College of Health and Human Development
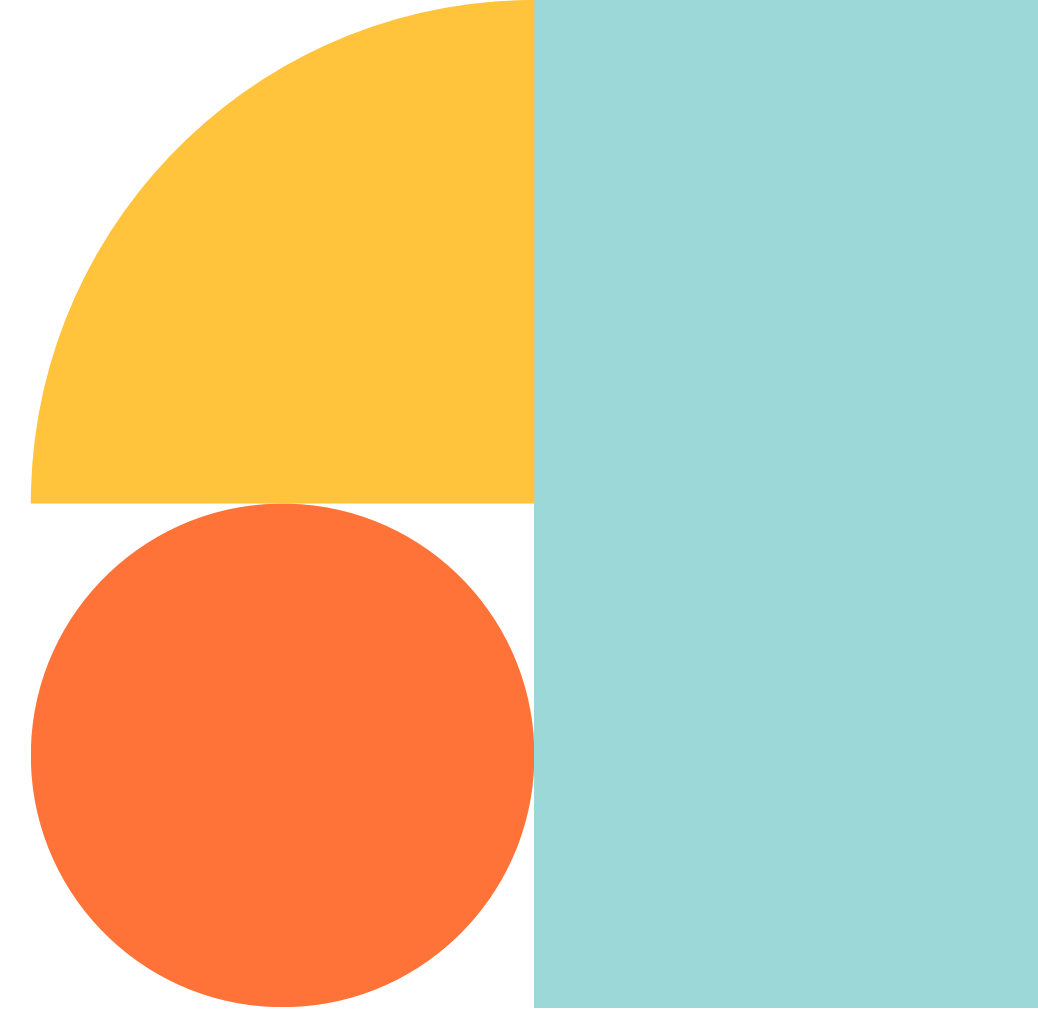
Spring 2025 Registration
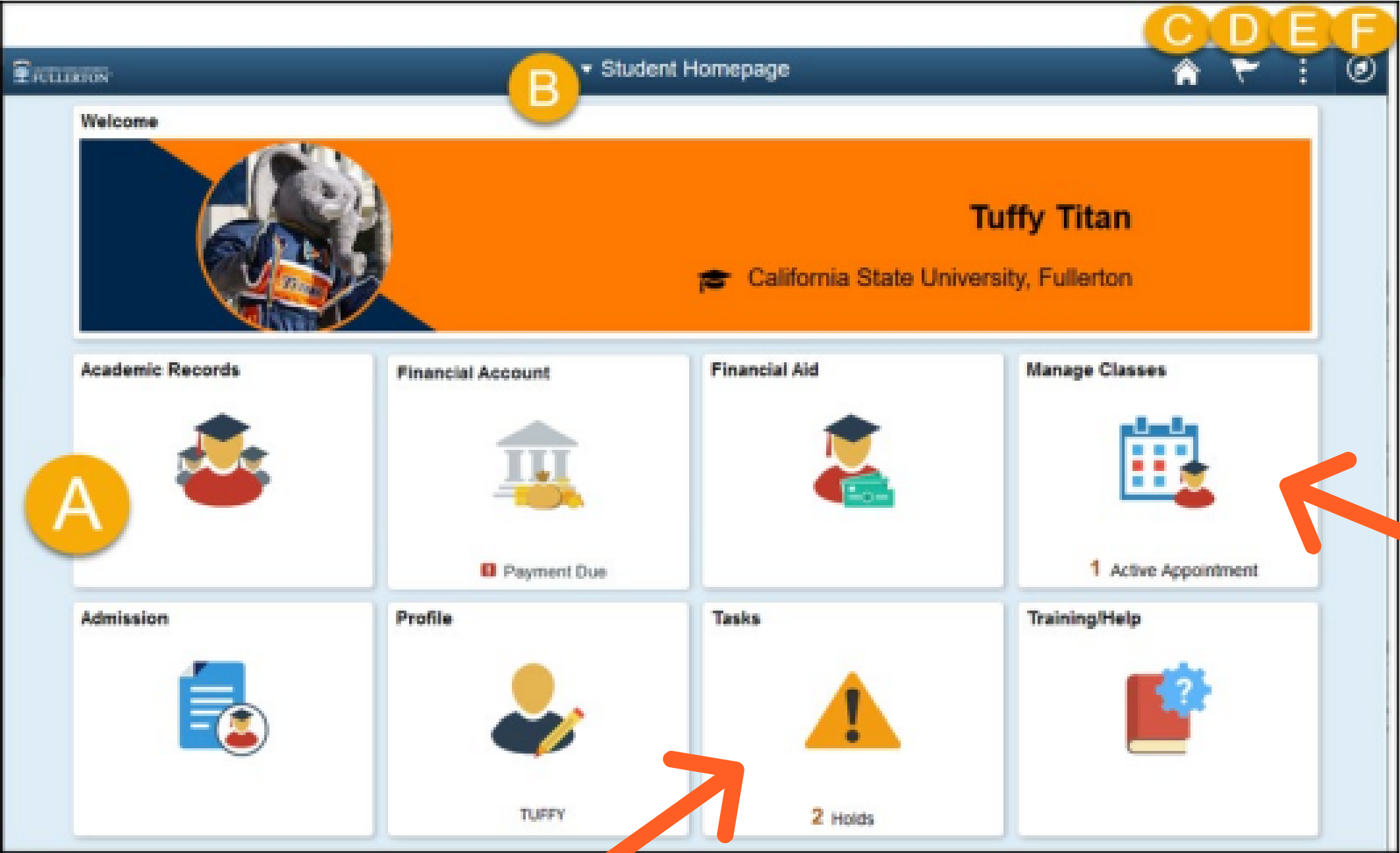
October 2025

Spring 2025 Registration

Registration Appointments

Individual appointment times will be available through Student Homepage

To view your registration appointment and unit limits go to your Student Homepage and click details under Enrollment Appointments found under "Manage Classes" tile.

Check for Holds & Registration Appointment

Tasks: View action items, including holds here.

Manage Classes: View enrollment appointment here

Enrolling in Classes

Step 1: Log in to the campus portal and access the **Student Homepage** in Titan Online

Step 2: Click on **Manage Classes**

Searching for Classes

Step 3: Click on **Class Search and Enroll** in the left menu

Step 4: Select the **term** for which you want to enroll

Searching for Classes

Step 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.

A	Enter a keyword for the search such as the course, subject, class, or topic.
B	Click the double arrow button to search
C	Click **Additional ways to search** to search by a list of available subjects, catalog number, or instructor last name. See below for details.
D	If you have marked a course as a favorite or viewed a course, you can expand **Favorites** or **Recently Viewed** to view and select them.

Additional ways to search
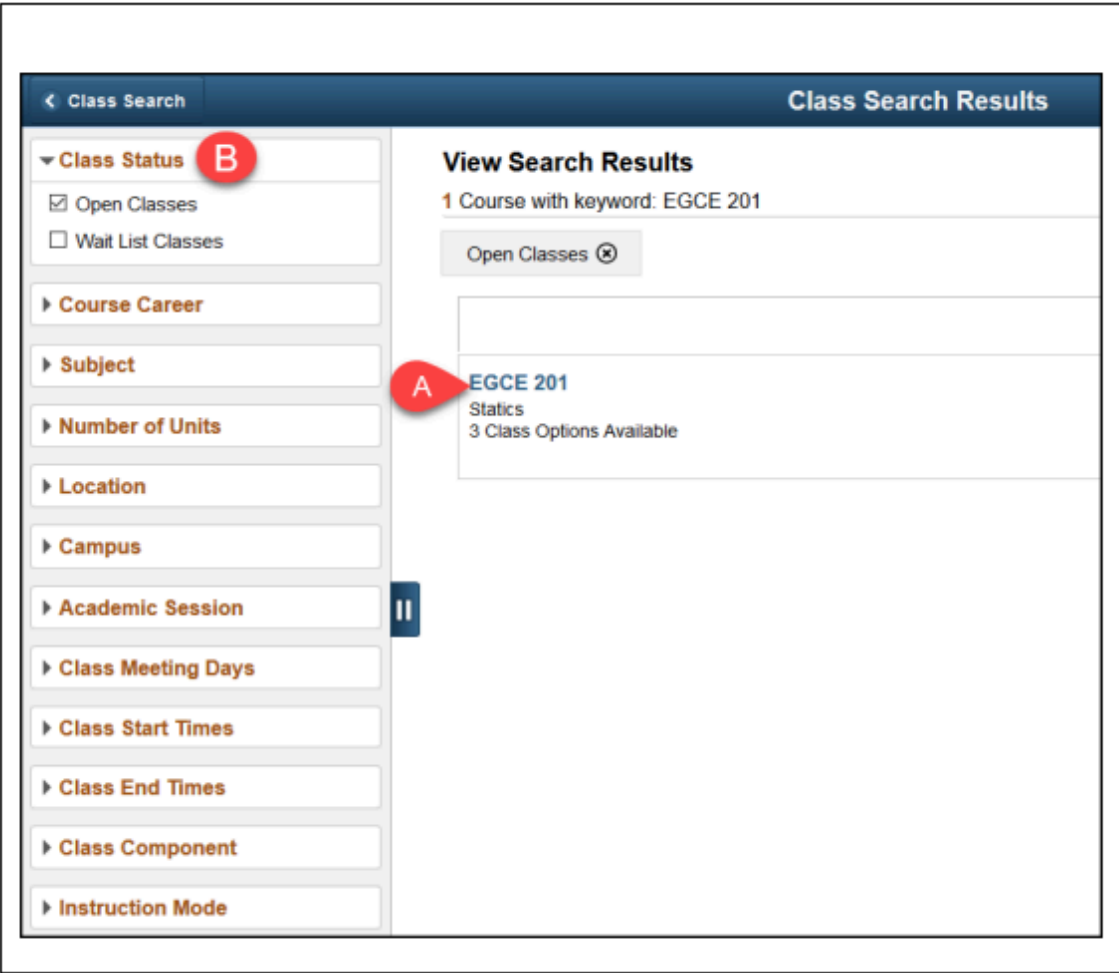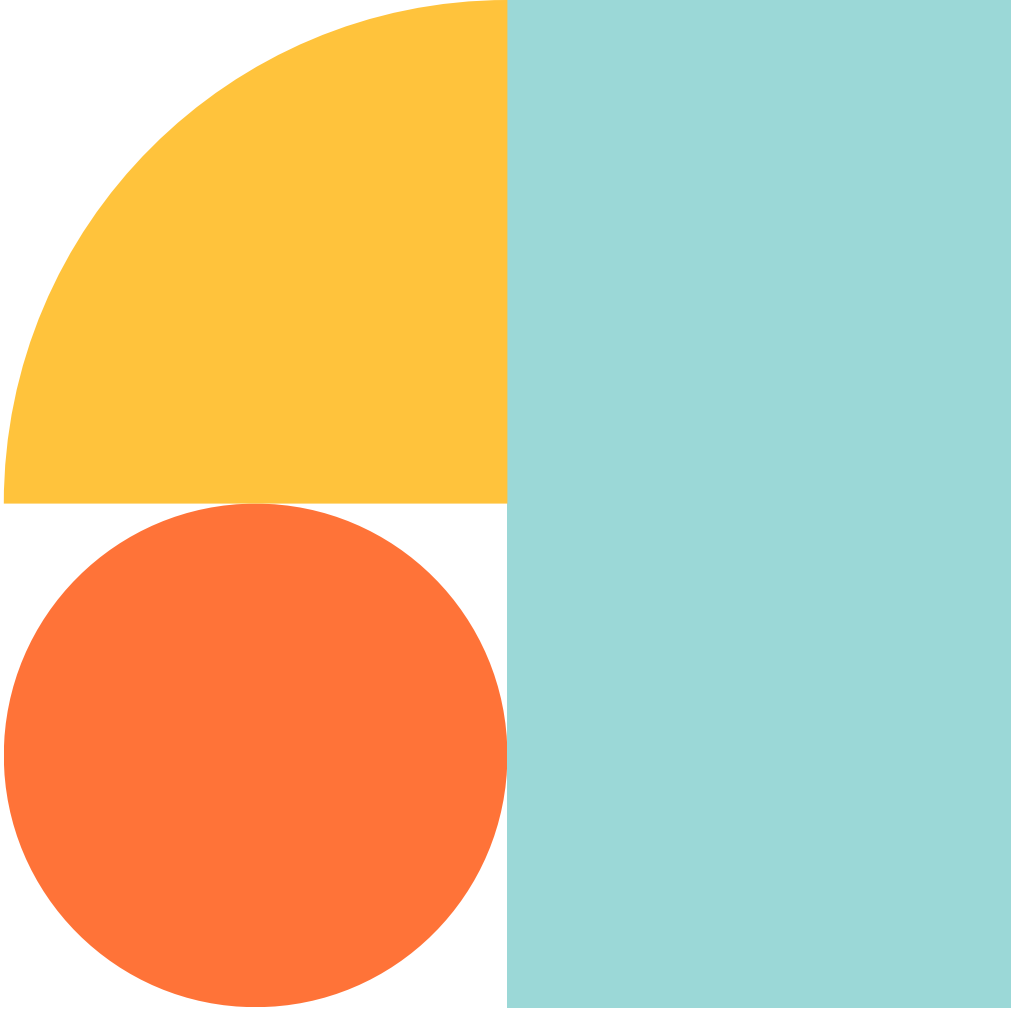

A	Available Subjects	Allows you to choose a specific course subject (e.g., American Studies, Psychology)
B	Catalog Number	Allows you to enter the number of the course (e.g., 101, 200, 305)
C	Instructor Last Name	Allows you to search for a specific instructor by their last name.
D	Search Button	

Searching for Classes

Step 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

Selecting Classes

Step 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.

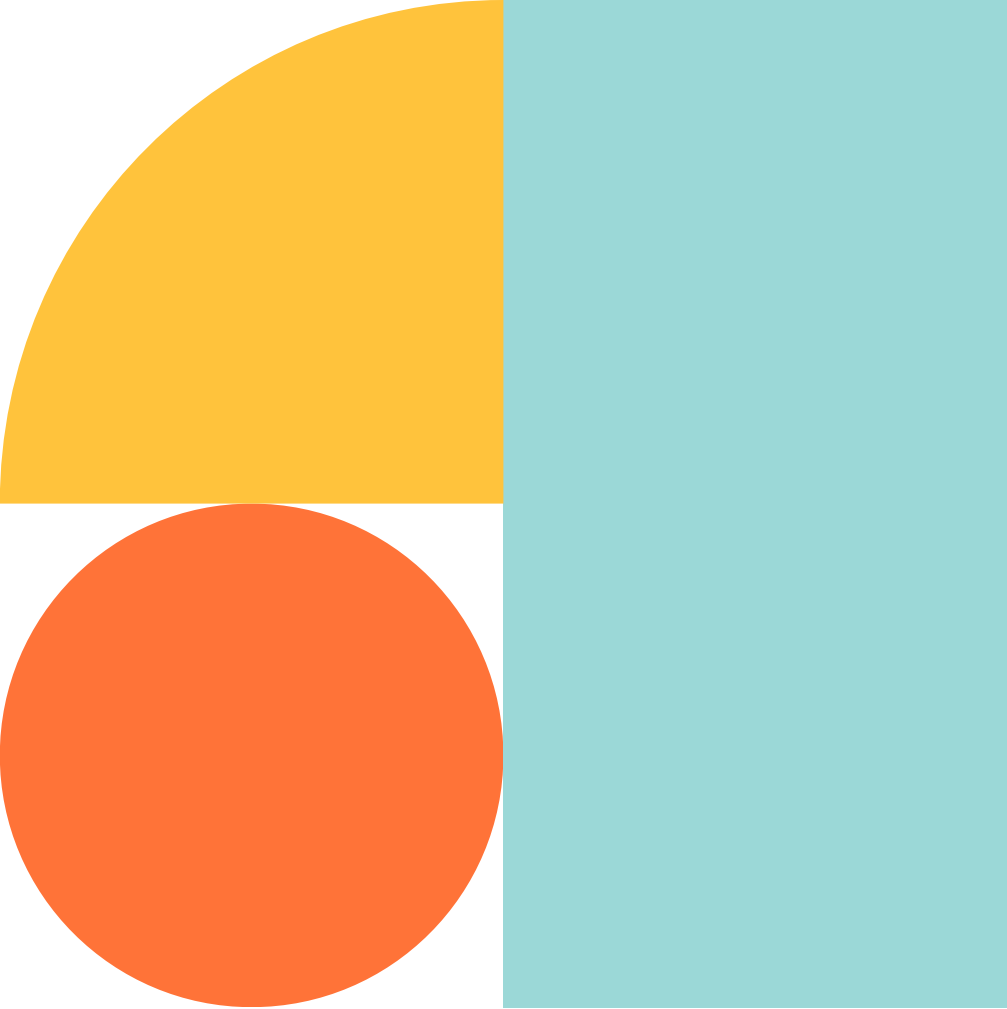|	
A	Click on the class section you want to enroll in.
B	For more information about the class section including meeting times and pre-requisites, click on the link in the Class column.
C	Expand Course Information to view the course description, number of units, and other course details
D	Click **Add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

Selecting Classes

Step 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.**

A	Check the Option Status to see the current status of the course: Open, Waitlist, 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.

Selecting Classes

Step 9: If prompted, select your waitlist, grading basis, or unit preferences. Then click **Accept.**

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

*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdnt Opt
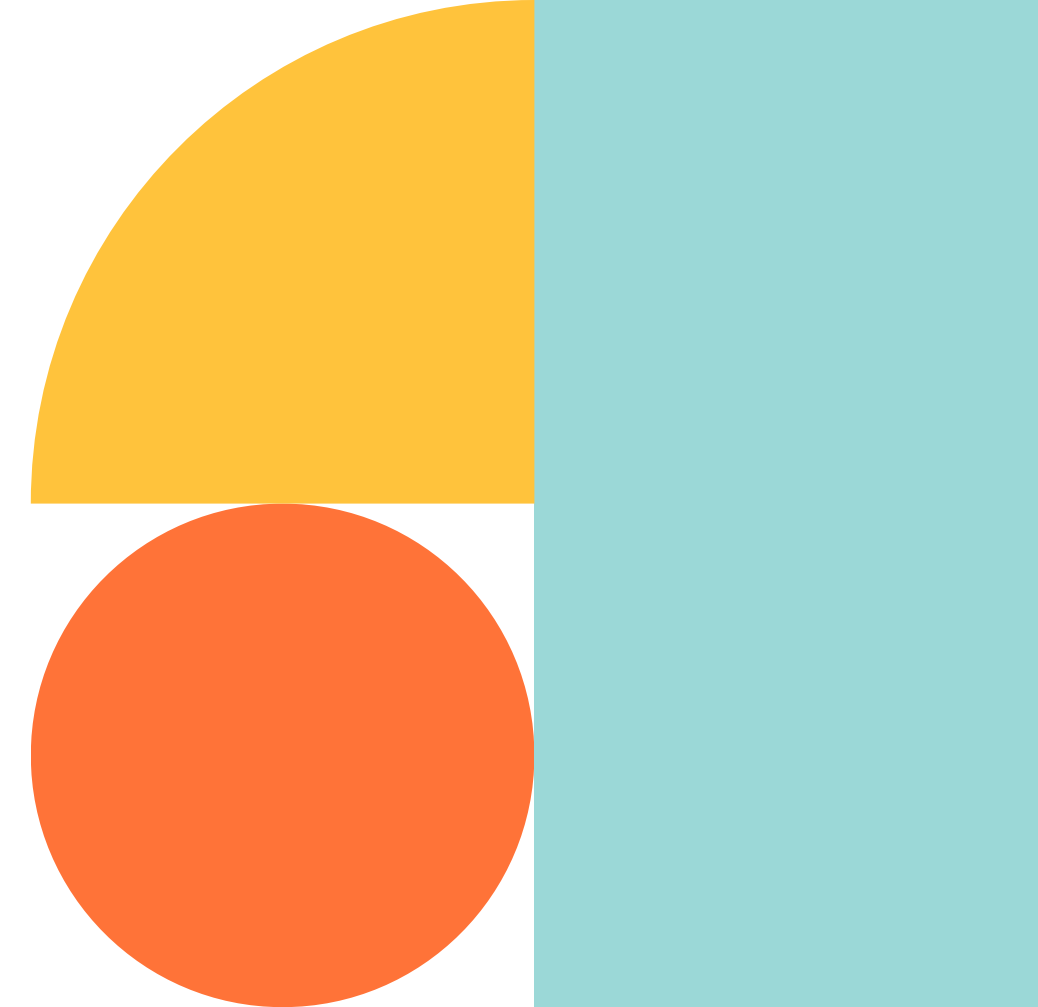
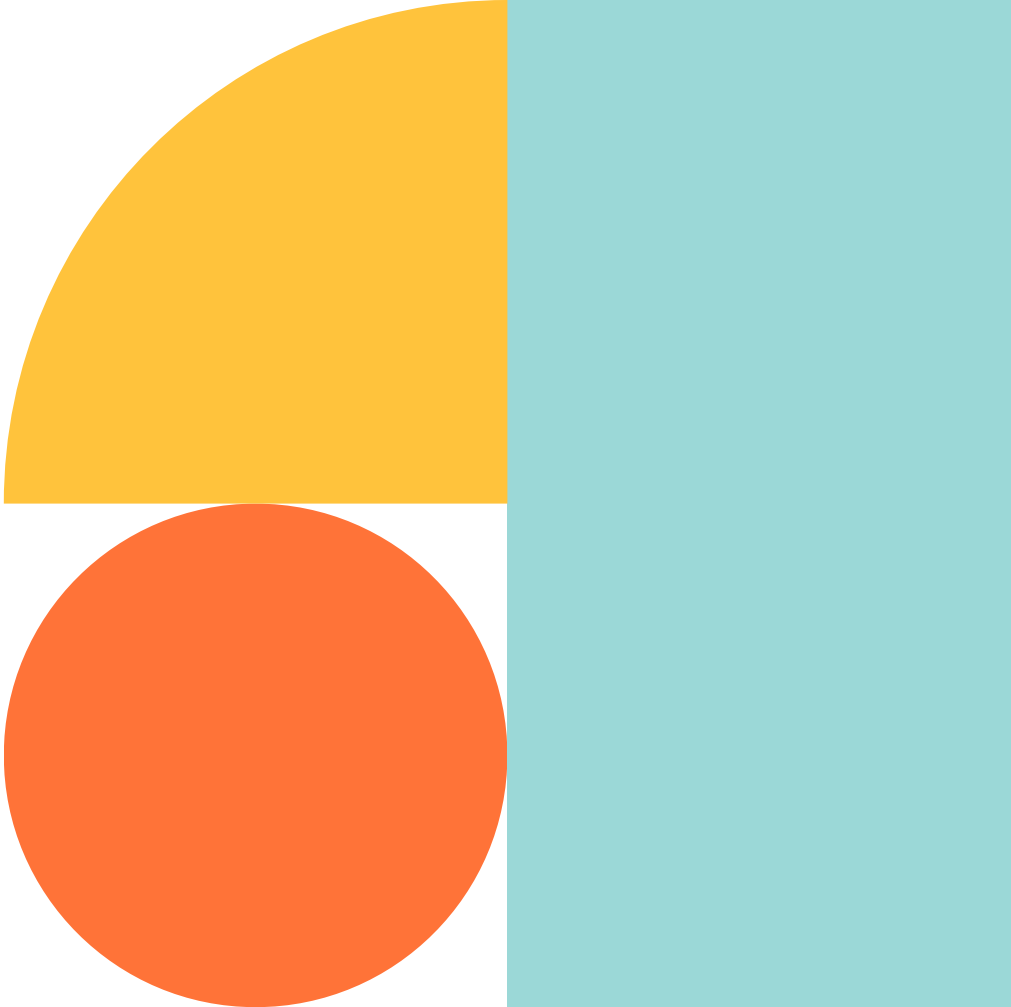|	
A	Use the Yes/No slider to indicate if you want to be added to the waitlist for a class.
B	Select your grading basis: Graded or Credit/No Credit*
C	Select the number of units to be applied to the class.
D	Click Accept.

*You will want to select "Grade" for your grading basis for all major and GE classes. Cr/NC classes will not meet your graduation requirements

Selecting Classes

Step 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.*

- *If there is a co-requisite for the course, 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.*

A	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
B	Click Next

Reviewing Classes

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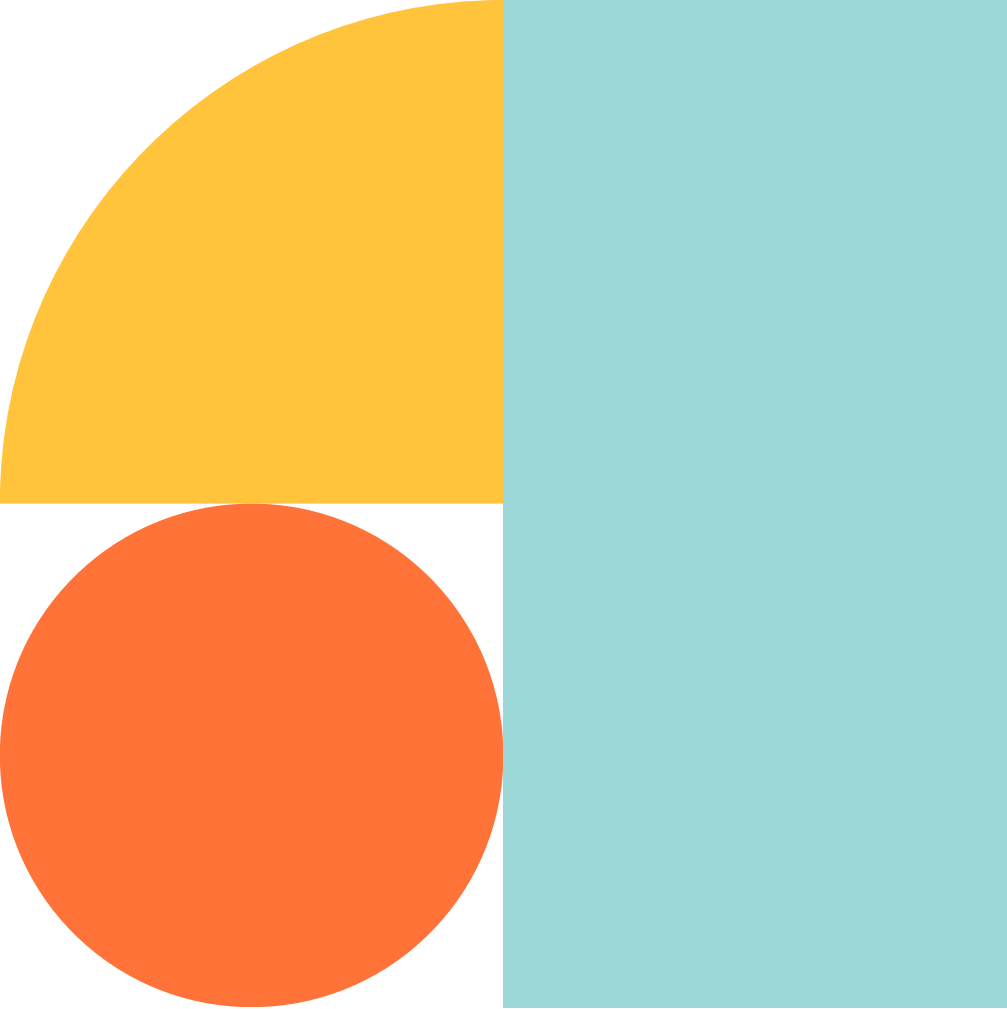

A	If you chose Enroll, you will see '**You have selected to enroll in**'; If you chose Add to Shopping Cart, you will see '**You have selected to add to your shopping cart.**'
B	Click **Submit** to continue enrolling in the class or adding it to your shopping cart.

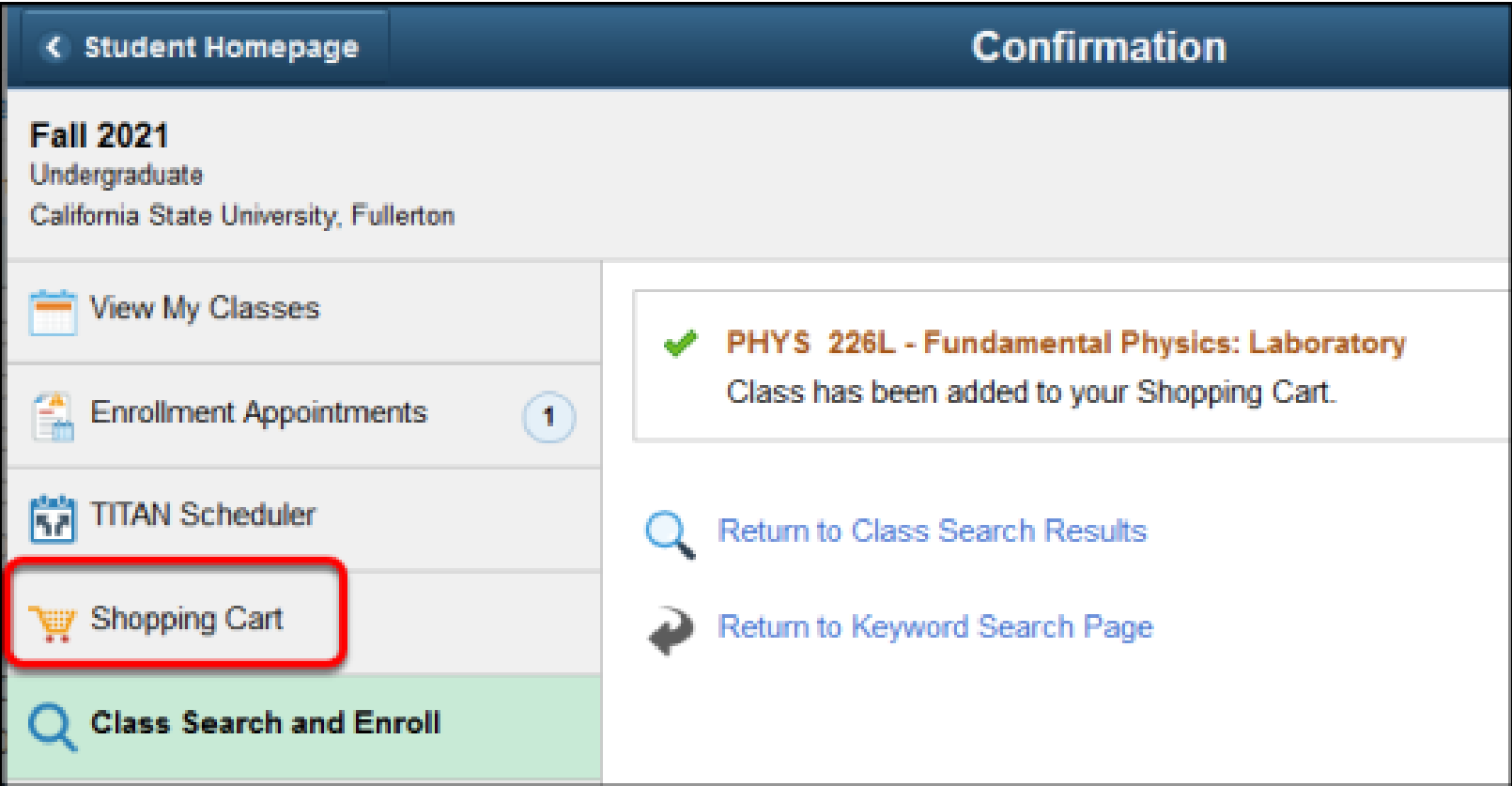|	
Are you sure you want to submit? Yes No	Click **Yes** to confirm you want to submit.

Confirming Classes

Step 12: You will 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 next steps to finalize your enrollments.

Step 13: Continue to add classes to your shopping cart using the steps before. When you are ready to enroll, **click on the Shopping Cart link** on the left menu.

Step 14: 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.

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	Click Enroll.

Are you sure you want to enroll?

Yes   No

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