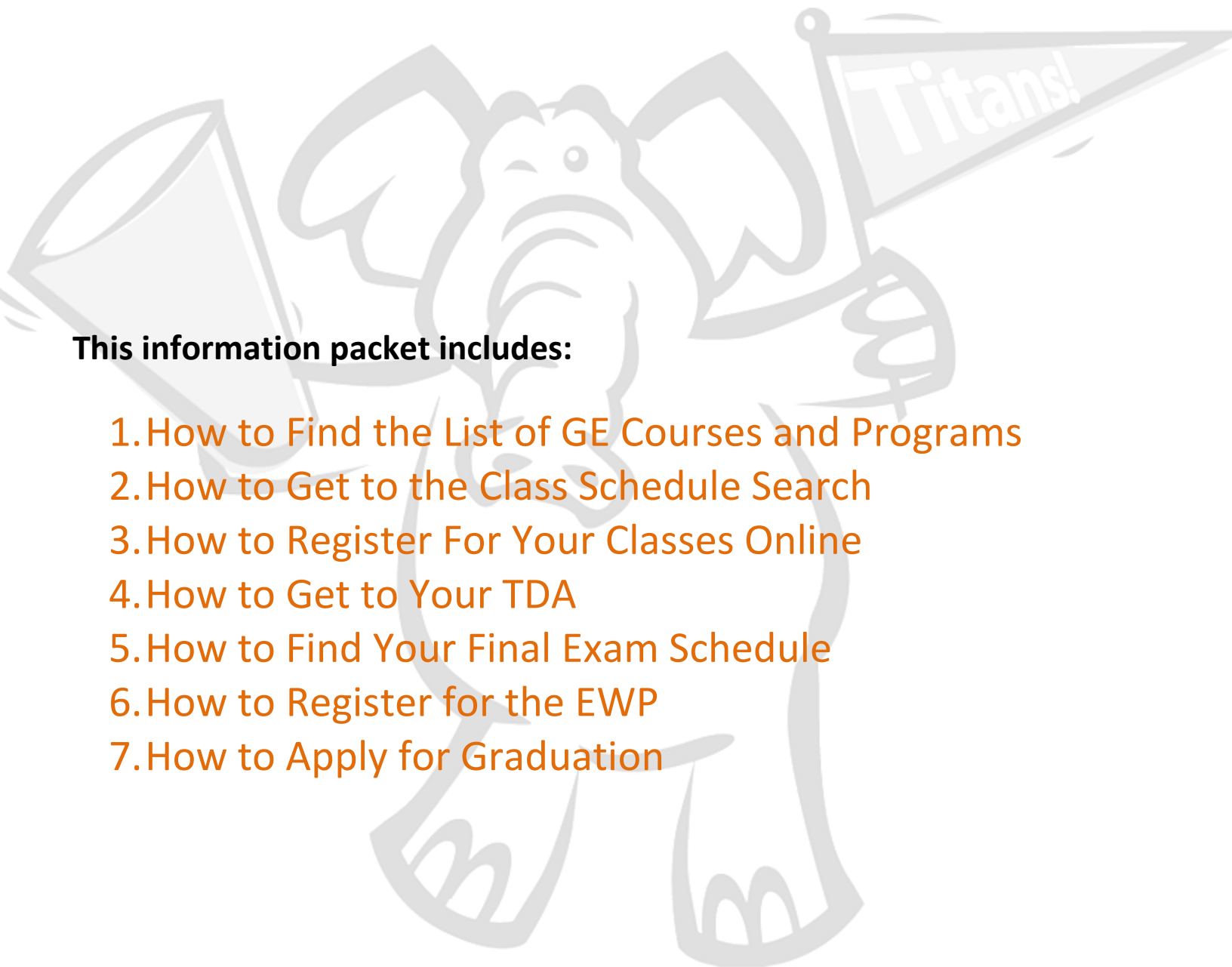


The “How to” Handbook: *CSUF on the Web*

This information packet includes:

1. How to Find the List of GE Courses and Programs
2. How to Get to the Class Schedule Search
3. How to Register For Your Classes Online
4. How to Get to Your TDA
5. How to Find Your Final Exam Schedule
6. How to Register for the EWP
7. How to Apply for Graduation



How to Look at the List of GE Courses and Programs:

1. Follow this link: http://www.fullerton.edu/aac/Degree_Requirements/GE_Courses/index.asp?lastpg=gereqpg

How to Get to the Class Schedule Search:

- 1) Log into your **student portal** by entering in your username and password at the top right of the CSUF home page.
- 2) Once you have logged in, Click **Titan Online**, in the dark teal menu at the top of the screen.
- 3) Go to the **Catalog/Schedule of Classes** box menu and click on **Class Schedule search**.
- 4) Then select the **appropriate term** in the **drop down menu** under **term**.
 - a. If you already know what class or subject you are looking for and would like to see what is being offered during the term you have previously indicated, then select **search for classes**
 - b. If you are looking for a listing of all courses the campus offers, select **browse catalog**



How to Register For Your Classes Online:

- 1) Go to **fullerton.edu**
- 2) Log into your **student portal** by entering in your username and password at the top right of the CSUF home page.
- 3) Once you are logged in, select **Titan Online** in the dark teal menu bar at the top left of the screen.
- 4) Next, select **Student Center** from the **Student Self Service** box menu. This will take you to your personalized student center.
- 5) In the **Academics** box menu under the heading **Enrollment**, select the **Add a Class** link.
- 6) Next, select the term in which you wish to register for classes and then click **continue**.
- 7) If you **know the exact class number** in which you wish to enroll, you can enter in the **5 digit class number** into the second box under the box menu titled, “Add a class using one of the following”, and then click **enter**.
- 8) If you **do not know the exact class**, then click the **search** button under the same menu.
- 9) When you click on the **search** button, you will be directed to a menu titled **Class Search Criteria**. Under this menu there are 3 sections; **Course Subject**, **Course Number** and **Course Career**.
 - a. First select the **subject** of the course you are interested in taking from the **drop down menu** in the **Course Subject** section. If you only know the subject you wish to study then click the **search** button at the bottom of the menu to continue. This will give you a list of all the available courses for the term in that department.
 - b. If you do know the course number (ex. English 222, **222** is your course number) then enter the **3-digit course number** in the box provided in the **Course Number** section.
 - i. If you do not have a specific course in mind, but you want or **need a course above or below a certain level** (ex. 300+), you can select from the **drop down menu** for the **Course Number** section the appropriate description.
 - c. Then, select from the drop down menu for the **Course Career** section, **Undergraduate**.

- 10) Once you have completed filling out the appropriate and necessary information click the **search** button at the bottom of the menu.
- 11) You will, then, be given a list of all of the available courses that fit your description. You will then need to choose an open course that fits your day and time preferences. **PLEASE NOTE:** if you are enrolled in a class that conflicts with the day and time of another class you are wishing to enroll in, you will be unable to enroll into the latter class.
- 12) Once you have found a class, click the **select class** button.
- 13) You will, then, be directed to the **Enrollment Preferences** Page. Here simply review the information. This is also where, if the class is full, you can select to be on the waitlist. Also, you can select if you would like this class to be graded by a letter grade or as credit/no credit. In most cases you want to choose a letter grade, and should see an advisor if you wish to do otherwise.
- 14) Then click on the **next** button at the bottom of the page.
- 15) The class you selected will then **be added to you enrollment shopping cart**. You can continue adding classes before you finish enrollment by clicking the search button again, or you can check out by clicking **PROCEED TO STEP 2 OF 3**.
- 16) Your shopping cart will be displayed every time you select your class.
 - a. You can **delete** a class at anytime by clicking on the **trashcan image** on the left side of the class information.
 - b. Also, you can leave your student portal without finishing enrolling and your classes will still be in your cart when you return.
 - i. **PLEASE NOTE:** Having your classes in your cart does not mean you are enrolled in them.
- 17) To finish registering click on the **PROCEED TO STEP 2 OF 3**, then review your cart and click on the **FINISH ENROLLING** button.
 - a. If you have a green check mark next to each of your classes, it means you have successfully enrolled into the classes.
 - b. If there is a red X, that means there has been an error, and an error message will be displayed describing why you cannot enroll in the class.
- 18) If you need more help and/or information the following link will take you to a tutorial explaining the process.

[http://www.fullerton.edu/ittraining/peoplesoft/Student/tutorials/student_center/reg_fee_payment/Student_Registrati on_demo.htm](http://www.fullerton.edu/ittraining/peoplesoft/Student/tutorials/student_center/reg_fee_payment/Student_Registrati_on_demo.htm)

Or contact the A& R office:

Registration	LH-114	(657) 278-7601	arsc@fullerton.edu
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How to Get to Your TDA:

- 1) Go to fullerton.edu
- 2) Log in to your [Student Portal](#).

- 3) Click on the **Titan Online** link in the upper left hand corner.
- 4) Under the **Student Self Service** box menu, click on the **Titan Degree Audit (TDA)** link that is on the right hand side of the box menu.
- 5) This will take you to the request page. Here you will first see listed your current program, major, and catalog year. You can choose to run your TDA with your current major or if you want to look into another major you can select **Use 'what-if' Major**.
- 6) Once you have made your selection click on the yellow Submit Request button at the top right of the page.
- 7) You should then be prompted to refresh your screen using the yellow refresh button at the top right. Repeat refreshing continuously until your current audit appears in the Audit Results box.
- 8) Click on your audit in HTML or PDF format to review and print.

How to Find Your Final Exam Schedule:

- 1) Go to fullerton.edu
- 2) Select **CURRENT STUDENTS** from the ribbon menu
- 3) Go to the **Top Resources** menu and select on the right hand side of the menu **Final Exam Schedule**.
- 4) The following link will also bring you to the final exam schedule
<http://www.fullerton.edu/admissions/CurrentStudent/FinalExaminations.asp>



How to Register for the EWP

The following information can be found at <http://www.fullerton.edu/testing/ewp.htm>

You can register for the EWP either ONLINE or in-person.

(Note: **Graduate students** who need to take the EWP cannot register for the test online. Please come to the University Testing Center, UH-229, and pick up the EWP Registration Form. Payment must be made in person at Student Financial Services, UH-180.)

Online Registration

- 1) Go to fullerton.edu
- 2) Log into your **Student Portal**.
- 3) At your homepage, select the 'TITAN Online' tab.
- 4) Look for the 'Test Information' box at the bottom of the page.
- 5) Follow the easy instructions to register and pay for the EWP.
- 6) You must complete your registration by 5:00 PM on the registration deadline.
- 7) Remember to print your EWP Confirmation Ticket at the end of the registration process and bring it with you to the test session.

(Please Note: Test registration may close early if maximum seating capacity is reached.)

In Person Registration

- 1) Pick up the **EWP Registration Form** from the **University Testing Center**, located in **UH-229**.
- 2) Complete the form and take it to **Student Financial Services**, located in **UH-180**
- 3) Pay your **\$20 EWP test fee** by **5:00 PM** on the [registration deadline date](#).
- 4) Mail-in applications will **NOT** be accepted.

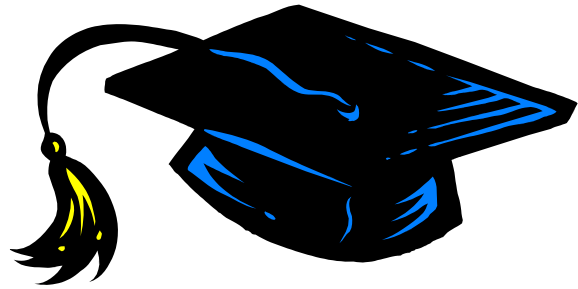
(Please Note: Test registration may close early if maximum seating capacity is reached.)

- 5) Approximately one week after you pay your EWP test fee, check the Student Portal for your EWP Confirmation Ticket.

To access your EWP Confirmation Ticket:

- a. Log into the Student Portal
- b. Select the 'TITAN Online' tab at the top of your homepage.
- c. Look for the 'Test Information' box at the bottom of the page and click on [EWP Adm Ticket](#).
- d. The EWP Confirmation Ticket will list your test date, test time, reporting location, and what to bring to the exam.
- e. Remember to print your EWP Confirmation Ticket and bring it with you to the test session.

IMPORTANT: If you have not been enrolled in classes within the last 9 months and no longer have access to the Student Portal, contact the University Testing Center, located in University Hall-room 229, for EWP registration instructions.



How to Apply for Graduation:

- 1) Go to fullerton.edu
- 2) Log into your **Student Portal**.
- 3) Click on the **Titan Online** link in the upper left hand corner.
- 4) Under the **Student Self Service** box menu, click on the **Student Center** link on the left hand side of the menu.
- 5) Then under the **Academics** Menu, select from the **other academics** drop down menu **apply for graduation**.
- 6) Click on the **undergraduate program** and follow the promptings from there.