDULE</p>	Class	Message	Status	PSYC 101	Message: This class has been removed from your schedule.	✓
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<p>Swapping a Class</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>Step 1: To swap a class, navigate to the registration menu and then select Swap.</p>	 <p>Emma Titan</p> <p>Enroll My Academics My Textbooks</p> <p>my class schedule add drop swap edit term information</p>						
<p>Step 2: 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>Swap a Class</p> <p>1. Select a class to swap</p> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Spring 2012 Undergraduate CSU Fullerton change term</p> <p>Swap This Class</p> <p>Select from your schedule BUAD 301: Adv Business Communication</p>						

Processing Steps	Screen Shots
<p>Step 3: 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 Enter Class Nbr field and then click Enter.</p> <p>To search for classes, click Search.</p> <p> View the section on Adding a Class for more on searching for classes.</p>	
<p>Step 4: 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 Finish Swapping, or click Cancel to stay enrolled in the class you had wanted to replace.</p>	

Processing Steps	Screen Shots						
<p>Step 5: If the swap is successful, you will receive a confirmation message.</p>	 <p>Swap a Class</p> <p>3. View results</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>Success: Classes were swapped Error: Unable to swap class</p> <table border="1"> <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>✓</td> </tr> </tbody> </table> <p>MY CLASS SCHEDULE</p>	Class	Message	Status	Swap BUAD 301 with BUAD 301	Message: This class has been replaced.	✓
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<p>Editing a Class</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>Step1: Select the Edit 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>Enroll My Academics My Textbooks</p> <p>my class schedule add drop swap edit term information</p> <p>Edit Class Enrollment Options</p> <p>1. Select a class to edit</p> <p>Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.</p> <p>Spring 2012 Undergraduate CSU Fullerton</p> <p>Classes you are allowed to edit</p> <p>Select from your schedule DANC 101: Introduction to Dance</p> <p>PROCEED TO STEP 2 OF 3</p>						

Processing Steps	Screen Shots						
<p>Step 2: 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 Next 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 Next.</p>	 <p>Spring 2012 Undergraduate CSU Fullerton</p> <p>HIST 499 - Independent Study</p> <p>Class Preferences</p> <p>HIST 499-02 Sup ● Open</p> <p>Grading Graded</p> <p>Units 1.00</p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Requirement Designation Eligible to count toward Graduate GPA</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> Department Consent Required to enroll in this class <p>CANCEL PREVIOUS NEXT</p>						
<p>Step 3: Click Finish Editing to complete the change or Cancel to leave the enrollment unchanged.</p>	 <p>Spring 2012 Undergraduate CSU Fullerton</p> <table border="1"> <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> <p>CANCEL FINISH EDITING</p>	Class Attribute	Original Value	New Value	Units	1.00	2.00
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