

College of Health and Human  
Development

# Spring 2025 Registration

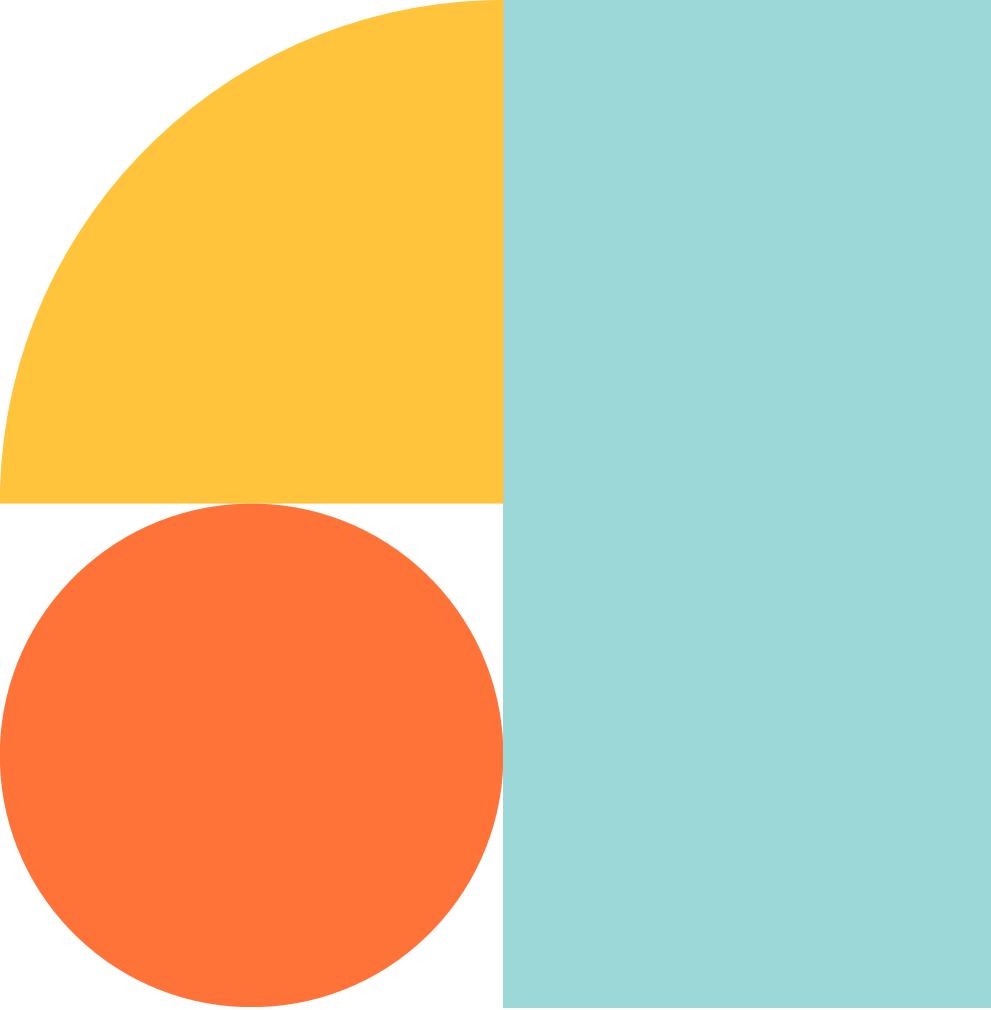
October 2025

# Spring 2025 Registration

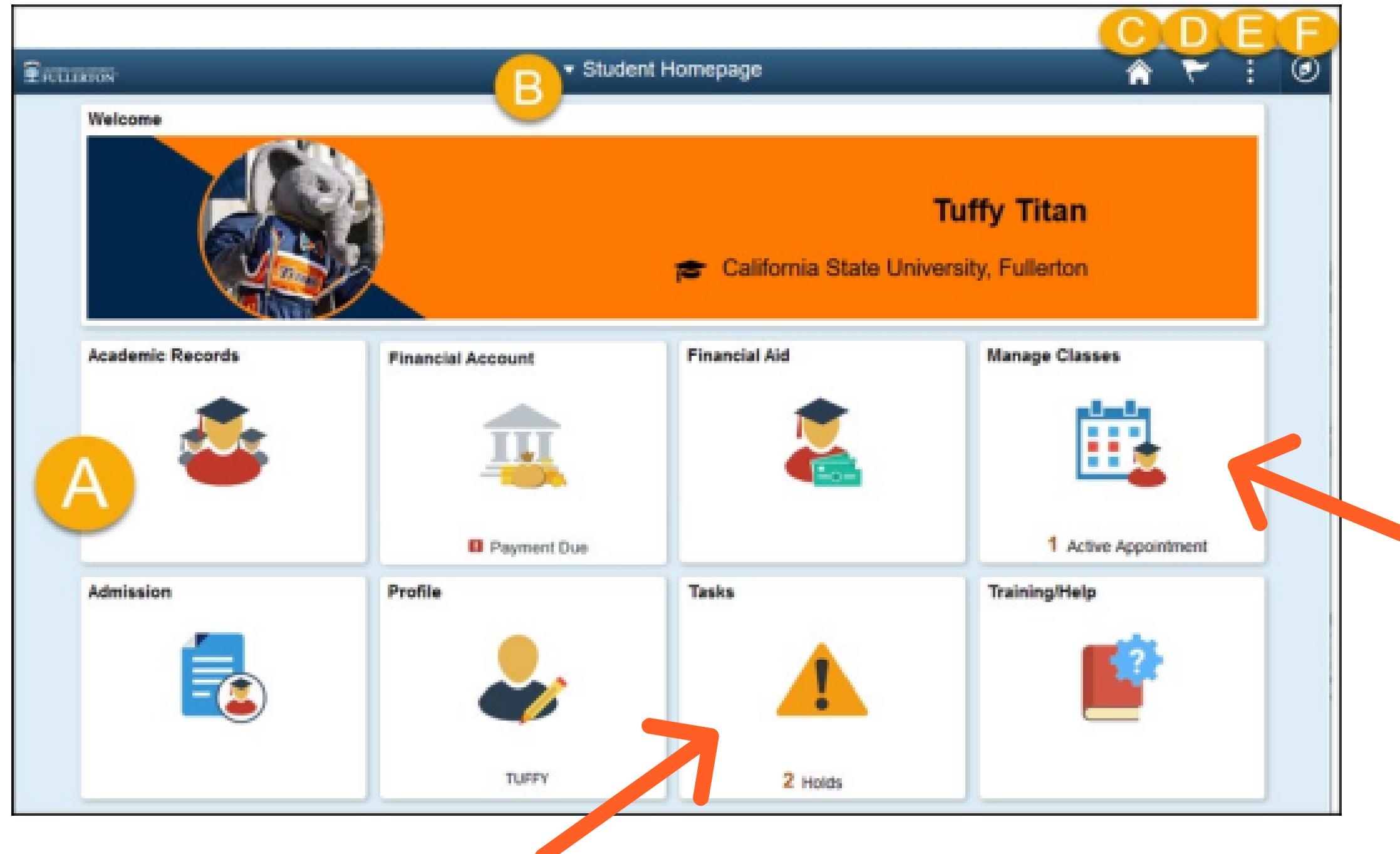
## Registration Appointments

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



The screenshot shows the Student Homepage with several key features highlighted:

- Academic Records** (Icon: Two students): A yellow circle labeled **A** is positioned over this link.
- Financial Account** (Icon: Bank building): A yellow circle labeled **B** is positioned over this link.
- Financial Aid** (Icon: Student with a graduation cap): A yellow circle labeled **C** is positioned over this link.
- Manage Classes** (Icon: Calendar with a student): A yellow circle labeled **D** is positioned over this link. An orange arrow points from the text "Manage Classes" to this icon.
- Tasks** (Icon: Yellow triangle with an exclamation mark): A yellow circle labeled **E** is positioned over this link. An orange arrow points from the text "Tasks" to this icon.
- Training/Help** (Icon: Book with a gear): A yellow circle labeled **F** is positioned over this link.

Below the main menu, there are several status indicators:

- Admission** (Icon: Document with a student): Shows 1 hold.
- Profile** (Icon: Student with a pencil): Shows 2 holds.
- Tasks** (Icon: Yellow triangle with an exclamation mark): Shows 2 holds.
- Training/Help** (Icon: Book with a gear): Shows 1 active appointment.

The top navigation bar includes the **Student Homepage** link and several icons for account management.

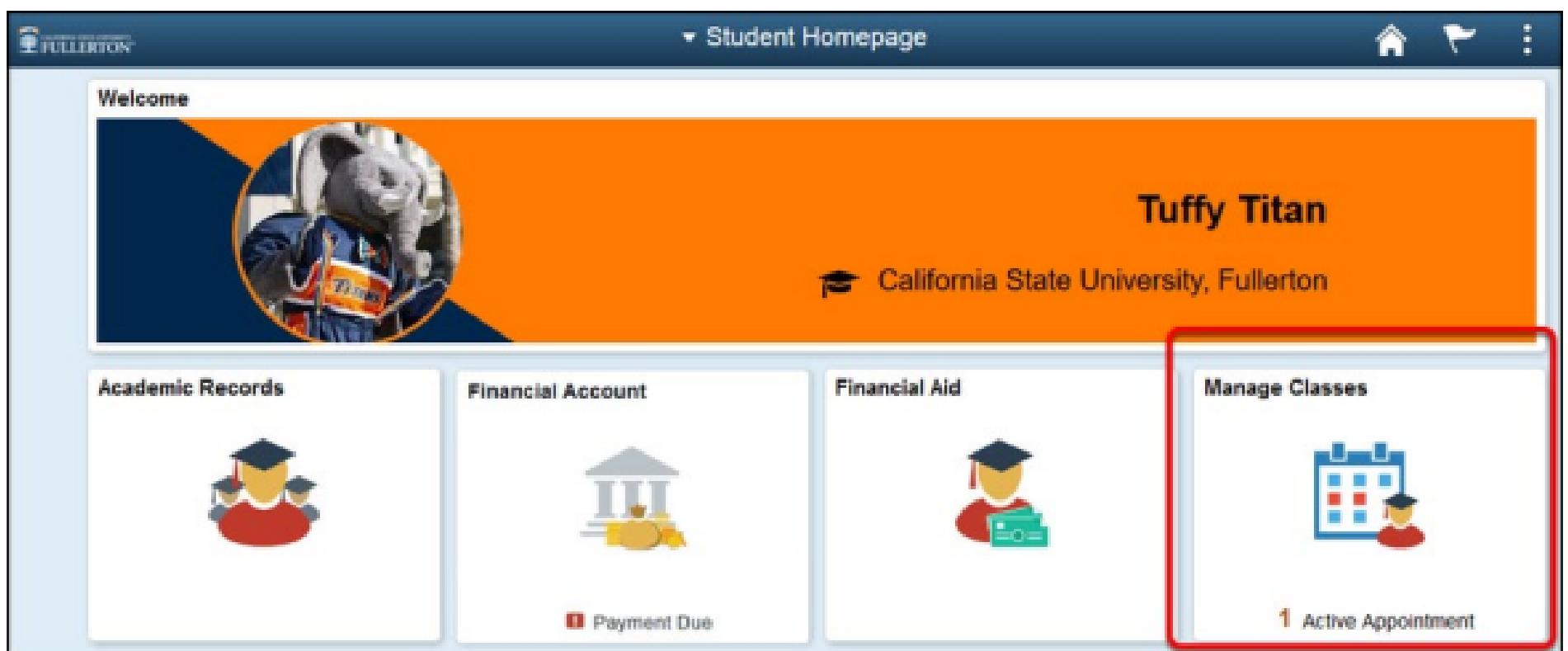
**Tasks:** View action items, including holds here.

**Manage Classes:** View enrollment appointment here

# Enrolling in Classes

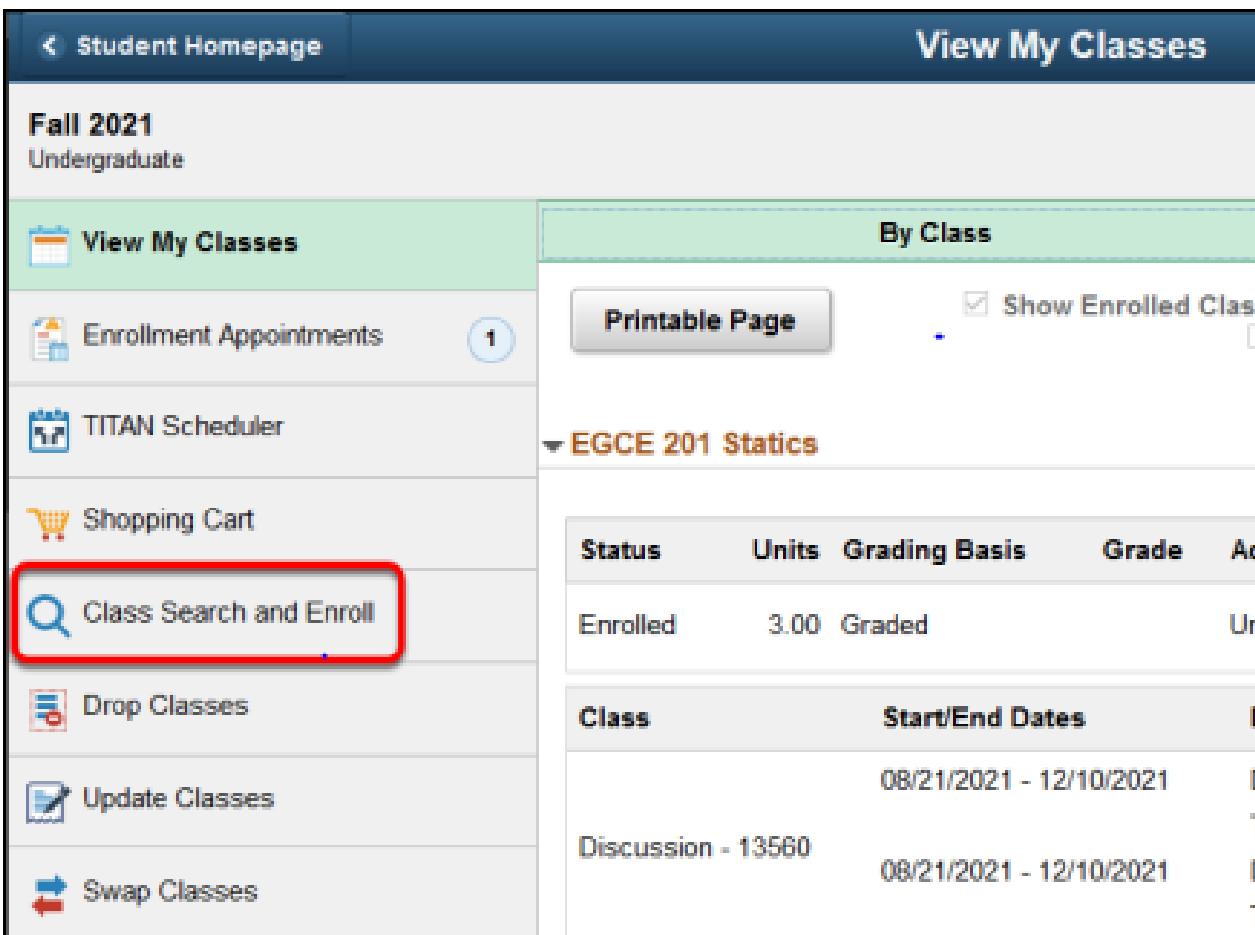
**Step 1:** Log in to the campus portal and access the **Student Homepage** in Titan Online

**Step 2:** Click on **Manage Classes**



# Searching for Classes

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



The screenshot shows the 'View My Classes' page for the Fall 2021 Undergraduate term. The left sidebar lists several options: 'View My Classes' (selected and highlighted in green), 'Enrollment Appointments' (with a notification count of 1), 'TITAN Scheduler', 'Shopping Cart', 'Class Search and Enroll' (highlighted with a red box), 'Drop Classes', 'Update Classes', and 'Swap Classes'. The main content area is titled 'By Class' and shows a table for the course 'EGCE 201 Statics'. The table includes columns for Status, Units, Grading Basis, Grade, and Academic Year. One row is visible: 'Enrolled' with 3.00 units, 'Graded', and 'Un'. Below the table, there is a section for 'Start/End Dates' and 'Discussion - 13560'.

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



The screenshot shows a 'Select a Value' dropdown menu. The menu has two main sections: 'Terms prior to Fall 2021' and 'Terms on or after Fall 2021'. The 'Fall 2021' option is highlighted with a red box. The left sidebar of the page is identical to the one in the previous screenshot, showing the 'Class Search and Enroll' link as selected.

# 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.

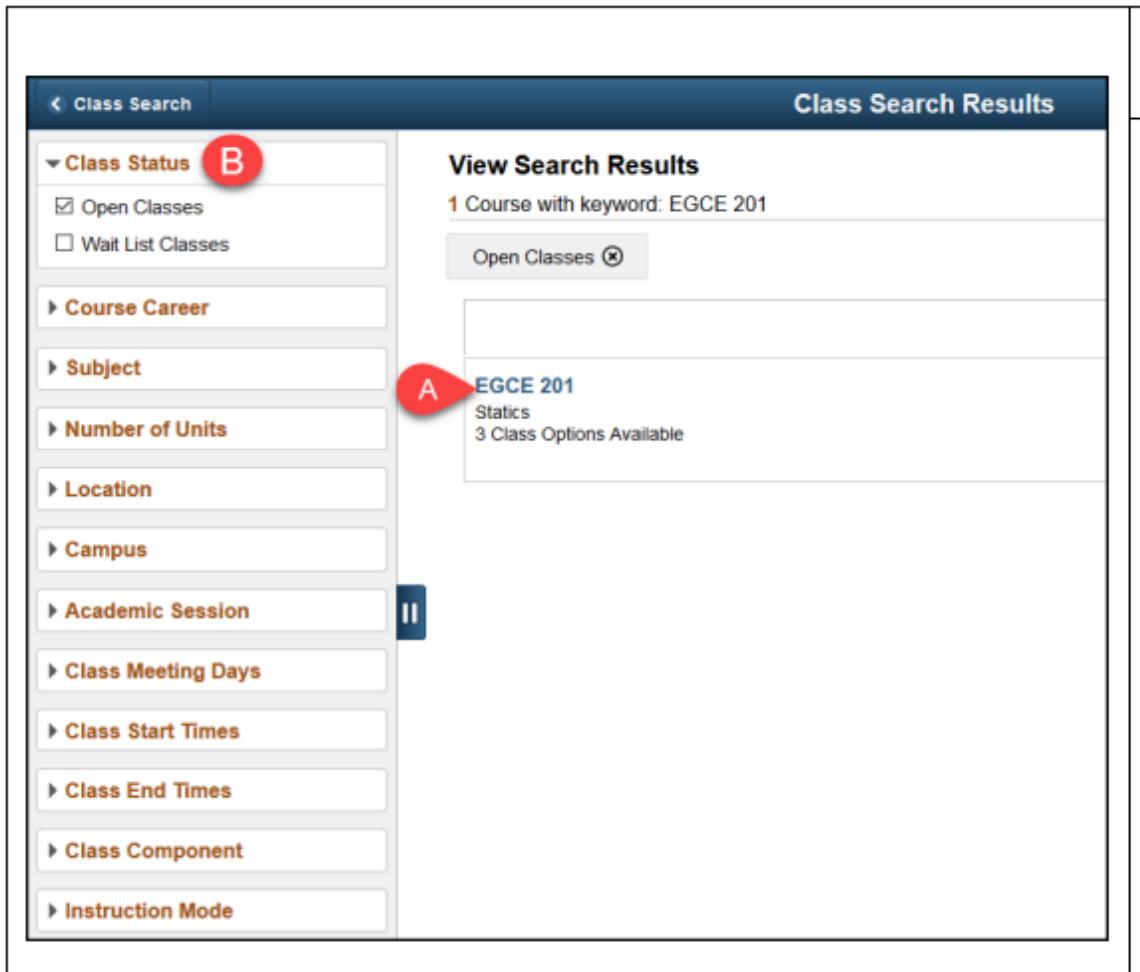
A	Enter a keyword for the search such as the course, subject, class, or topic.
B	Click the double arrow button to search
C	Click <b>Additional ways to search</b> to search by a list of available subjects, catalog number, or instructor last name. See below for details.
D	If you have marked a course as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

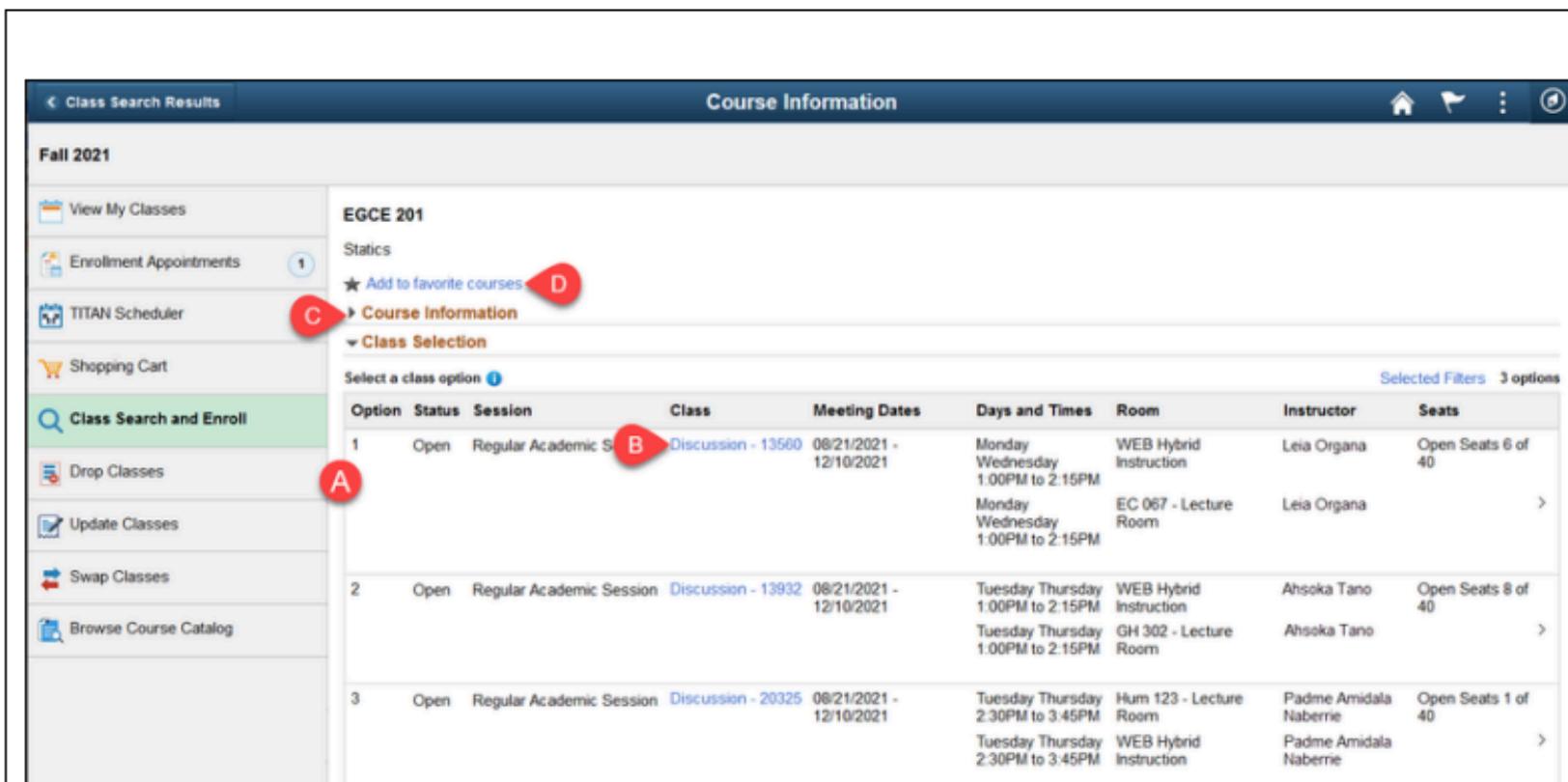
**Step 6:** Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.

	<p><b>A</b> Click on a search result to view available class options</p> <p><b>B</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</p>
---	---

# 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.



The screenshot shows a 'Course Information' page for Fall 2021. The left sidebar includes links for 'View My Classes', 'Enrollment Appointments' (with a red circle '1'), 'TITAN Scheduler', 'Shopping Cart', 'Class Search and Enroll' (highlighted with a red circle 'A'), 'Drop Classes', 'Update Classes', 'Swap Classes', and 'Browse Course Catalog'. The main content area displays course details for EGCE 201. A table lists three class sections:

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Discussion - 13560	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM	WEB Hybrid Instruction	Leia Organa	Open Seats 6 of 40
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
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

Annotations on the page:

- A:** Points to the 'Class Search and Enroll' link in the sidebar.
- B:** Points to the 'Discussion - 13560' link in the first class section.
- C:** Points to the 'Course Information' link in the top right of the main content area.
- D:** Points to the 'Add to favorite courses' link in the top right of the main content area.

**A** Click on the class section you want to enroll in.

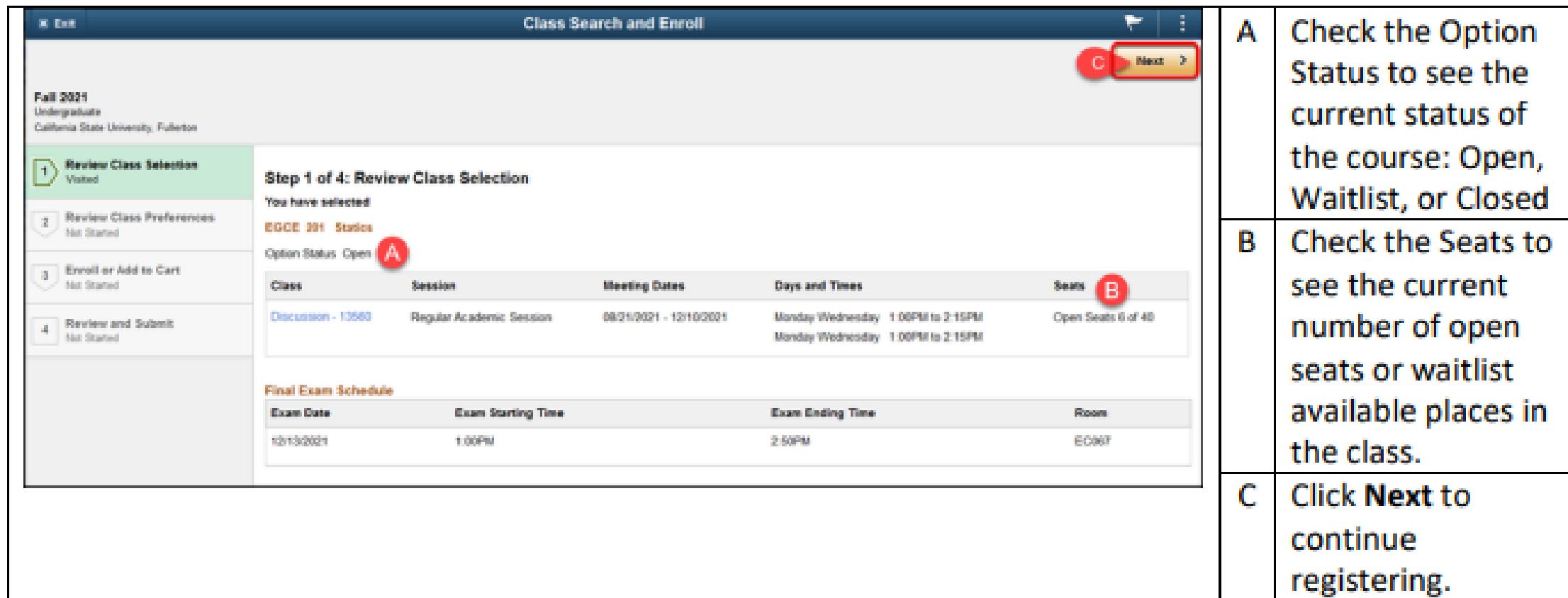
**B** For more information about the class section including meeting times and prerequisites, click on the link in the Class column.

**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.

**Step 1 of 4: Review Class Selection**

You have selected:

**EDCE 101 Status:** Option Status: Open **A**

Class	Session	Meeting Dates	Days and Times	Seats <b>B</b>
Discussion - 10540	Regular Academic Session	08/25/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM	Open Seats 6 of 40
			Monday Wednesday 1:00PM to 2:15PM	

**Final Exam Schedule**

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/10/2021	1:00PM	2:50PM	EC007

# 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 screenshot shows the 'Class Search and Enroll' interface. The sidebar on the left indicates Step 2 of 4: Review Class Preferences is in progress. The main panel shows a class named 'EGCE 201 Statics' with a status of 'Discussion - 13990 - Open'. The 'Add to waitlist if class is full?' slider is set to 'Yes' (labeled A). The 'Grading Basis' dropdown is set to 'Graded' (labeled B). The 'Units' dropdown is set to '1.00' (labeled C). The 'Accept' button is highlighted with a red circle (labeled D). The summary table on the right shows the selected class information.

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.

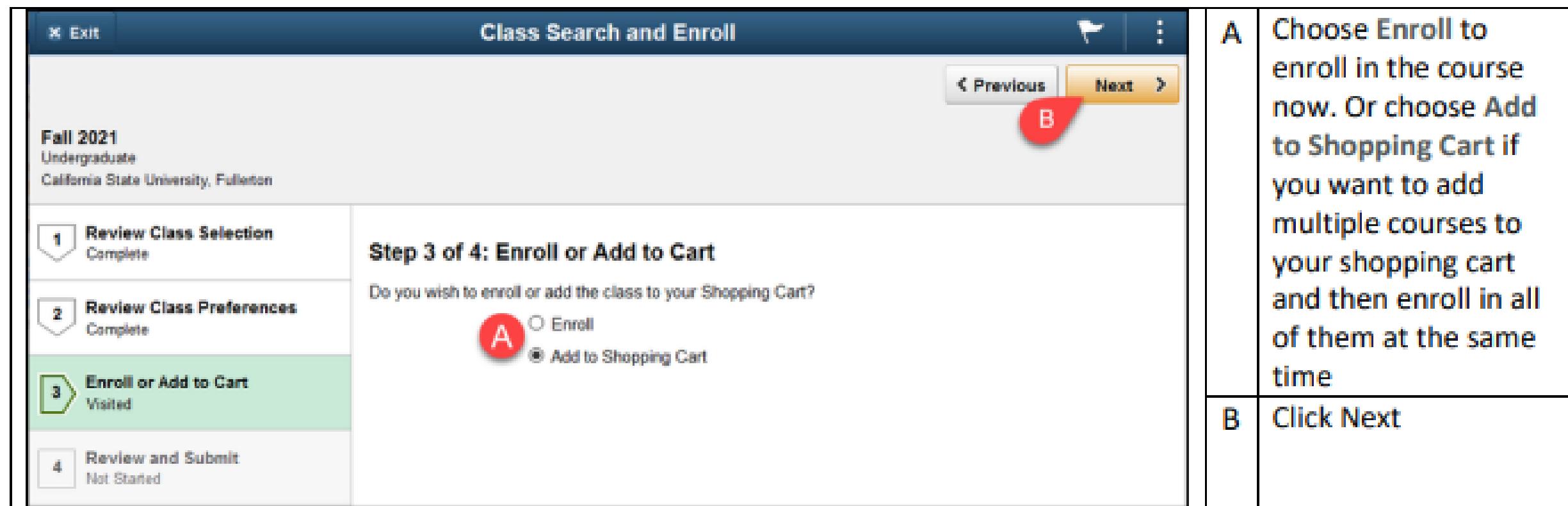
\*The Credit/No Credit option may be abbreviated 'Undergraduate – CR/NC Stdnt Opt'

\*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.*



The screenshot shows a software interface for class selection. At the top, a blue header bar reads "Class Search and Enroll". Below it, a sub-header indicates "Fall 2021 Undergraduate California State University, Fullerton". A navigation bar at the top right includes "Exit", "Previous", "Next", and a "More" button. A progress bar on the left shows four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Visited, highlighted in green), and 4. Review and Submit (Not Started). The main content area is titled "Step 3 of 4: Enroll or Add to Cart" and asks "Do you wish to enroll or add the class to your Shopping Cart?". It features two radio buttons: "Enroll" (labeled "A") and "Add to Shopping Cart" (selected, labeled "B"). To the right of the content area, two callout boxes provide instructions: "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" (labeled "A") and "Click Next" (labeled "B").

# 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**.

The screenshot shows a 'Class Search and Enroll' interface. The sidebar on the left lists four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area displays 'Step 4 of 4: Review and Submit' with the message 'You have selected to enroll in EGCE 201 - Statics'. It shows the 'Option Status: Open' and a table with class details: Class - Discussion - 13560, Session - Regular Academic Session, Meeting Dates - 08/21/2021 - 12/10/2021, Days and Times - Monday Wednesday 1:00PM to 2:15PM, Seats - Open Seats 6 of 40. Below this is a 'Class Preferences' section with 'Grading Basis' set to 'Graded'. At the bottom right of the main area is a 'Submit' button. A red circle labeled 'A' points to the 'You have selected to enroll in' message, and a red circle labeled 'B' points to the 'Submit' button. The bottom of the screen shows a confirmation dialog: 'Are you sure you want to submit?' with 'Yes' and 'No' buttons, and the text 'Click Yes to confirm you want to submit.'

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?

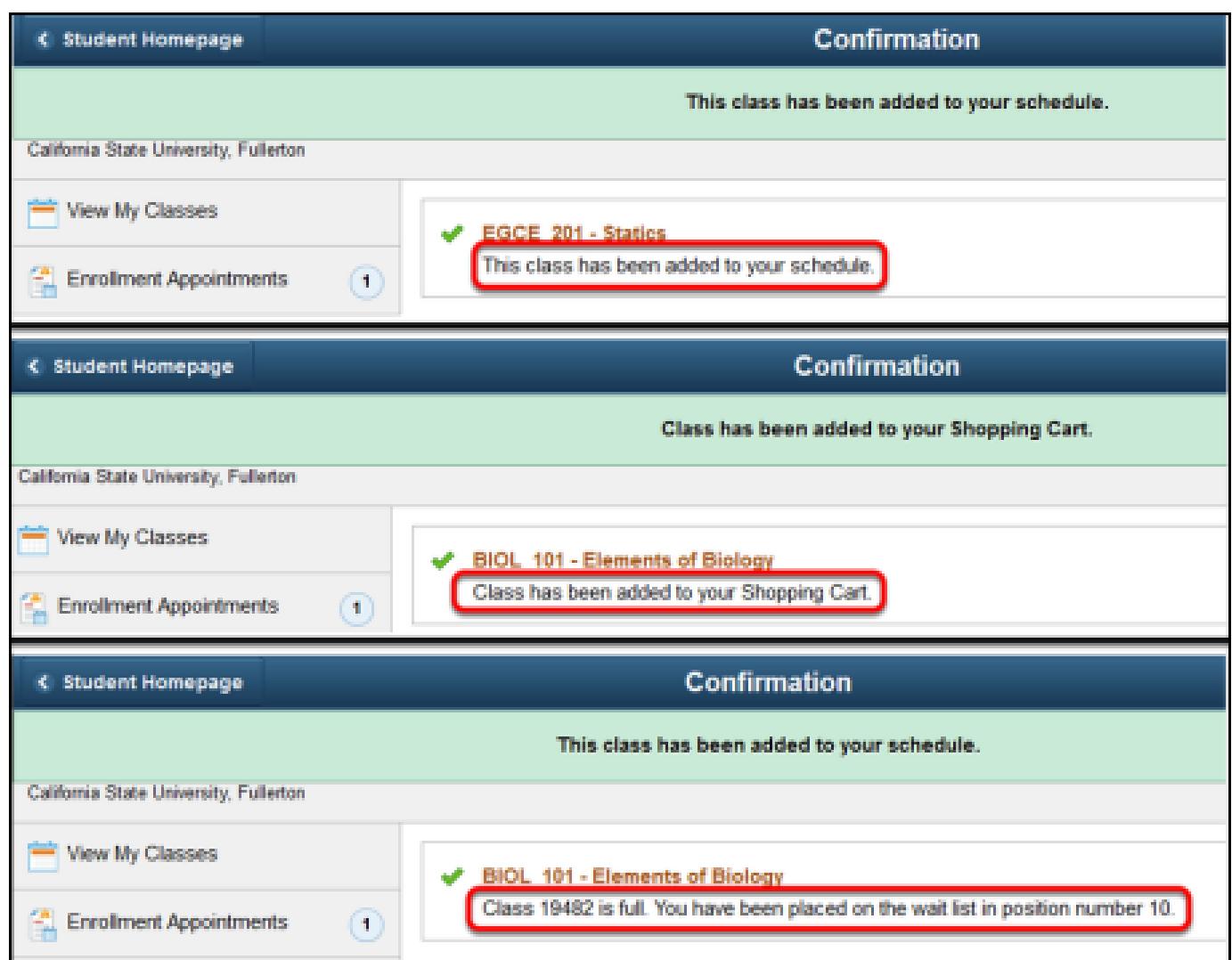
**Yes**

**No**

Click **Yes** to confirm you want to submit.

# Confirming Classes

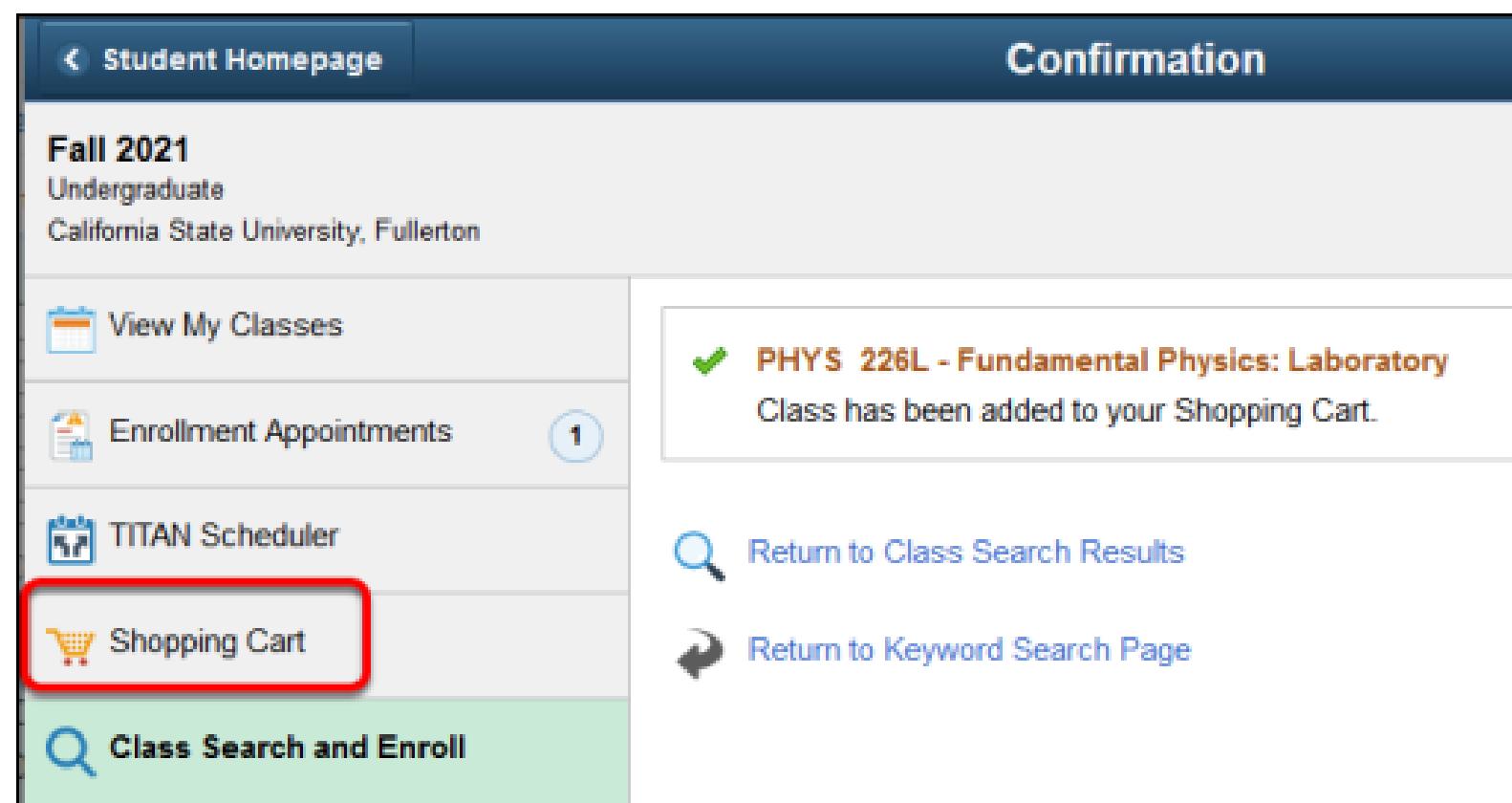
**Step 12:** You will see a confirmation screen that will **confirm that the class was added to your schedule, added to your shopping cart, or you were placed on the wait list.** If you chose to enroll, you are done! If you chose to add the class to your shopping cart, continue with the next steps to finalize your enrollments.



The image displays three separate screenshots of a student confirmation page, each showing a different outcome of adding a class:

- Top Screenshot:** Confirmation that the class has been added to the schedule. The message "This class has been added to your schedule." is displayed. A specific class, "EGCE 201 - Statics", is highlighted with a red box around its name and a red border around the message "This class has been added to your schedule.".
- Middle Screenshot:** Confirmation that the class has been added to the shopping cart. The message "Class has been added to your Shopping Cart." is displayed. A specific class, "BIOL 101 - Elements of Biology", is highlighted with a red box around its name and a red border around the message "Class has been added to your Shopping Cart.".
- Bottom Screenshot:** Confirmation that the class has been added to the wait list. The message "This class has been added to your schedule." is displayed. A specific class, "BIOL 101 - Elements of Biology", is highlighted with a red box around its name and a red border around the message "Class 19482 is full. You have been placed on the wait list in position number 10.".

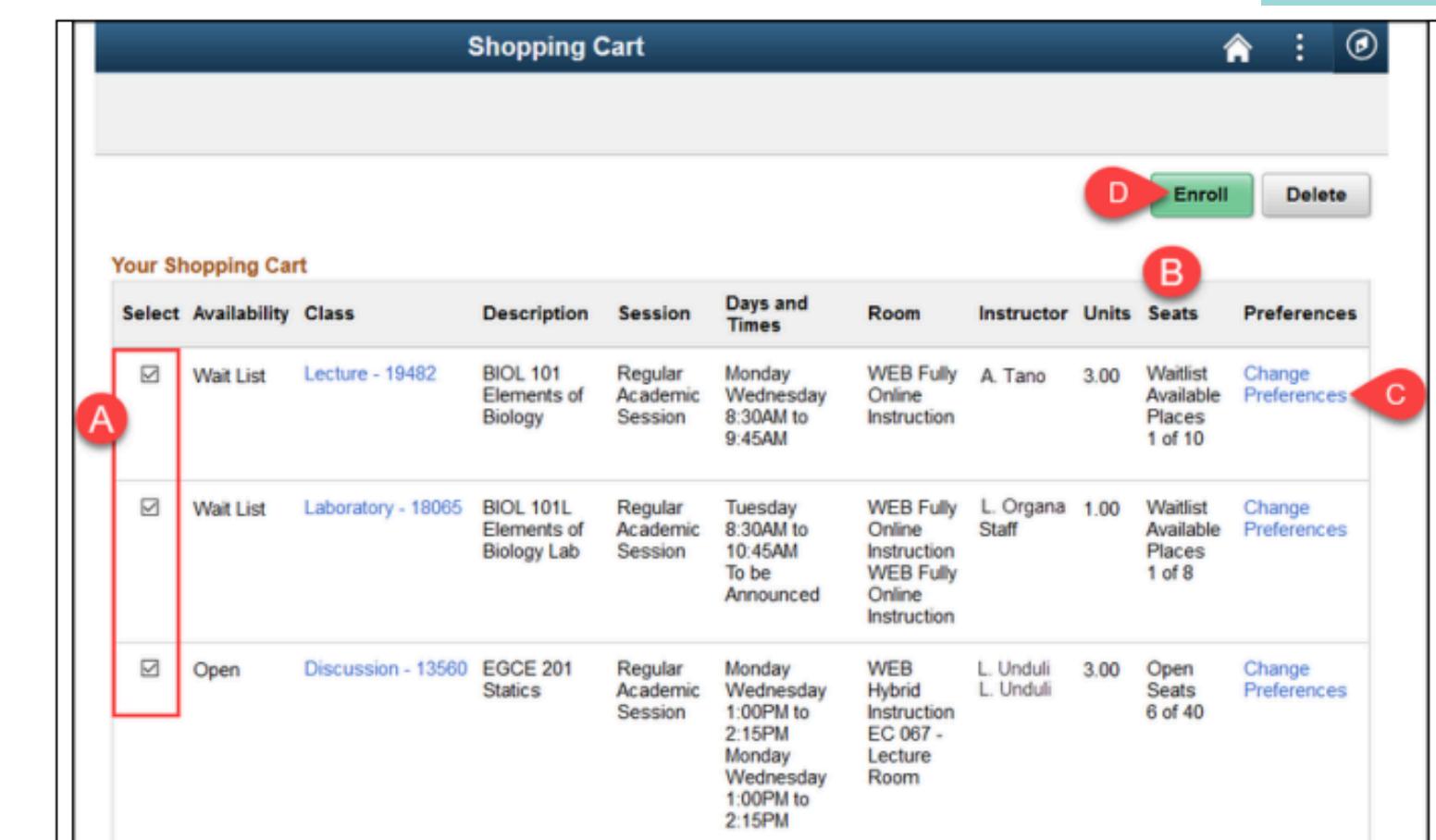
**Step 13:** Continue to add classes to your shopping cart using the steps before. When you are ready to enroll, **click on the Shopping Cart link** on the left menu.



The screenshot shows the 'Student Homepage' with a 'Confirmation' header. The 'Fall 2021' semester is selected. On the left, a sidebar lists 'View My Classes', 'Enrollment Appointments' (with 1 notification), 'TITAN Scheduler', and 'Shopping Cart' (which is highlighted with a red box). Below these are 'Return to Class Search Results' and 'Return to Keyword Search Page'. The main content area displays a confirmation message: 'PHY 226L - Fundamental Physics: Laboratory' has been added to the shopping cart. A 'Change Preferences' link is also present.

**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.



The screenshot shows the 'Shopping Cart' page. The 'Your Shopping Cart' table lists three classes:

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	<a href="#">Change Preferences</a>
<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	L. Organa Staff	1.00	Waitlist Available Places 1 of 8	<a href="#">Change Preferences</a>
<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	<a href="#">Change Preferences</a>

Annotations A, B, C, and D are present: A points to the 'Select' column of the first class; B points to the 'Seats' column of the first class; C points to the 'Change Preferences' link in the first class row; D points to the 'Enroll' button in the top right corner of the page.

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).