

Swapping a Class

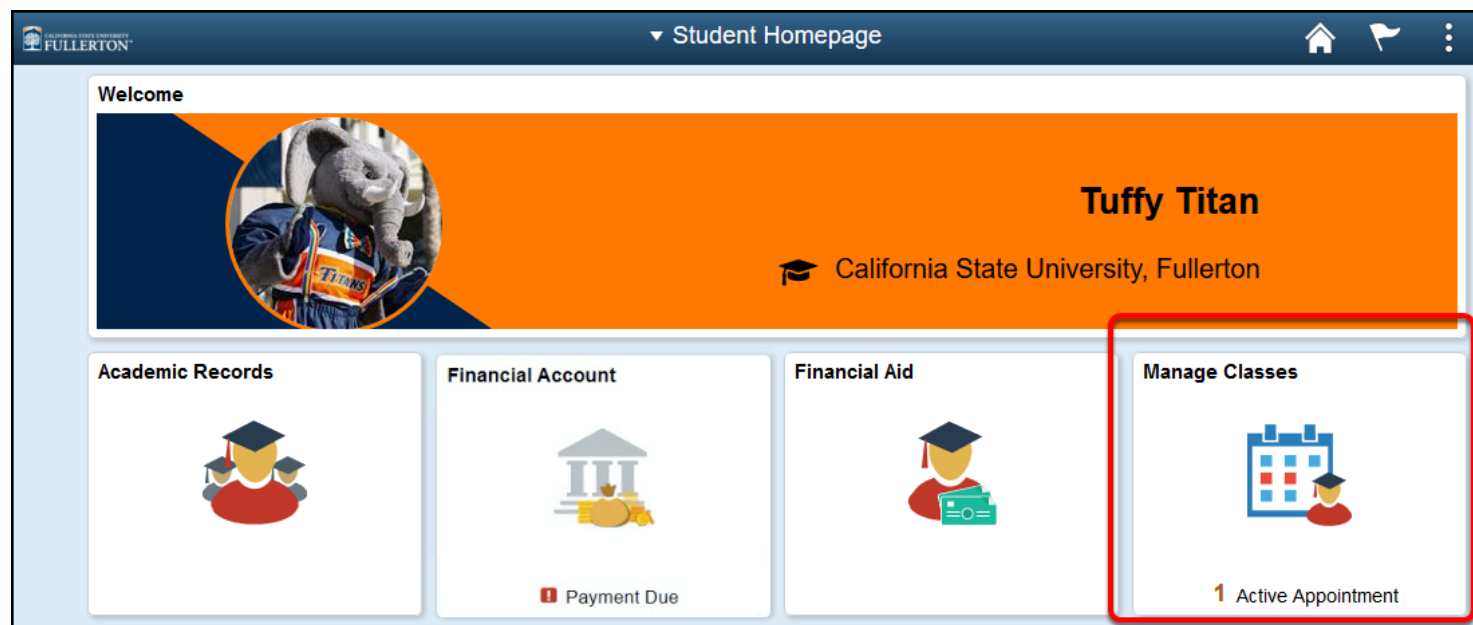
This article covers how CSUF students can swap classes.

💡 Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

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 Swap Classes in the left menu.

The screenshot shows the 'View My Classes' page. On the left, a sidebar menu lists various options: 'View My Classes', 'Enrollment Appointments', 'TITAN Scheduler', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes', 'Update Classes', and 'Swap Classes'. The 'Swap Classes' option is highlighted with a red rectangle. The main content area displays a table of enrolled classes for Fall 2021. The table has columns for Status, Units, Grading Basis, Grade, and Academic Year. The first row shows 'Enrolled' status, 3.00 units, Graded basis, and an Academic Year of 'Und'. Below this, a section titled 'EGCE 201 Statics' is expanded, showing a table with columns 'Class', 'Start/End Dates', and 'D'. The rows show 'Discussion - 13560' with start/end dates of '08/21/2021 - 12/10/2021' and a 'D' grade.

4. First, select the class you want to swap from the drop-down menu.

 This is the class that you want to drop.

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

EGCE 201: Statics (13560)

PHYS 226: Fund Phys, Elect & Magnetism (18428)

PHYS 226L: Fundamental Physics Lab (19097)

5. Next, choose how you want to select the class you want as a replacement (Search for Classes, Select from Shopping Cart or Enter Class Number). Then click Search.

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

EGCE 201: Statics (13560)

With This Class

Search for Classes

A

Or

Select from Shopping Cart

B

Or

Enter Class Number

C

D

- Select **Class Search** from the Search for Classes drop-down menu if you want to search for a replacement.
- Select a class from the Select from Shopping Cart drop-down menu if you added the replacement class to your shopping cart.

- C. Type a Class Number in Enter Class Number if you know the Class Number of the class you want to add.

I am choosing to search for a replacement class

View detailed instructions

1. If you choose Class Search, enter a keyword for the search and then click the double arrow button to search. Or use additional search options, or recently viewed to locate a class.

The screenshot shows the 'Class Search' interface. At the top, there is a navigation bar with 'Swap Classes' and 'Class Search'. Below this, the page is titled 'Fall 2021 Undergraduate'. On the left side, there are three menu items: 'View My Classes', 'Enrollment Appointments', and 'TITAN Scheduler'. The main area contains a search bar labeled 'Search For Classes' with a blue information icon. The search bar contains the text 'PSYC 101'. To the right of the search bar is a double arrow button. Below the search bar, there is a section titled 'Additional ways to search' with a red arrow pointing to it. At the bottom, there is a section titled 'Recently Viewed' with a red arrow pointing to it. Red circles with letters A, B, C, and D are placed over the search bar, the double arrow button, the 'Additional ways to search' section, and the 'Recently Viewed' section respectively.

- 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** by a list of available subjects, catalog number, or Instructor last name.
- If you have viewed courses, you can expand **Recently Viewed** to view and select them.

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

The screenshot displays the 'Class Search Results' interface. On the left, there are three filter sections: 'Class Status' with checkboxes for 'Open Classes' and 'Wait List Classes' (labeled with a red bubble 'B'), 'Course Career' with a checkbox for 'Undergraduate', and 'Subject' with a checkbox for 'PSYC / Psychology'. The main content area is titled 'View Search Results' and shows '1 Course with keyword: PSYC 101'. Below this, there is a button 'Open Classes' with a close icon. A search result for 'PSYC 101' is listed, showing 'Introductory Psychology' and '3 Class Options Available' (labeled with a red bubble 'A').

- 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.

3. 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.

PSYC 101
Introductory Psychology

C ▶ **Course Information**

▼ **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 Session	Lecture - 16172	08/21/2021 - 12/10/2021	Monday Wednesday Friday 9:00AM to 9:50AM	LH 321 - Lecture Room	Staff	Open Seats 1 of 1 >
A 2	Open	Regular Academic Session	B Lecture - 16174	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	RGC 013 - Auditorium	Luke Skywalker	D Open Seats 1 of 100 >
3	Open	Regular Academic Session	Lecture - 16883	08/21/2021 - 12/10/2021	Monday 7:00PM to 9:45PM	Hum 123 - Lecture Room	Din Djarin	Open Seats 4 of 100 >

- 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. You may want to check the Seats column to see how many open seats or waitlist available places are available in the class.

4. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

Next >

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected

PSYC 101 Introductory Psychology


Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100


Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/17/2021	11:00AM	12:50PM	RGC013

5. 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.

 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.

Exit

Class Search and Enroll

Previous

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

PSYC 101

Introductory Psychology

Lecture - 16174 - Open

Add to waitlist if class is full?
Yes

Grading Basis

Graded

Units

1.00

Requirement Designation - Eligible to count toward Graduate GPA

☒ Take Requirement Designation

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**.

6. Review the details of the classes you are swapping. Then click Submit.

[< Previous](#)

Fall 2021
Undergraduate
California State University, Fullerton

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Confirm Class Swap**
Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

EGCE 201 Statics

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 Monday Wednesday 1:00PM to 2:15PM	Open Seats 5 of 40

With this Class

PSYC 101 Introductory Psychology

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

▼ **Class Preferences**

Grading Basis Graded

Submit

- A. Double check that the class being replaced/dropped is correct.
- B. Double check that the class that is being added is correct.
- C. Then click **Submit**.


7. Click Yes to confirm you want to submit.

Are you sure you want to submit?

Yes

No


8. You'll see a confirmation screen that the swap was successful. You're done!

← Student Homepage Confirmation	
This class has been added to your schedule.	
California State University, Fullerton	
View My Classes Enrollment Appointments 1 TITAN Scheduler	<div>  Swap EGCE 201 - Statics with PSYC 101 - Introductory Psychology This class has been added to your schedule. </div>

I am selecting a class from my shopping cart

View detailed instructions

1. Review the details of the classes you are swapping. Then click Submit.

 It is assumed that you already reviewed the class selection and class preferences when you added the class to your shopping cart. However, you can click on Review Class Selection or Review Class Preferences on the left if you want to revisit these screens.

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Fall 2021
 Undergraduate
 California State University, Fullerton

1 Review Class Selection
Complete

2 Review Class Preferences
Complete

3 Confirm Class Swap
Visited

Submit

Step 3 of 3: Confirm Class Swap

You are replacing this Class

A
EGCE 201 Statics

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 Monday Wednesday 1:00PM to 2:15PM	Open Seats 5 of 40

B
With this Class

PSYC 101 Introductory Psychology
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

▼ Class Preferences

Grading Basis
Graded

- A. Double check that the class being replaced/dropped is correct.
- B. Double check that the class that is being added is correct.
- C. Then click **Submit**.

2. Click Yes to confirm you want to submit.

Are you sure you want to submit?

Yes

No

3. You'll see a confirmation screen that the swap was successful. You're done!

[Student Homepage](#)

Confirmation

This class has been added to your schedule.

View My Classes

Enrollment Appointments 1

TITAN Scheduler

Swap EGCE 201 - Statics with PSYC 101 - Introductory Psychology
This class has been added to your schedule.

I am entering a class number

View detailed instructions

1. Click on the class that you want to add.

PSYC 101

Introductory Psychology

Course Information

Class Selection

Select a class option

Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 16174	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	RGC 013 - Auditorium	Luke Skywalker	Open Seats 1 of 100

2. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

Next >

Fall 2021
Undergraduate
California State University, Fullerton

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected

PSYC 101 Introductory Psychology


Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100


Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
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Exit

Class Search and Enroll

Previous

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

PSYC 101

Introductory Psychology

Lecture - 16174 - Open

Add to waitlist if class is full?
Yes

Grading Basis

Graded

Units

1.00

Requirement Designation - Eligible to count toward Graduate GPA

☒ Take Requirement Designation

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**.

4. Review the details of the classes you are swapping. Then click **Submit**.

[< Previous](#)

Fall 2021
Undergraduate
California State University, Fullerton

1 **Review Class Selection**
Complete

2 **Review Class Preferences**
Complete

3 **Confirm Class Swap**
Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

EGCE 201 Statics

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With this Class

PSYC 101 Introductory Psychology

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
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Submit

- A. Double check that the class being replaced/dropped is correct.
- B. Double check that the class that is being added is correct.
- C. Then click **Submit**.


5. Click Yes to confirm you want to submit.

Are you sure you want to submit?

Yes

No

6. You'll see a confirmation screen that the swap was successful. You're done!

< Student Homepage		Confirmation
This class has been added to your schedule.		
California State University, Fullerton		
<div>View My Classes</div> <div>Enrollment Appointments 1</div> <div>TITAN Scheduler</div>	<div>  Swap EGCE 201 - Statics with PSYC 101 - Introductory Psychology This class has been added to your schedule. </div>	

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.