

STUDENT CENTER



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Student Center

How Do I Access the Student Center?

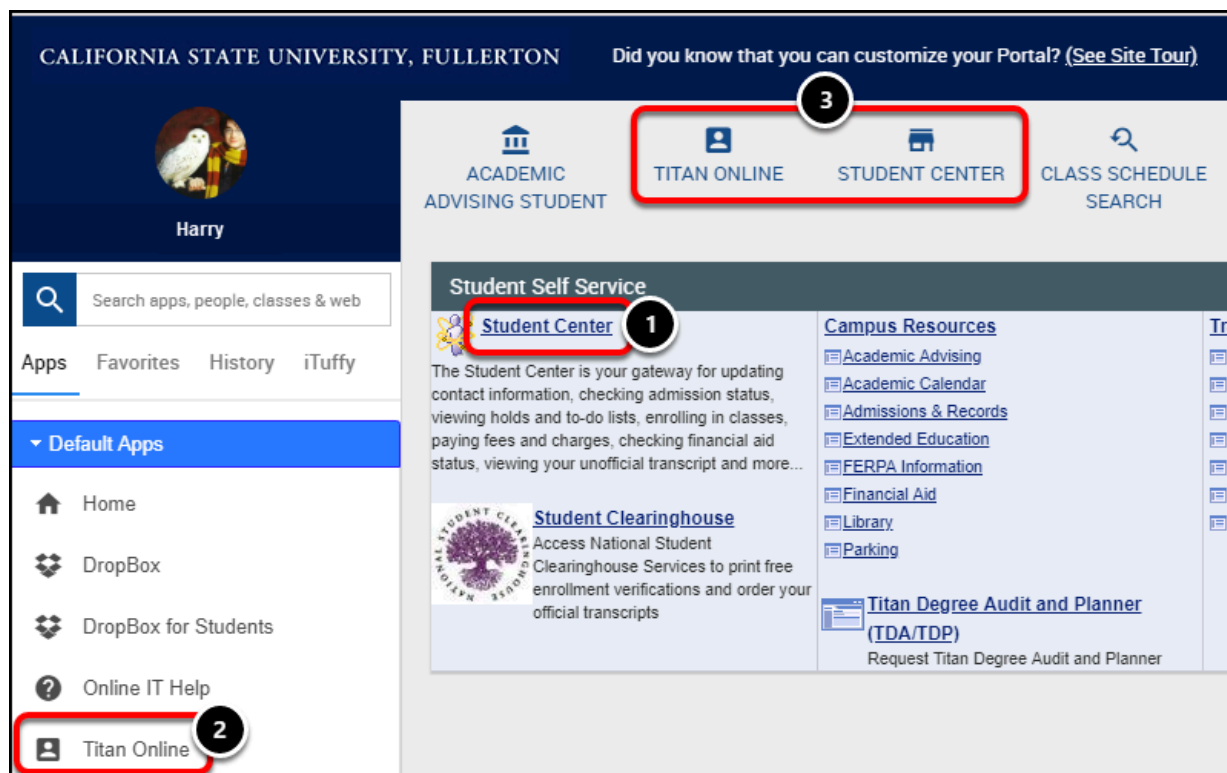
The Student Center is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more.

This article covers how students can log in to the campus portal to access their Student Center on Titan Online.

1. Log on to the campus portal.

[View instructions on accessing the campus portal.](#)

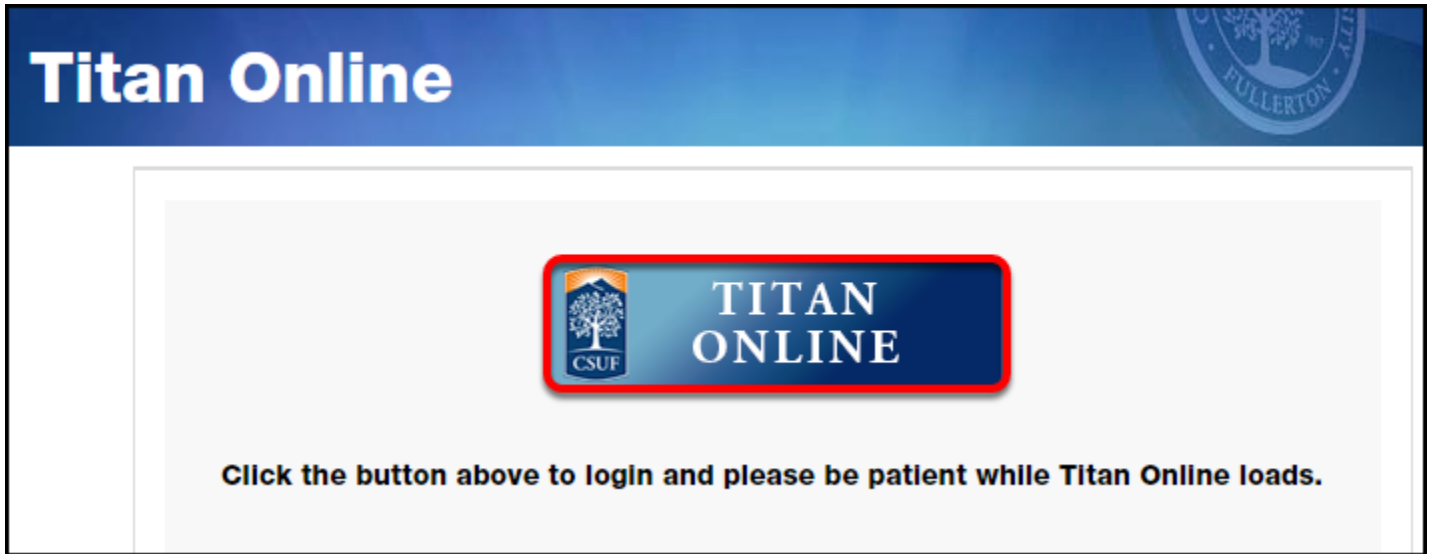
2. You can click on the Student Center link in the Student Self Service widget. Or click on Titan Online.



1. If you see the Student Self Service widget, you can click on the **Student Center** link.
2. Click on **Titan Online** in the Default Apps section in the left menu.
3. You can also set up QuickLinks in your campus portal for Titan Online and the Student Center.

💡 For more on setting up widgets and QuickLinks in your portal, [view this article on Finding and Rearranging Portal Apps](#).

2.1. If you selected Titan Online, click on the Titan Online button.



2.2. Click on Student Center in the Student Self Service section.

Student Self Service			
 <u>Student Center</u> The Student Center is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more...	 <u>Preferred Name Change</u>	 <u>Apply for Graduation</u> Apply for Graduation	 <u>Titan Degree Audit & Planner</u> Request Titan Degree Audit & Planner (TDA/TDP)
 <u>TitanNet</u> TitanNet Student and Appointment Scheduling System	 <u>Student Clearinghouse</u> Access National Student Clearinghouse Services to print free enrollment verifications and order your official transcripts	<u>Campus Resources</u> <ul style="list-style-type: none"> Academic Advising Academic Calendar Admissions & Records Extended Education FERPA Information Financial Aid Library Parking Student Financial Services 	<u>Training Resources</u> <ul style="list-style-type: none"> Application for Graduation FAQ Student Center Web Tutorial Registration Web Tutorial Changing Personal Contact Info TDA - User Guide TDA - Interactive Tutorial TITAN Scheduler User Guide
<u>Registration and Records</u> <ul style="list-style-type: none"> Frequently Asked Questions Important Deadlines Registration Details Final Examinations Graduation Information Ordering Transcripts Forms Other Services 			

3. You're now in the Student Center.

The screenshot shows the TitanOnline Student Center interface for a user named Harry Potter. The header includes the California State University, Fullerton logo and navigation links like Home and Logout. A search bar is present with options for CSUF WEB and CSUF PEOPLE. The main content area is titled 'Harry's Student Center' and is divided into several sections: Academics, Finances, Personal Information, and Admissions. The Academics section includes links for Search, Enroll, My Academics, My Textbooks, and Final Exam Schedule. The Finances section includes links for My Account, Account Inquiry, Enroll in Direct Deposit, Enroll in Payment Plan, Consent & Access 1098-T, Financial Aid, View Financial Aid, and Accept/Decline Awards. The Personal Information section includes links for Demographic Data, Emergency Contact, Names, User Preferences, and Authorize to Release. The Admissions section includes links for Accept or Decline Admissions Offer, Waitlist Admission, and Orientation. A 'Contact Information' box displays the user's Home Address, Mailing Address, Home Phone Number, and Student Email Address. A 'Welcome to the Student Center' message is displayed in the center. A 'Search for Classes' button is located in the top right. A 'Holds' section shows 'No Holds'. A 'To Do List' shows 'No To Do's'. A 'Financial Information Links' section includes links for Accessing your 1098T, Payment Due Dates, and Fee Information. An 'Important Links' section includes a link for Register to Vote.

Need More Help?

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

How Do I Authorize Campus Departments To Release My Information To Specific People?

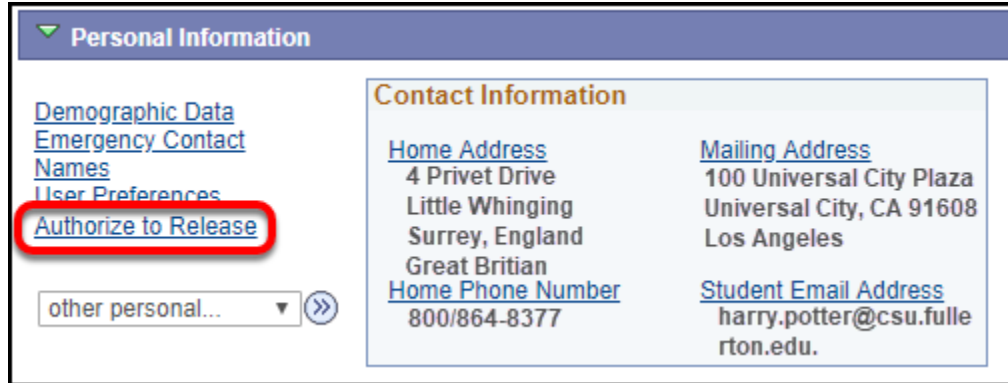
An authorization to release allows campus departments to release information on a student to authorized users.

This article covers how students can add or remove authorized users.

1. Log in to the portal and access your Student Center.

[View instructions on accessing your Student Center.](#)

2. Click on Authorize to Release in the Personal Information section.



Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)
[Authorize to Release](#)

other personal... >>

Contact Information

Home Address 4 Privet Drive Little Whinging Surrey, England Great Britian	Mailing Address 100 Universal City Plaza Universal City, CA 91608 Los Angeles
Home Phone Number 800/864-8377	Student Email Address harry.potter@csu.fulle rton.edu.

3. Carefully review the FERPA information and the types of information released by each campus department.

Harry Potter
go to ...

Create an Authorization to Release

- Your student records which are maintained by California State University Fullerton are protected under the [Family Educational Rights and Privacy Act](#) (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing Academic Records, Student Financial Services, Financial Aid, and Admissions to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices.
- Academic Records:** may release academic record information, such as grades, enrollment, progress toward degree, and academic standing.

Academic Advising: this form cannot be used to authorize the release of advising notes or advising information. In order to authorize the release of advising notes or advising information, you must go to the Academic Advising Center located in GH123B (formally UH123B) and complete/sign a separate authorization to release form.


Admissions: may release application status, admission requirements (i.e., transcripts, coursework, test scores), holds, and residency information.

Student Financial Services: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

1. This section covers FERPA privacy and what you are agreeing to by completing this authorization.
2. This section covers what information is released when you select these options for each authorized user.

4. Enter the name of the new authorized user, create an access code for that user, and then select the information that can be released to them. Then click Save.

 Be sure to review the information on how to complete the authorization above the list of authorized users. This section includes what information your authorized users will need to provide to request information.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee *will be required to: identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee.* Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

1 Authorization to Release			2 Information to your Designee			
* First Name	* Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions
Sirius	Black	1225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Save Cancel			go to ...			

1. Enter the first and last name of the authorized user.
2. Create a 4-digit access code that the user will use to identify themselves when requesting information.
3. Select the types of information that can be released to this user. For more detail on the types of information, refer to [the previous step in this guide](#).
4. Click **Save** to finish adding the authorized user.

5. Contact your authorized user to provide them with their access code and your Campus-Wide ID (CWID).

When contacting a campus department to request your information, your authorized user(s) will have to identify themselves and provide your name, your CWID, and their access code.

6. To add another authorized user, click the plus icon at the end of the row.

Authorization to Release your Information to your Designee						
First Name	Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions
Sirius	Black	1225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input checked="" type="checkbox"/>

6.1. Enter the information for the additional authorized user and then click Save.

Authorization to Release your Information to your Designee							
First Name	Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	
Sirius	Black	1225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1485 462 1510 493" type="button" value="+"/>
<input type="text" value="Molly"/>	<input type="text" value="Weasley"/>	<input type="text" value="4589"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input data-bbox="1485 514 1510 546" type="button" value="+"/>

Be sure to provide the access code and your CWID to the new user(s) you added.

7. To remove an authorized user, uncheck all of the boxes next to their name and click Save.

Authorization to Release your Information to your Designee							
First Name	Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	
Sirius	Black	1225	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1485 1102 1510 1134" type="button" value="+"/>
Molly	Weasley	4589	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input data-bbox="1485 1155 1510 1186" type="button" value="+"/>

There is no option to remove the authorized user's name completely. Simply uncheck all of the boxes next to their name, click Save, and then information will no longer be released to them.


Optionally, you can change their access code as a way to block their access, but it is not necessary.


Need More Help?

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

Choosing Credit/No Credit Option for Grades

This article contains information on how CSUF students can choose a credit/no credit (C/NC) option for their grades in the Student Center.

 Prefer to watch a video tutorial? [View Choosing Credit/No Credit Option for Grades video.](#)

 NOTE that students will not see their grades in the usual location in their Student Center until after June 1st. For now, students need to use the instructions below to access the page showing their grades.

Check Before You Choose - Read This First

For the spring 2020 term, students can choose either their final letter grade or the Credit/No Credit (CR/NC) equivalent grade.

Before you choose, you need to be aware of a number of consequences; some may or may not be beneficial to you. Choosing CR/NC grades can have numerous effects, based on your student status (veteran, financial aid recipient, academic probation, repeating a course to improve a prior grade, student-athletes, pre-licensure or credential programs, post-baccalaureate programs to prepare for a professional school, etc.)

BEFORE YOU PROCEED

- Have you thoroughly read the Student FAQs?

- Have you reached out to your advisor or various offices (Veterans Resource Center, Financial Aid, Academic Advisement Center, EOP Office, etc.) if you have more questions after reading the FAQs?

[View the Student FAQs about Credit/No-Credit Grading Basis for CSUF Students](#)

Summary of process

- Faculty will provide a letter grade as your final grade in the class.
- You will be able to view the letter grade for each of your courses on a new CR/NC page in your Student Center in Titan Online from **May 22nd to June 1st**.
- You will be able to select CR/NC or keep the letter grade for each of your courses individually.
- You can change all of your selections up to the cutoff date on **June 1st**.
- If you make no selections, you will automatically receive the letter grade.
- **All grades will be final on June 1st at 11:59 p.m.**

1. Log in to your Student Center on Titan Online.

[View detailed instructions on logging in to the Student Center.](#)

2. Click Select Credit/No Credit in the Academics section.

Tuffy's Student Center




Academics

[Search](#)
[Enroll](#)
[My Academics](#)
[My Textbooks](#)
[TITAN Scheduler](#)
[Final Exam Schedule](#)
[*Select Credit/No Credit*](#)

other academic... >>

Deadlines **URL**

This Week's Schedule

	Class	Schedule
	EGCE 206-02 LAB (13604)	We 7:00PM - 9:45PM CS 207 - Self Instruct Lab
	HCOM 100-79 DIS (20958)	MoWe 2:30PM - 3:45PM CP 122 - Lecture Room
	MATH 150B-12 DIS (19204)	MoWe 12:00PM - 1:50PM MH 563 - Lecture Room

3. Review the information on this screen and place a checkmark next to each section to acknowledge the potential impact. Then click Save Acknowledgment.

Tuffy Titan go to

"CHECK BEFORE YOU CHOOSE!"

CR/NC Grading Basis

NOTE TO TITANS: After all final exams and projects are completed in May, you will receive a letter grade for your courses that were originally based on letter grades in the course syllabus. You will then have from May 22nd through June 1st at 11:59 pm to decide if you want to opt to change that letter grade to the CR/NC grade equivalent. The process for choosing your grade options is described in the following user guide:

[CR/NC Grading Option Student User Guide](#)

The following **frequently asked questions (FAQs)** are designed to help you learn more about the spring 2020 grading basis process and to provide guidance to help you make the best choices! **PLEASE THOROUGHLY READ THROUGH ALL OF THE FOLLOWING FAQs -- before you choose, you need to be aware of a number of letter grade vs. CR/NC consequences; some may or may not be beneficial to you. Opting for CR/NC grades can have numerous effects, based on your student status (such as veterans, financial aid benefits, academic probation, repeating a course to improve a prior grade, re-entry students in Extended Education, student-athletes, pre-licensure or credential programs, post-baccalaureate programs to prepare for a professional school, etc.), so the best choice requires careful consideration and advisement. CHECK BEFORE YOU CHOOSE!**

[CR/NC Grading Option Student FAQ](#)

Please acknowledge the potential impact of choosing a grade of Credit/No Credit.

1

☐ The equivalent letter grades for CR/NC are:
Undergraduate courses: CR = A through C- grades and NC = D through F grades.
Graduate courses: CR = A through B- grades and NC = C through F grades.
Remember CHECK BEFORE YOU CHOOSE!

☐ Deciding to change your grading basis after the Spring 2020 semester will require you to follow the normal grade appeal process to change any spring 2020 grades and this is typically a long process.
Remember CHECK BEFORE YOU CHOOSE!

☐ CR and NC grades are not calculated in your GPA. This is one reason why it is so important for you to fully learn the impacts that opting for these grades may have on your GPA. There may be reasons whereby a CR or NC grade may be the better option for you, depending upon your status and what you're trying to achieve, and your advisor may be able to help you understand the impact of these course options on your GPA.
Remember CHECK BEFORE YOU CHOOSE!

☐ General Education (GE) "Golden Four" courses require a C- letter grade for passing (A.1. Oral Communication, A.2. - Written Communication, A.3 - Critical Thinking, B.4 - Mathematics/Quantitative Reasoning). For other GE courses, a D letter grade is usually considered passing. However, if you earn a D grade in a GE course (not GE "Golden Four" courses), you should carefully consider whether the D grade or the NC grade would be your better option for other factors such as GPA, financial aid eligibility, hours to degree, etc. PLEASE NOTE: If you are considering the CR/NC option for a GE course that also counts toward your major, a D grade may not be sufficient.
Remember CHECK BEFORE YOU CHOOSE!

2 Save Acknowledgment

go to

1. Review each section and place a checkmark to acknowledge you have read and understand it.
2. Then click **Save Acknowledgement**.

4. Your acknowledgment is saved. You will see this each time you visit this page, but you only need to save your acknowledgment once.

☒ **General Education (GE) "Golden Four" courses require a C- letter grade for passing (A.1. - Oral Communication, A.2. - Written Communication, A.3 - Critical Thinking, B.4 - Mathematics/Quantitative Reasoning). For other GE courses, a D letter grade is usually considered passing. However, if you earn a D grade in a GE course (not GE "Golden Four" courses), you should carefully consider whether the D grade or the NC grade would be your better option for other factors such as GPA, financial aid eligibility, hours to degree, etc. PLEASE NOTE: If you are considering the CR/NC option for a GE course that also counts toward your major, a D grade may not be sufficient.**


Remember CHECK BEFORE YOU CHOOSE!

Save Acknowledgement

»»

Return to Student Center

5. Review your Spring 2020 letter grades and decide for each individual class if you want to switch to Credit or No Credit.

 In red, you will see whether your grade will be changed to Credit or No Credit based on the letter grade you received.

Tuffy Titan go to ...

Spring 2020 Grading Basis Change

Due to the COVID-19 Coronavirus, this semester students will be allowed to switch classes taken for a grade to Credit/No Credit. Once grades are finalized, you'll need to petition for any changes. Make selections once your instructor has posted grades, and click the "Save Selections" button.

EGCE 206 - Comp Aid Arch & CE Draftg			
Status	Units	Grading	Select Grading Basis
Enrolled	1.00	Graded	<input checked="" type="radio"/> A /Current Grade (No Change) <input type="radio"/> CR /Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
13604	02	Laboratory	

POSC 100 - American Government			
Status	Units	Grading	Select Grading Basis
Enrolled	3.00	Graded	<input type="radio"/> C- /Current Grade (No Change) <input checked="" type="radio"/> CR /Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
17607	16	Lecture	

PHYS 225 - Fundament Phys: Mechanics			
Status	Units	Grading	Select Grading Basis
Enrolled	3.00	Graded	<input checked="" type="radio"/> C+ /Current Grade (No Change) <input type="radio"/> CR /Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
18167	03	Lecture	

PHYS 225L - Fundamental Physics Lab			
Status	Units	Grading	Select Grading Basis
Enrolled	1.00	Graded	<input checked="" type="radio"/> D+ /Current Grade (No Change) <input type="radio"/> NC /No Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
18958	15	Laboratory	

1. For this example class, the student has received a letter grade of A, but the student can switch to a CR (Credit) grade.
2. For this example class, the student has received a letter grade of C-, but the student can switch to a CR (Credit) grade.
3. For this example class, the student has received a letter grade of C+, but the student can switch to a CR (Credit) grade.
4. For this example class, the student has received a letter grade of D+, but the student can switch to a NC (No Credit) grade.


5.1. You will not be able to change the grading option if the course is already graded as Credit/No Credit or if the instructor has not yet submitted grades.

MATH 150B - Calculus II			
Status	Units	Grading	Current Grade
Enrolled	4.00	Credit / No Credit	CR /Credit
1			
Class Nbr	Section	Component	
19204	12	Discussion	

HCOM 100 - Intro to Human Comm			
Status	Units	Grading	Current Grade
Enrolled	3.00	Graded	Not Yet Graded by Instructor
2			
Class Nbr	Section	Component	
20958	79	Discussion	

1. In this example class, the course is already graded as Credit/No Credit and cannot be changed.
2. In this example class, the instructor has not yet submitted grades.

6. If you choose to switch to Credit/No Credit, click Yes to confirm your choice.

 You will need to click Yes for each class that you switch to Credit/No Credit.

Message

Changing class to Credit No Credit (31360,146)

Be aware of all implications for changing to Credit/No Credit.
Remember CHECK BEFORE YOU CHOOSE!

Are you sure you want to continue?

7. Review your changes (if any). Then click Save Selection. You're done!

! You can return to this page to make changes until **June 1st, 2020 at 11:59 p.m.** After that, all grades become final.

PHYS 225 - Fundament Phys: Mechanics			
Status	Units	Grading	Select Grading Basis
Enrolled	3.00	Graded	<input checked="" type="radio"/> C+ /Current Grade (No Change) <input type="radio"/> CR /Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
18167	03	Lecture	

PHYS 225L - Fundamental Physics Lab			
Status	Units	Grading	Select Grading Basis
Enrolled	1.00	Graded	<input type="radio"/> D+ /Current Grade (No Change) <input checked="" type="radio"/> NC /No Credit- Change to Credit/No Credit
Class Nbr	Section	Component	
18958	15	Laboratory	

go to ...

Need More Help?

[View Choosing Credit/No Credit Option for Grades video](#)

Technical Support

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

For additional academic guidance

- For GE lower division courses (including the GE “Golden Four”): contact the [Academic Advisement Center](#).
- For upper division and major courses: contact your major advisor and/or [your Student Success Team](#).

Video: Choosing Credit/No Credit Option for Grades

This article contains a link to the video tutorial on choosing Credit/No Credit Option for Grades.

[View Choosing Credit/No Credit Option for Grades video](#)

Need More Help?

[View step-by-step guide on choosing credit/no credit option for grades](#)

Technical Support

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

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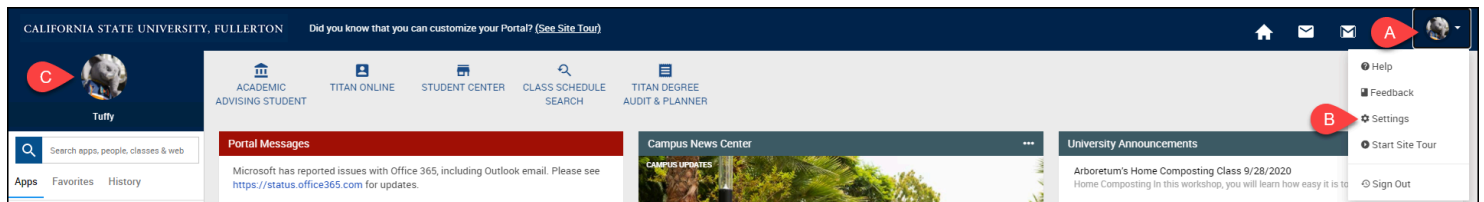
Students: Changing Your Personal Email

This article covers how students can update their personal email. The personal email is used as an alternate method of communicating with students when they are unable to access their CSUF student account (e.g., forgot password).

1. Log in to the campus portal.

[View step-by-step instructions on accessing the campus portal.](#)

2. Access your portal settings using your profile image at the top right or top left.



- A. Click on your profile image at the top right.
- B. Then select **Settings**.
- C. Or click on your profile image on the top left.

3. Click Edit next to Email Addresses.

Profile Settings
Update Personal Info and Account Settings

SETTINGS WIDGETS QUICKLINKS

 Contact

Personal Information

Summary	Detail
Preferred Name	Edit
Home Address	Edit
Phone Numbers	Edit
Email Addresses	Edit
Emergency Contacts	Edit

4. Edit the existing Home email address to the personal email you want to use. If you do not see a Home email address, click Add an Email Address to create it. Click Save to save your changes.

CALIFORNIA STATE UNIVERSITY, FULLERTON

TitanOnline
Titan, Tuffy

Email Addresses

Tuffy Titan

Email Type	Email Address	Preferred	
Home	tuffy@gmail.com A	<input type="checkbox"/>	Delete
Student Personalized Email	tuffy.titan@csu.fullerton.edu	<input checked="" type="checkbox"/>	

Add an Email Address **B**


* Required Field

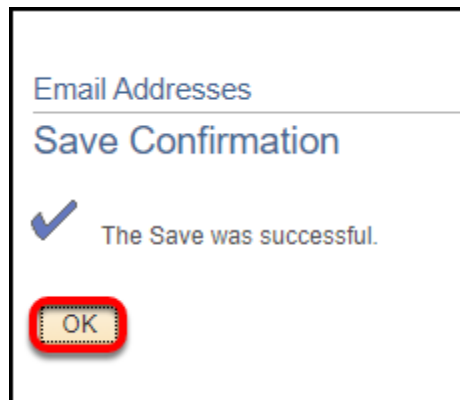
Save **C**

A. Edit the Home email address to the personal email address you want to use.

- B. If you do not see a Home email address, click **Add an Email Address**.
- C. Click **Save** to save your changes.

5. You'll get a confirmation that your change was saved. Click OK. You're done!

 You'll also get a confirmation email sent to your CSUF student email account.



Need More Help?

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

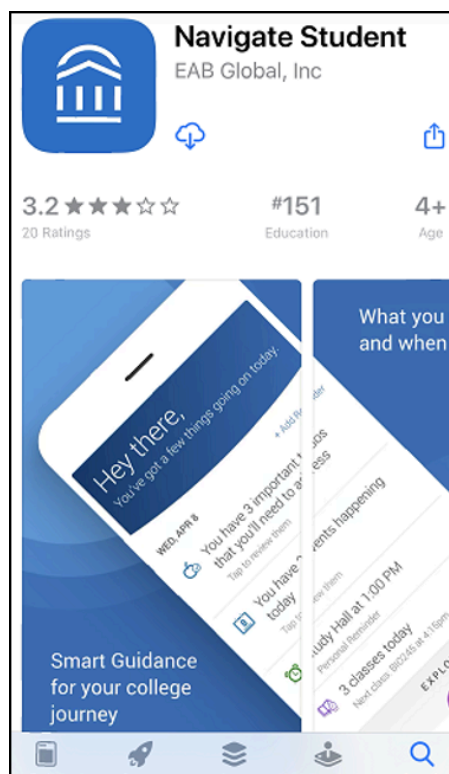
TitanNet

How Do I Access TitanNet?

This article covers how CSUF students can access TitanNet to schedule an appointment for advising, tutoring, or other services.

Want to access TitanNet on your mobile device?

Download the Navigate Student app and log in with your campus student username and password!



Why use Navigate Student?

- This secure app is equipped to customize its alerts to you according to your class standing, needs and interests. Its content is tied directly to your CSUF accounts
- You may make, view and cancel appointments with advisors and other resource areas directly through the app

- Find your way to specific offices, buildings and most every on-campus service through live, GPS navigation on foot
- Connect with other students in your classes via the study buddy component
- View your daily automated “to-do” list so that you always meet deadlines, know what is coming up on campus, and plan ahead
- Navigate Student is not a chatbot. Instead, it will send nudges on your mobile device to alert you to:
 - Events appropriate for your interests or major
 - Registration, add/drop, payment and other important deadlines
 - holds on your account
 - other helpful reminders
 - Nudges are accompanied by links and navigation to ensure you find what you need!

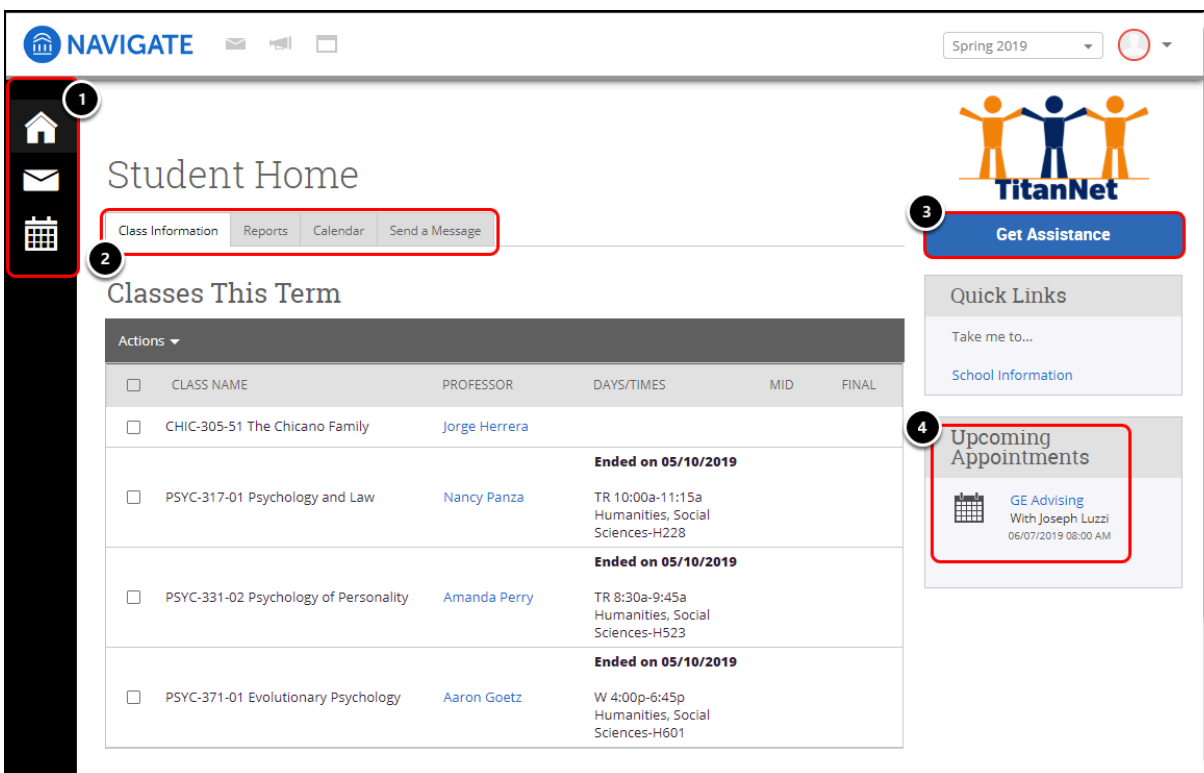
1. To access TitanNet on the web, log in to the campus portal and access Titan Online.

[View detailed instructions on accessing Titan Online.](#)

2. Click on the TitanNet link in the Student Self Service section of Titan Online.

Student Self Service			
 Student Center The Student Center is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more...	 Preferred Name Change	 Apply for Graduation Apply for Graduation	 Titan Degree Audit & Planner Request Titan Degree Audit & Planner (TDA/TDP)
 TitanNet TitanNet Student and Appointment Scheduling System	 Student Clearinghouse Access National Student Clearinghouse Services to print free enrollment verifications and order your official transcripts	Campus Resources <ul style="list-style-type: none"> Academic Advising Academic Calendar Admissions & Records Extended Education FERPA Information Financial Aid Library Parking Student Financial Services 	Training Resources <ul style="list-style-type: none"> Application for Graduation FAQ Student Center Web Tutorial Registration Web Tutorial Changing Personal Contact Info TDA - User Guide TDA - Interactive Tutorial TITAN Scheduler User Guide FERPA - Authorize To Release
Registration and Records <ul style="list-style-type: none"> Frequently Asked Questions Important Deadlines Registration Details Final Examinations Graduation Information Ordering Transcripts Forms Other Services 			

3. TitanNet will open in a new window/tab. You're now on the TitanNet homepage.



1. Left navigation menu:

- **Home:** return to the TitanNet homepage
- **Conversations:** access messages sent and received in TitanNet
- **Calendar:** view a calendar with your courses and TitanNet appointments

2. Homepage navigation:

- **Class Information:** list of currently enrolled classes for this term
- **Reports:** any Advisor Notes added by a CSUF advisor
- **Calendar:** view a calendar with your courses and TitanNet appointments
- **Send a Message:** send a message to an instructor, advisor, or staff member you had a TitanNet appointment with

3. Get Assistance: schedule an appointment in TitanNet for advising, tutoring, or other services

4. Upcoming Appointments: a list of upcoming appointments you have scheduled in TitanNet

Need More Help?

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

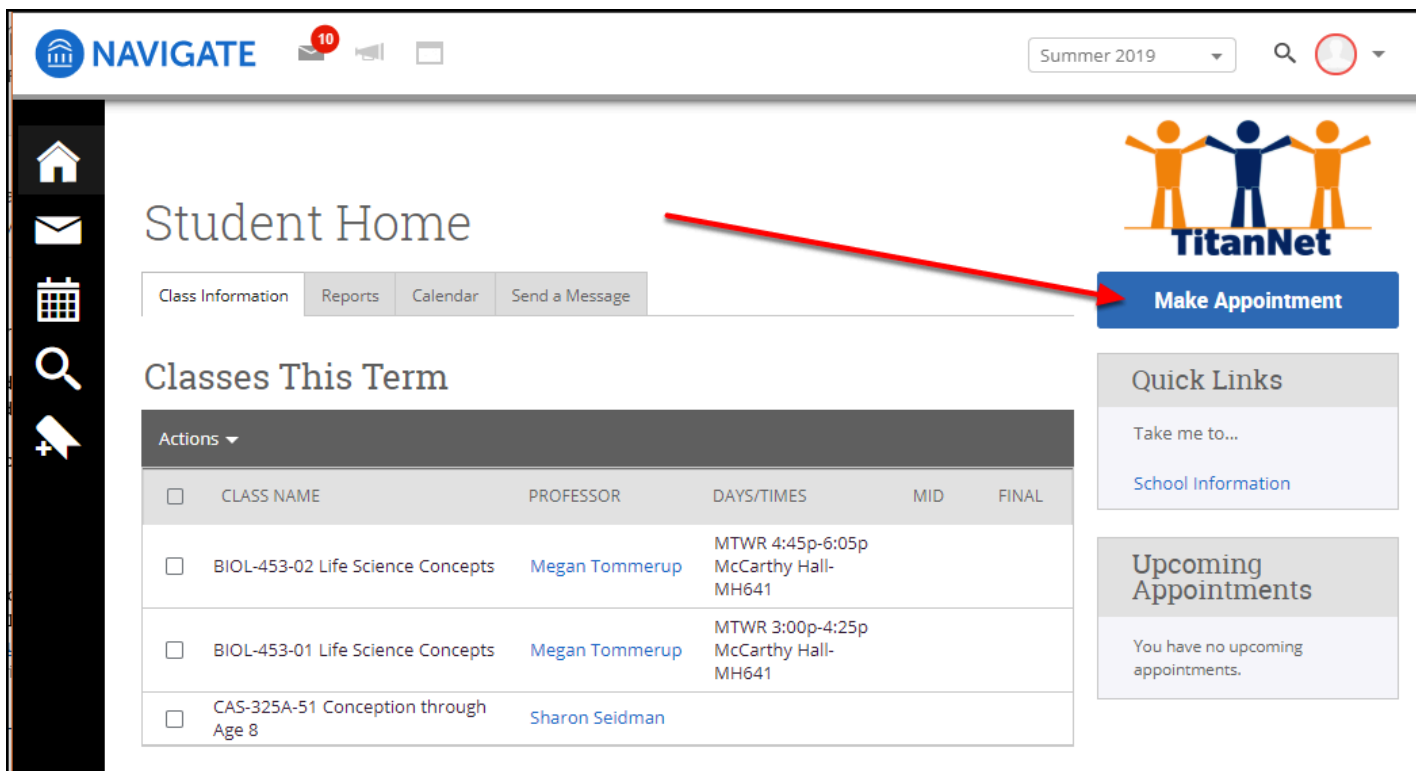
How Do I Schedule an Appointment in TitanNet?

This article covers how CSUF students can schedule an appointment in TitanNet for advising, tutoring, or other services.

1. Log in to the campus portal and access TitanNet.

[View detailed instructions on how to access TitanNet.](#)

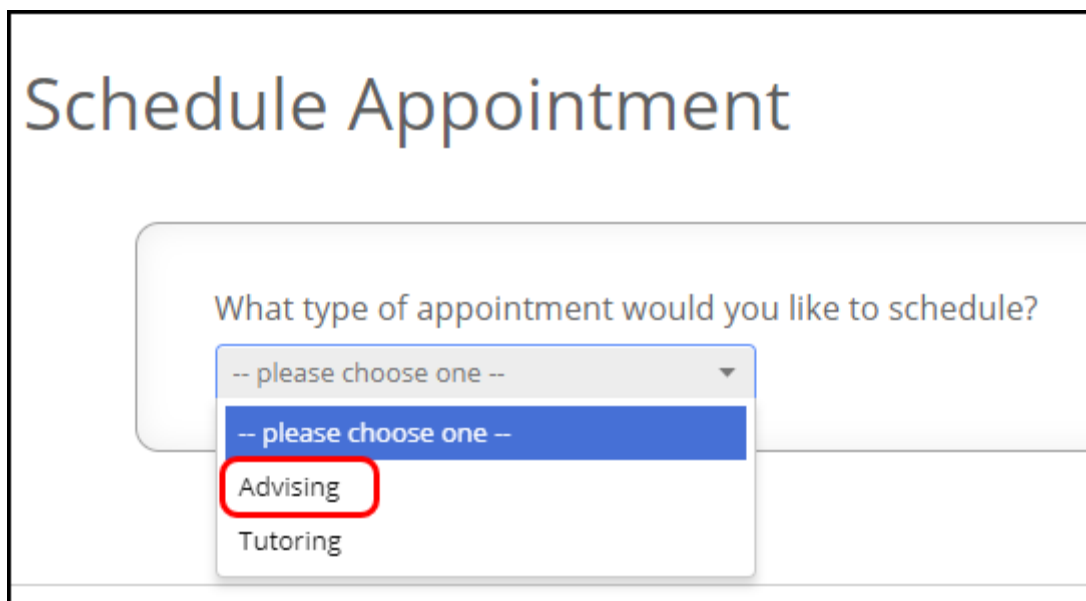
2. Click Make Appointment.



The screenshot shows the 'Student Home' page in the TitanNet system. The page has a top navigation bar with the 'NAVIGATE' logo, a notification bell with '10' alerts, and a search bar. Below the navigation bar is a sidebar with icons for Home, Mail, Calendar, Search, and a plus sign. The main content area is titled 'Student Home' and includes tabs for 'Class Information', 'Reports', 'Calendar', and 'Send a Message'. A red arrow points from the 'TitanNet' logo (which features three stylized figures holding hands) to a blue 'Make Appointment' button. Below the 'Student Home' section is a 'Classes This Term' section with a table of classes. To the right of the table are two sections: 'Quick Links' with a 'Take me to...' link and a 'School Information' link, and 'Upcoming Appointments' which states 'You have no upcoming appointments.'

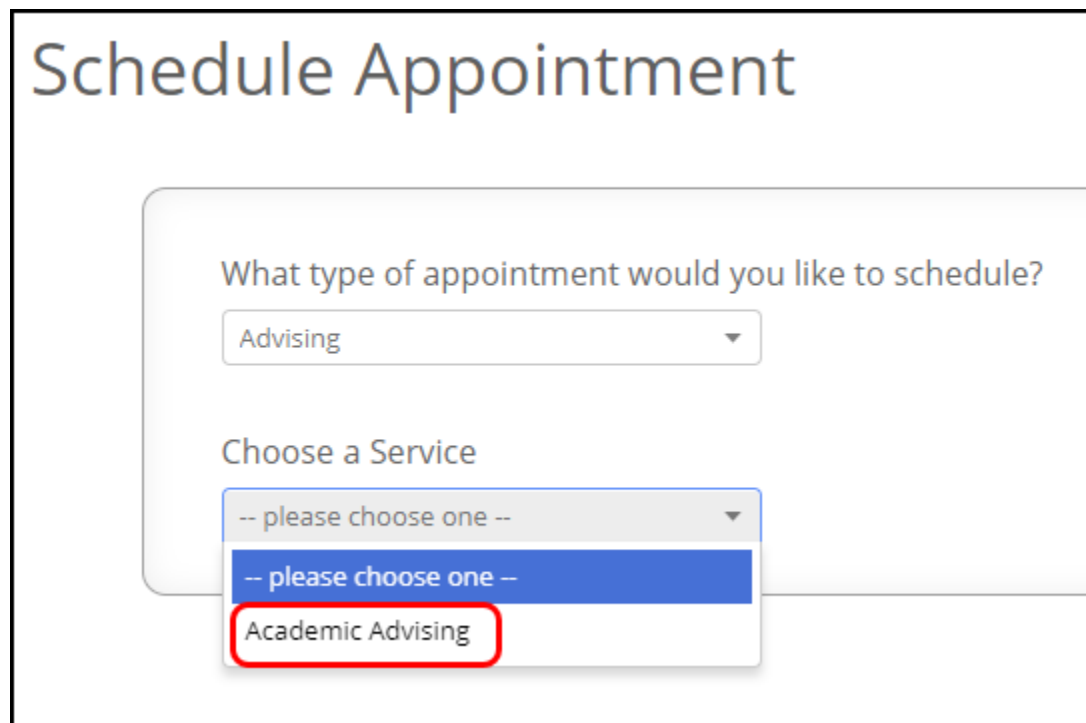
Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-453-02 Life Science Concepts	Megan Tommerup	MTWR 4:45p-6:05p McCarthy Hall-MH641		
<input type="checkbox"/>	BIOL-453-01 Life Science Concepts	Megan Tommerup	MTWR 3:00p-4:25p McCarthy Hall-MH641		
<input type="checkbox"/>	CAS-325A-51 Conception through Age 8	Sharon Seidman			

3. Click on the drop-down menu to select the type of appointment.



The screenshot shows a web form titled "Schedule Appointment". Below the title is a light gray box containing the text "What type of appointment would you like to schedule?". Below this text is a dropdown menu. The menu is open, showing a list of options: "-- please choose one --", "-- please choose one --", "Advising", and "Tutoring". The "Advising" option is highlighted with a red rectangular box.

4. Depending on the type of appointment you select, you may need to select a service category.

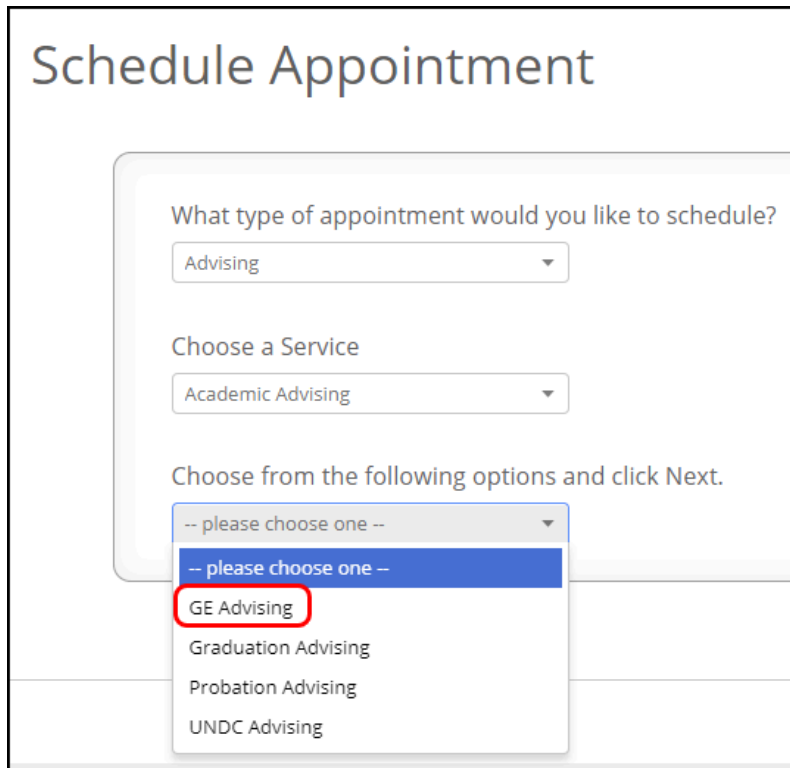


The screenshot shows the same "Schedule Appointment" form. The first dropdown menu is now closed and displays "Advising". Below it is a new section titled "Choose a Service". This section contains another dropdown menu. This menu is open, showing a list of options: "-- please choose one --", "-- please choose one --", and "Academic Advising". The "Academic Advising" option is highlighted with a red rectangular box.

Some appointments require additional information in order to schedule an appointment with the correct department.

In the example above, when scheduling an appointment for advising, you need to specify the type of advising you want in order to be scheduled with the correct advising department.

5. Select the option you want for the appointment.



The screenshot shows a web form titled "Schedule Appointment". It contains three main sections:

- What type of appointment would you like to schedule?** with a dropdown menu set to "Advising".
- Choose a Service** with a dropdown menu set to "Academic Advising".
- Choose from the following options and click Next.** with a dropdown menu that is open, showing the following options:
 - please choose one --
 - GE Advising (highlighted with a red circle)
 - Graduation Advising
 - Probation Advising
 - UNDC Advising

Appointments typically require you to choose from a list of options in order to schedule you with the correct faculty or staff person who can assist you.

In the example above, I need to indicate what type of Academic Advising I want so the system can schedule me with an advisor who is qualified to provide that type of advising.

6. Click Next when you have made your selections.

Schedule Appointment

What type of appointment would you like to schedule?

Advising

Choose a Service


Academic Advising

Choose from the following options and click Next.

GE Advising


Next ▶

7. Select a location for the appointment from the drop-down menu.

 You can use the **Back** button to go back to a previous screen and change your selections in the Schedule Appointment wizard.

Multiple locations may be available for your selection, so choose the location that works best for you.

8. OPTIONAL: Select the specific staff member you want to see from the list of available staff.

 If you do not specify a staff member, more appointment times will be available to you.

Schedule Appointment

Pick a Location for your Appointment

Academic Advisement Center GH-123 ▼

Pick a Staff Member

McGonagall, Minerva

Snape, Severus

Click in the Pick a Staff Member box to view a list of available staff members for your appointment. Select the staff member you want to see.

9. Click Next.

Schedule Appointment

Pick a Location for your Appointment

Academic Advisement Center GH-123 ▼

Pick a Staff Member

✖ Snape, Severus |

If you don't have a preference, just click Next.

◀ Back

Next ▶

10. Available upcoming appointments appear. Click on a

Morning or Afternoon block with available appointments to see a list of the available appointments. Or click View Drop-In Times to find out when you can drop in without an appointment.

i Note that some services may only have drop-in appointments available.

Schedule Appointment

<

Times From June 06 To June 10

>

Thu, Jun 06	Fri, Jun 07	Sat, Jun 08	Sun, Jun 09	Mon, Jun 10
<div>Morning N/A</div> <div>Afternoon 2 Available</div>	<div>Morning 16 Available</div> <div>Afternoon 19 Available</div>	<div>Morning N/A</div> <div>Afternoon N/A</div>	<div>Morning N/A</div> <div>Afternoon N/A</div>	<div>Morning 16 Available</div> <div>Afternoon 15 Available</div>

* All times listed are in Pacific Time (US & Canada). refreshed at 4:06pm PDT.

Don't see the time you're looking for?

View Drop-in Times

1. Click on a morning or afternoon block with available appointments to view a list of the available appointments during that block.
2. Click **View Drop-in Times** to find out when you can drop in without an appointment.

11. Select an appointment time from the drop-down list.

Thu, Jun 06

Morning
N/A

Afternoon
2 Available

* All times listed are in Pacific Time

Fri, Jun 07

Close

8:00am

8:15am

8:30am

8:45am

9:00am

12. Then click Next.

Schedule Appointment

< Times From June 06 To June 10 >

Thu, Jun 06

Morning
N/A

Afternoon
2 Available

* All times listed are in Pacific Time

Fri, Jun 07

Close

8:00am

8:15am

8:30am

8:45am

9:00am

Sat, Jun 08

Morning
N/A

Afternoon
N/A

Sun, Jun 09

Morning
N/A

Afternoon
N/A

Mon, Jun 10

Morning
16 Available

Afternoon
19 Available


refreshed at 4:10pm PDT.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

◀ Back

Next ▶

13. Review the details of your appointment. Add in specific questions for the staff member and indicate if you want a confirmation email or text. Then click **Confirm Appointment**.

 Your appointment is not finalized until you click **Confirm Appointment**!

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Harry Potter with Severus Snape

When: Friday, June 07
8:00am - 8:30am

Why: GE Advising

Where: Academic Advisement Center UH-123

Additional Details

1

Is there anything specific you would like to discuss with Severus ?

Comments for your staff...

2

☒ Send Me an Email

☒ Send Me a Text


Please provide your mobile number

714-555-1212

3

Confirm Appointment

[Back](#)

 It's highly recommended that you get a confirmation of your appointment via email or text.

1. Write any specific questions you have for the staff member. This allows them to research your question before your appointment.
2. Choose if you want a confirmation of this appointment sent to your student email and/or your mobile phone.
3. Click **Confirm Appointment**.

14. You're done! Your appointment is now scheduled.

Schedule Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: Harry Potter with Severus Snape

Why: GE Advising

When: Fri Jun 07, 2019 08:00 am - 08:30 am

Where: Academic Advisement Center UH-123


What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

15. The appointment will show up under Upcoming Appointments on your TitanNet homepage.



TitanNet


[Make Appointment](#)

Quick Links

Take me to...

[School Information](#)

Upcoming Appointments



[GE Advising](#)
With Severus Snape
07/07/2019 08:00 AM

Need More Help?

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How Do I Cancel An Appointment in TitanNet?

This article covers how CSUF students can cancel an appointment in TitanNet for advising, tutoring, or other services.

1. Log in to the campus portal and access TitanNet.

[View detailed instructions on how to access TitanNet.](#)

2. Click on the appointment you want to cancel under Upcoming Appointments. Or you can click on the calendar icon and select the appointment you want to cancel.

NAVIGATE Spring 2019

Student Home

Class Information Reports Calendar Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	CHIC-305-51 The Chicano Family	Jorge Herrera			
<input type="checkbox"/>	PSYC-317-01 Psychology and Law	Nancy Panza	TR 10:00a-11:15a	Humanities, Social Sciences-H228	

TitanNet

Make Appointment

Quick Links

Take me to...

School Information

Upcoming Appointments

GE Advising 1

With Severus Shape

07/07/2019 08:00 AM

1. Click on the appointment you want to cancel under Upcoming Appointments.
2. Or click on the calendar icon to view all of your appointments and then select the one you want to cancel.

3. Click Cancel My Attendance.

MANAGE APPOINTMENT

GE Advising

All Attendees

Severus Snape(Organizer)

Harry Potter

Appointment Details

When
Fri Jul 12, 2019
Care Unit

08:00 am - 08:30 am

Advising

Where

Academic Advisement
Center UH-123

Comments

None

Type

One Time Appointment

Service
GE Advising

Course
N/A

Cancel My Attendance

Close

4. Select a Reason from the drop-down menu and enter a comment. Then click Mark as Cancelled.

MANAGE APPOINTMENT

GE Advising

All Attendees

Severus Snape(Organizer)

Harry Potter

Cancel My Attendance

Reason:

Scheduling Conflict

Comments:

I have a meeting with Professor McGonagall at this time.

Don't Mark as Cancelled

Mark as Cancelled

Cancel My Attendance

Close

1. Select a Reason from the drop-down menu.
2. Then enter a comment indicating why you're canceling the appointment.
3. Then click **Mark as Cancelled**.

5. Click Close. You're done!



Notice there is a link to reschedule the appointment.

MANAGE APPOINTMENT

GE Advising

All Attendees

Severus Snape(Organizer)

H. Potter (cancelled)

Appointment Cancelled

[\[reschedule\]](#)

Harry Potter Cancelled this Appointment due to **Scheduling Conflict**

"I have a meeting with Professor McGonagall at this time."

Appointment Details

When

Fri Jul 7, 2019
08:00 am - 08:30 am

Where

Academic Advisement
Center UH-123

Service

GE Advising

Course

N/A

Care Unit

Advising

Comments

None

Type

One Time Appointment

Close

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