

# Titan Web Registration Instructions

www.uwosh.edu/registrar/titanweb


**Initial log-in instructions to Titan Web:** <http://www.uwosh.edu/registrar/titanweb/tutorials/loginandchangeass.php>

## SEARCHING FOR AND ADDING CLASSES

1. After you have logged on to Titan Web, click **SEARCH FOR CLASSES** in the upper right-hand corner. Select the correct term from the drop down box.

Institution

Term



2. Search for classes under **Class Search Criteria**. It is recommended you use as few criteria as possible.

Course Subject

Course Number

Course Career

Show Open Classes Only

1. Choose at least 2 criteria. Good choices include Course Subject and Course Number.  
2. You may uncheck the box that states "Open Classes Only" to view all courses being offered, even the classes that are full.


3. Click **SEARCH**. All courses matching the criteria will be displayed.

4. Once you have selected which section you'd like, click **select class**. A verification page will appear. Click **NEXT**.

5. You will receive a message indicating the class you selected has been successfully added to your Shopping Cart. **NOTE:** You are not yet enrolled in the class. At this point, you may search for other classes by selecting **START A NEW SEARCH**, or continue enrollment by selecting the **Shopping Cart** tab near the top of the screen.

6. To add classes from your Shopping Cart, select the term you wish to view and click **CONTINUE**.

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Summer 2008	Undergraduate	UW Oshkosh
<input type="radio"/>	Fall 2008	Undergraduate	UW Oshkosh



7. Select the class(es) out of the Shopping Cart you'd like to enroll in by placing a  next to the desired class(es). Click .

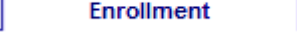

8. A verification page will appear, confirming the course and indicating if the class is  Open or  Closed.

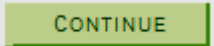
To continue, click .

9. Under Status, a  will appear to indicate a successful enrollment. If a  appears, an error has occurred and you are not enrolled in the class. Read the Error Message for further information.

10. At this point, you may add another course by clicking  or view your schedule by clicking .


## DROPPING CLASSES

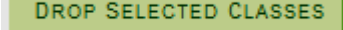
1. From the Student Center, click on [Enrollment](#), which is found under Academics. Under the  tab, select the  option.

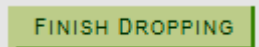
2. Select the term you wish to drop a class from and click .

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2008	Undergraduate	UW Oshkosh
<input type="radio"/>	Fall 2008	Undergraduate	UW Oshkosh



3. Select which class to drop by placing a  next to the desired class. Click .

4. A confirmation page will appear. Click  to complete the drop process.

5. Under Status, a  will appear to indicate a successful drop. If a  appears, an error has occurred and you are not dropped from the class. Read the Error Message for further information.

**NOTE:** To drop all your classes, contact the Registrar's Office at (920) 424-3454.