Adding classes in TitanWeb – Fall 2019

1) Click “Search For Classes” button on Titan Web

2) Select the TERM and CAMPUS

3) Enter course SUBJECT & NUMBER, then click SEARCH at the bottom of page
4) If you want to take the course over an **interim**, be sure to pay attention to the **SECTION** and **MEETING DATES** in results. (interims will say “3W intrm” for 3-week interim vs “14W” for 14-week regular semester)

```
<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>62758</td>
<td>001C-LEC</td>
<td>MoWoFr 10:20AM -</td>
<td>Sage 1210</td>
<td>Quin Chrobak</td>
<td>09/04/2019 - 12/13/2019</td>
<td><img src="select.png" alt="Select" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:20AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Class</th>
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</tr>
</thead>
<tbody>
<tr>
<td>02842</td>
<td>301C-LEC</td>
<td>MoTuWeThFr 9:00AM -</td>
<td>Sage 1214</td>
<td>Kim Han</td>
<td>01/05/2020 - 01/24/2020</td>
<td><img src="select.png" alt="Select" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**OR select “Three Week Interim” SESSION before clicking SEARCH on the class search page**
5) If course is available, **SELECT** which section/day/time you want the course.

![Course selection screenshot](image1.png)

6) On the next screen, click **NEXT** to add the course to your shopping cart.

![Shopping cart preference screenshot](image2.png)

7) You will get a **green** check-mark and message once the course has been added to your cart. Click the **SHOPPING CART** link then to **view** your cart.

![Shopping cart confirmation screenshot](image3.png)
8) Once in your cart, **CHECK OFF** the courses you want, then click **ENROLL**

9) Carefully **read** this next screen, and if you agree, click **FINISH ENROLLING**

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

By clicking the **FINISH ENROLLING** button, I understand that I must follow the formal add/drop and withdrawal procedures of the University and that non-attendance does not automatically withdraw me from a course or from the University. I agree to pay all costs associated with my enrollment at the University. Furthermore, I agree to pay all collection expenses, including reasonable attorney’s fees, which the University may incur if I do not fulfill my payment obligations.

If you have **successfully** enrolled in the course, you will see a green check mark

If you have **NOT** successfully enrolled, you will see a red X with an error message – **read** the error message to fix the issue. If you cannot fix the issue, ask for help.