

Adding a Class

This article covers how CSUF students can enroll in a class.

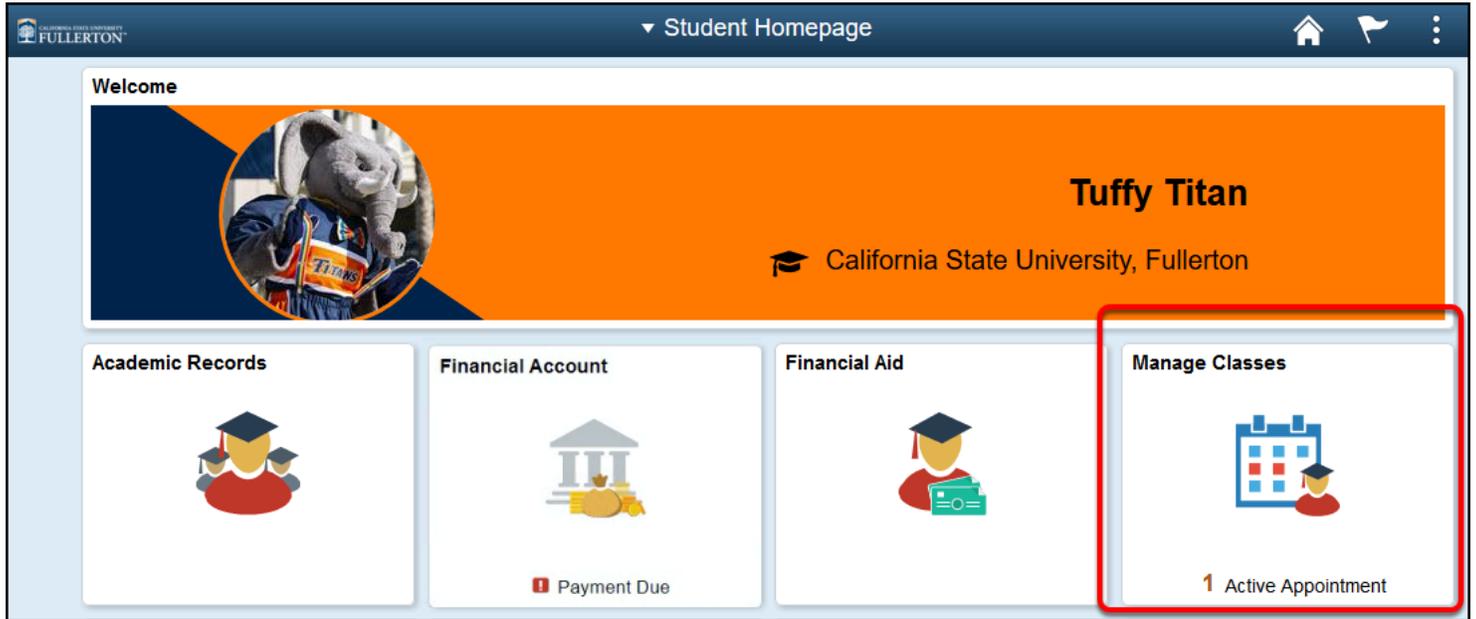
 Be sure to review the [Registration Calendars](#) to check when you can enroll in classes using this process.

 Note that you can use the Class Search and Enroll feature to view available classes prior to registering. This allows you to add a course to your favorites and save time locating it later when you are ready to register.

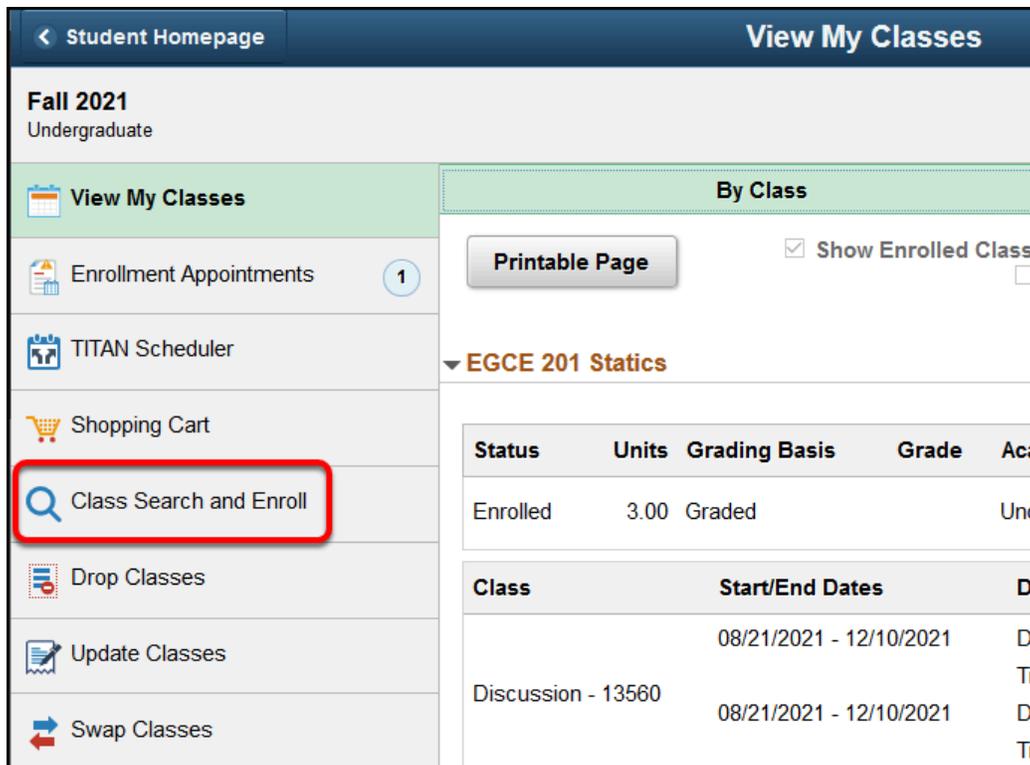
1. Log in to the campus portal and access the Student Homepage in Titan Online.

[View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on Manage Classes.



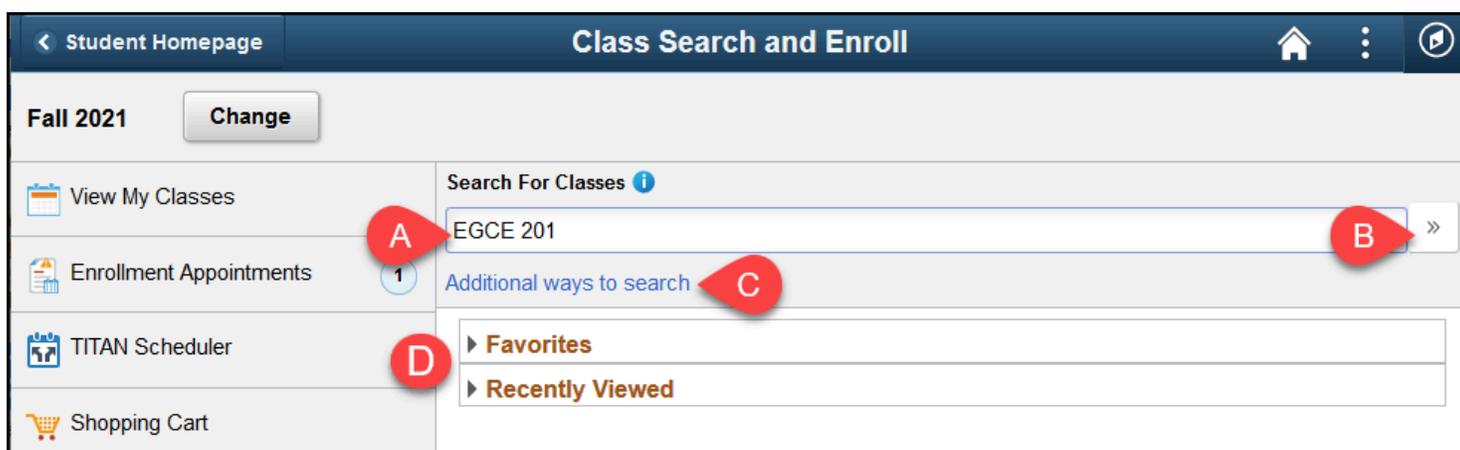
3. Click on Class Search and Enroll in the left menu.



4. Select the term for which you want to enroll.



5. Enter a keyword for the search and then click the double arrow button to search. Or use additional search options, favorites, or recently viewed to locate a class.

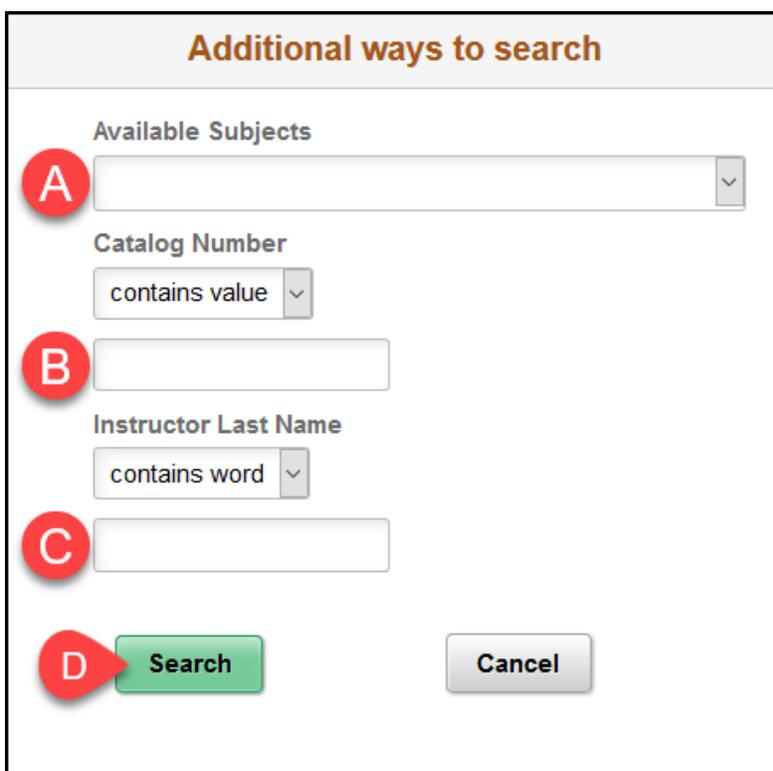


- Enter a keyword for the search such as the course, subject, class, or topic.
- Then click the double arrow button to search.
- Click **Additional ways to search** to search by a list of available subjects, catalog number, or Instructor last name.
- If you have marked a course as a favorite or viewed courses, you can expand **Favorites** or **Recently Viewed** to view and select them.

View more information on additional ways to search

Enter one or more search criteria. Then click Search.

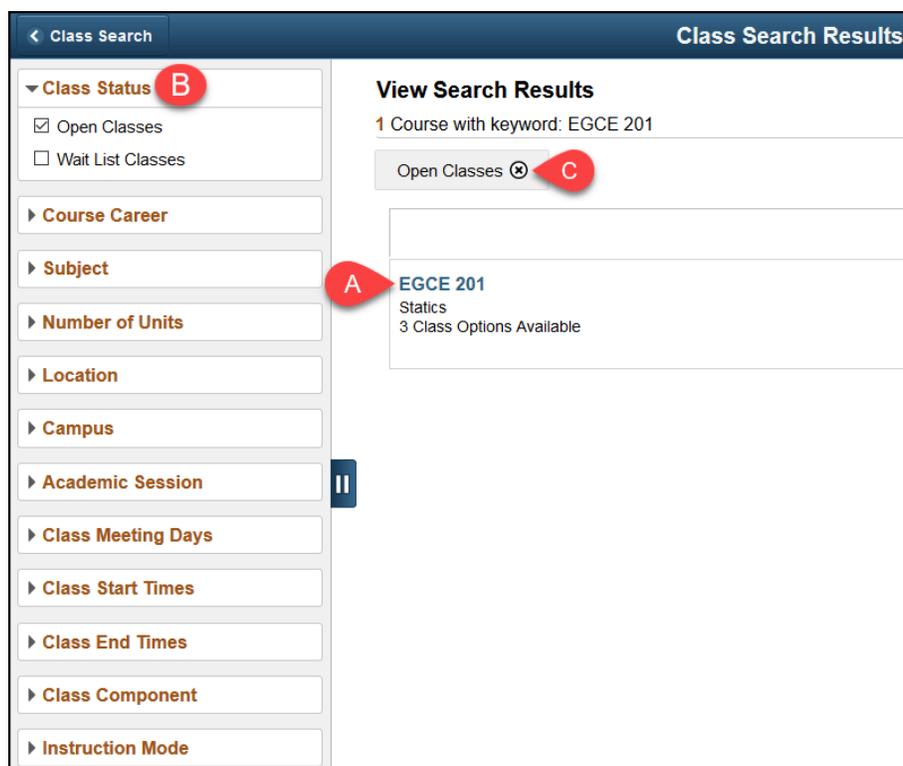
 This search is especially useful if you want to find a specific course taught by a specific instructor.



- A. **Available Subjects** allows you to choose a specific course subject (e.g., American Studies, Psychology)
- B. **Catalog Number** allows you to enter the number of the course (e.g., 101, 200, 305).
- C. **Instructor Last Name** allows you to search for a specific instructor by their last name.

6. Choose a search result to view available class options. You

can also use the filters on the left to narrow down your results.



- A. Click on a search result to view available class options.
- B. You can use the filters on the left to narrow down your search results. For example, you could change the Class Status to show both Open Classes and Wait List Classes.
- C. By default, you will see only open classes, but you can click on the x next to the Open Classes filter to remove it and see all classes (open, closed, wait list).

View more information about filters

Place a checkmark next to a filter to apply it. The search results will automatically update as you select filters. Uncheck a filter to remove it.

 Only available filters for your search criteria will appear. If you are not seeing a specific filter, try altering your search criteria.

Class Search

- ▼ **Class Status**
 - Open Classes
 - Wait List Classes
 - Closed Classes
- ▼ **Course Career**
 - Postbaccalaureate
 - Undergraduate
- ▼ **Subject**
 - PSYC-1/psychology
- ▼ **Number of Units**
 - 1 - 3 Units
- ▼ **Location**
 - Fullerton Campus
- ▼ **Campus**
 - Fullerton Campus
- ▼ **Academic Session**
 - Regular Academic Session
- ▼ **Class Meeting Days**
 - Mon-Wed-Fri
 - Tue-Thurs
 - Fri-Sat
 - Weekdays
- ▼ **Class Start Times**
 - Start 8am - 12pm
 - Start 12pm - 7pm
 - Start 7pm - 10pm
- ▼ **Class End Times**
 - End 8am - 12pm
 - End 12pm - 4pm
 - End 4pm - 7pm
 - End 7pm - 11pm
- ▼ **Class Component**
 - Activity
 - Discussion
 - Laboratory
 - Lecture
 - Practicum
 - Seminar
 - Supervision
- ▼ **Instruction Mode**
 - In Person
 - Web
- ▼ **Requirement Designation**
 - Eng to count but Graduate GPA
- ▼ **Class Attribute**
 - Fully On-line/On-Line
 - Writing Requirement/Graduate Writing
 - Not Cost Course Material/Free Course Material

7. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course or add the course to your favorites.

Fall 2021

View My Classes

Enrollment Appointments 1

TITAN Scheduler

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

EGCE 201

Statics

★ Add to favorite courses **D**

▶ **Course Information** **C**

▼ **Class Selection**

Select a class option ⓘ Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic S	Discussion - 13560 B	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction	Leia Organa	Open Seats 6 of 40
					Monday Wednesday 1:00PM to 2:15PM	EC 067 - Lecture Room	Leia Organa	>
2	Open	Regular Academic Session	Discussion - 13932	08/21/2021 - 12/10/2021	Tuesday Thursday 1:00PM to 2:15PM	WEB Hybrid Instruction	Ahsoka Tano	Open Seats 8 of 40
					Tuesday Thursday 1:00PM to 2:15PM	GH 302 - Lecture Room	Ahsoka Tano	>
3	Open	Regular Academic Session	Discussion - 20325	08/21/2021 - 12/10/2021	Tuesday Thursday 2:30PM to 3:45PM	Hum 123 - Lecture Room	Padme Amidala Naberrie	Open Seats 1 of 40
					Tuesday Thursday 2:30PM to 3:45PM	WEB Hybrid Instruction	Padme Amidala Naberrie	>

- Click on the class section you want to enroll in.
- For more information about the class section including meeting times and prerequisites, click on the link in the Class column.
- Expand Course Information to view the course description, number of units, and other course details.
- Click **Add to favorite courses** to add this course to your favorites.

8. Review the class section details, including the meeting days and times as well as the final exam schedule. Check the Option Status to see the current status of the class section (Open, Wait List, Closed) and the Seats for the number of open seats left. Then click Next.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 1 of 4: Review Class Selection

You have selected
EGCE 201 Statics

Option Status: Open **A**

Class	Session	Meeting Dates	Days and Times	Seats B
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	Open Seats 6 of 40

Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/13/2021	1:00PM	2:50PM	EC067

C **Next** >

- A. Check the Option Status to see the current status of the course: Open, Wait List, or Closed.
- B. Check the Seats to see the current number of open seats or waitlist available places in the class.
- C. Click **Next** to continue registering.

9. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

! If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment.

If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

- i** If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

Class Search and Enroll

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

EGCE 201 Statics
Discussion - 13560 - Open

Add to waitlist if class is full? **Yes** **A**

Grading Basis **B**
Graded

Units **C**
1.00

Requirement Designation - Eligible to count toward Graduate GPA
 Take Requirement Designation

D Accept

💡 The Credit/No Credit option is often abbreviated, such as *Undergraduate - CR/NC Stdnt Opt.*

- If available, use the slider to indicate if you want to be added to the wait list for a class.
- If available, select your grading basis: Graded or Credit/No Credit.
- If available, select the number of units to be applied to the class.
- Then click **Accept**.

10. Select either **Enroll** or **Add to Shopping Cart**. Then click **Next**.

- ❗ Placing a class in your shopping cart does not save your place in the class. You must complete the enrollment process for your place in the class to be saved.

Class Search and Enroll

Exit Previous Next

Fall 2021
Undergraduate
California State University, Fullerton

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Enroll or Add to Cart**
Visited

4 **Review and Submit**
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

A Enroll

B Add to Shopping Cart

- ⚠ If there is a co-requisite for the course (e.g., you must enroll in a laboratory class in addition to the regular class), you will want to use the shopping cart as the system will not allow you to enroll in only one of the two required classes.

- Choose **Enroll** to enroll in the course now. Or choose **Add to Shopping Cart** if you want to add multiple courses to your shopping cart and then enroll in all of them at the same time.
- Then click **Next**.

11. Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.

Class Search and Enroll

Exit Previous

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

Step 4 of 4: Review and Submit

A You have selected to enroll in

B Submit

EGCE 201 Statics

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM	Open Seats 6 of 40
			Monday Wednesday 1:00PM to 2:15PM	

Class Preferences

Grading Basis Graded

- A. If you chose Enroll, you will see **You have selected to enroll in**; if you chose Add to Shopping Cart, you will see **You have selected to add to your shopping cart**.
- B. Click **Submit** to continue enrolling in the class or adding it to your shopping cart.

12. Click Yes to confirm you want to submit.

Are you sure you want to submit?

Yes No

13. You'll see a confirmation screen that will confirm that the class was added to your schedule, added to your shopping cart, or you were placed on the wait list. If you chose to enroll, you are done! If you chose to add the class to your

shopping cart, continue with the steps below to finalize your enrollments.

💡 Reasons you may not be enrolled in a class after being added to the Waitlist:

- You are enrolled in a different section of the same class
- The class time conflicts with another class (or classes) you are enrolled in
- You have exceeded your maximum unit limit

The image displays three sequential screenshots of a student's confirmation page on the California State University, Fullerton portal. Each screenshot shows a 'Confirmation' header and a 'Student Homepage' navigation link. The first screenshot shows a confirmation for 'EGCE 201 - Statics' with the message 'This class has been added to your schedule.' The second screenshot shows a confirmation for 'BIOL 101 - Elements of Biology' with the message 'Class has been added to your Shopping Cart.' The third screenshot shows a confirmation for 'BIOL 101 - Elements of Biology' with the message 'Class 19482 is full. You have been placed on the wait list in position number 10.' In all three screenshots, the specific class name and the confirmation message are highlighted with a red rectangular box.

14. Continue to add classes to your shopping cart using the steps above. When you are ready to enroll, click on the Shopping Cart link on the left menu.

The screenshot shows the 'Student Homepage' interface. At the top, there is a navigation bar with a back arrow and 'Student Homepage' on the left, and 'Confirmation' on the right. Below this, the page is divided into two main sections. The left section is a vertical menu with the following items: 'View My Classes', 'Enrollment Appointments' (with a '1' in a blue circle), 'TITAN Scheduler', 'Shopping Cart' (highlighted with a red rectangular box), and 'Class Search and Enroll' (with a magnifying glass icon). The right section contains a confirmation message: a green checkmark icon followed by 'PHYS 226L - Fundamental Physics: Laboratory' and 'Class has been added to your Shopping Cart.' Below this message are two blue links: 'Return to Class Search Results' (with a magnifying glass icon) and 'Return to Keyword Search Page' (with a circular arrow icon).

15. Place a checkmark next to each class you want to enroll in. Then click Enroll.

! You do not need to enroll in all classes in your shopping cart at once. However, keep in mind that your place in the class is not saved until you complete the enrollment process.

Shopping Cart

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	Lecture - 19482	BIOL 101 Elements of Biology	Regular Academic Session	Monday Wednesday 8:30AM to 9:45AM	WEB Fully Online Instruction	A. Tano	3.00	Waitlist Available Places 1 of 10	Change Preferences
<input checked="" type="checkbox"/>	Wait List	Laboratory - 18065	BIOL 101L Elements of Biology Lab	Regular Academic Session	Tuesday 8:30AM to 10:45AM To be Announced	WEB Fully Online Instruction WEB Fully Online Instruction	L. Organa Staff	1.00	Waitlist Available Places 1 of 8	Change Preferences
<input checked="" type="checkbox"/>	Open	Discussion - 13560	EGCE 201 Statics	Regular Academic Session	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction EC 067 - Lecture Room	L. Unduli L. Unduli	3.00	Open Seats 6 of 40	Change Preferences

Enroll **Delete**

- A. Place a checkmark next to each class you want to enroll in.
- B. You may want to check the Seats column to check that there are open seats or waitlist available places.
- C. Click **Change Preferences** if you want to change your grading basis option or waitlist preference (if available).
- D. Then click **Enroll**.

16. Click Yes to confirm that you want to enroll in the class(es).

Are you sure you want to enroll?

17. You'll see a confirmation screen that will confirm that the classes were added to your schedule or you were placed on the waitlist. You're done!

💡 Reasons you may not be enrolled in a class after being added to the Waitlist:

- You are enrolled in a different section of the same class
- The class time conflicts with another class (or classes) you are enrolled in
- You have exceeded your maximum unit limit

Confirmation

This class has been added to your schedule.

- ✓ **BIOL 101 - Elements of Biology**
Class 19482 is full. You have been placed on the wait list in position number 10.
- ✓ **BIOL 101L - Elements of Biology Laboratory**
Class 18065 is full. You have been placed on the wait list in position number 8.
- ✓ **EGCE 201 - Statics**
This class has been added to your schedule.

Navigation sidebar:

- View My Classes
- Enrollment Appointments (1)
- TITAN Scheduler
- Shopping Cart
- Class Search and Enroll
- Drop Classes

Next Steps

You will need to pay your fees by the deadline specified by Student Business Services. [View an overview of important payment dates and deadlines.](#)

Charges will be applied to your account after you enroll. It may take a couple of days for the charges to post. Check the **Financial Account** section of your portal to view your balance and make an online payment. [View instructions on Paying Tuition and Campus Fees.](#)

Need More Help?

Questions about registration/registering for classes?

[How to Register webpage](#)

Contact the Registration & Records Office at arsc@fullerton.edu or 657-278-7601. Or visit the Registration & Records Office in LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.