

## Step 1: Enroll in the Next Generation Modeling Course

1. Log into TitanWeb
  - a. Go to <https://uwosh.edu/registrar/titanweb/> and click the button **Student / Faculty: Log into TitanWeb**. Enter your NetID and password.
  
2. From the Student Center screen, resolve any **Holds**. Each semester, you will have a Financial Agreement Indicator hold.
  - a. Click **Details** for resolution instructions (see arrow in the photo)

The screenshot shows the 'Student Center' dashboard. On the right side, there is a 'Holds' section. Under 'Holds', there is a 'Financial Agreement Indicator' hold. A yellow arrow points to a 'Details' button next to this hold. Other sections visible include 'Academics' with an 'Enrollment Shopping Cart' link, 'Finances' with 'My Account' and 'Balance Summary' (showing \$0.00), and 'To Do List' with items like 'Financial Agreement - UW O V. 1'.

- a. Click on the **Hold Item hyperlink** (see arrow in the photo) to see details

The screenshot shows a table titled 'Your Holds' with an 'Item List' section. The table has columns for Hold Item, Amount, Institution, Start Term, End Term, Start Date, End Date, and Department. A yellow arrow points to the 'Financial Agreement Indicator' row.

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Financial Agreement Indicator	USD	UW Oshkosh	Fall 2021	Fall 2021	03/05/2021	12/17/2021	Student Accounts

- c. Read the instructions (see arrow in the photo). Click **Return**.

Your Holds

**Hold Item**

[Redacted]

Financial Agreement Indicator

**Reason and Contact**

Description UW Oshkosh  
 Start Term Fall 2021  
 Start Date 03/05/2021  
 Reason Financial Agreement To Do Item  
 Department Student Accounts  
 Contact

**Instructions**

Please complete your Financial Agreement on your to-do list. For questions, please contact the [sa@uwosh.edu](mailto:sa@uwosh.edu) or 920-424-1332 for questions.

**Return**

- d. Select **Student Center** in the pull-down menu, and click the double-arrow icon

[Redacted]

**Student Center** [v] [>>]

Your Holds

**Item List**

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Financial Agreement Indicator		USD UW Oshkosh	Fall 2021	Fall 2021	03/05/2021	12/17/2021	Student Accounts

Go to top

- e. From **Student Center**, find the **To Do List**, and click **More** (see arrow in the photo)

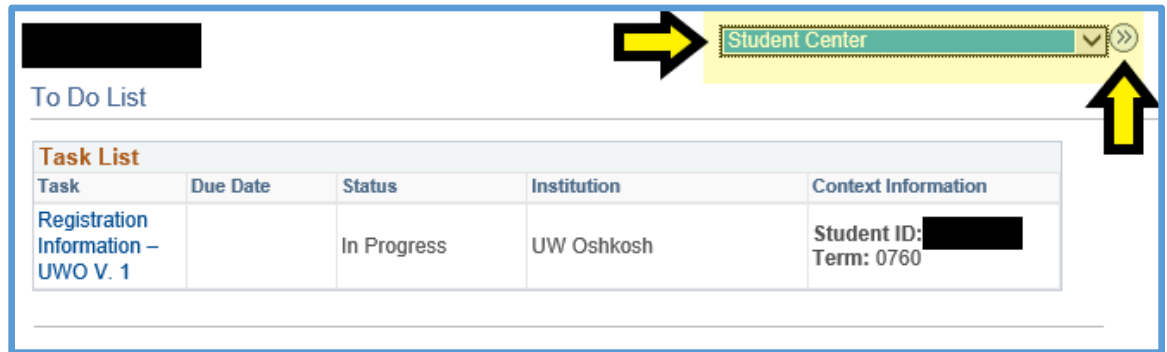
The screenshot shows the Student Center dashboard. On the right side, there is a 'To Do List' section. It contains two items: 'Financial Agreement – UW O V. 1' and 'Registration Information – UW O V. 1'. A yellow arrow points to a 'More' button located at the bottom right of this section.

- f. Click on the **Task hyperlink** (see arrow in the photo) to see details

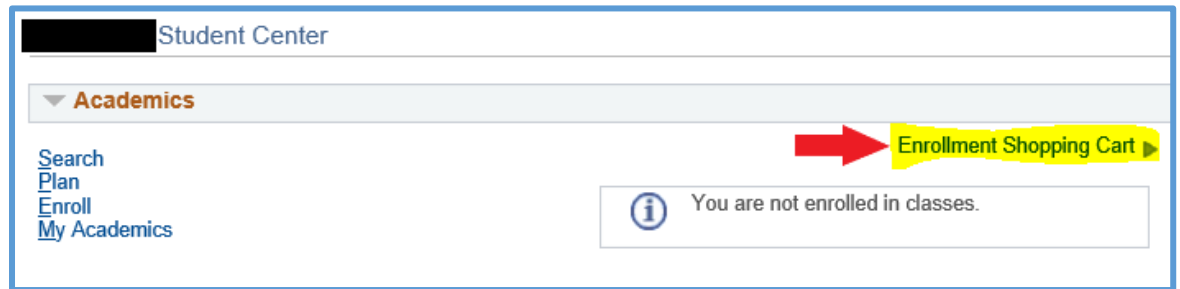
The screenshot shows the 'To Do List' page. It includes a search and filter section with dropdowns for 'Due Date', 'Institution', and 'Function', and a 'Go' button. Below this is a 'Task List' table. A yellow arrow points to the first row of the table, which is highlighted in yellow.

Task	Due Date	Status	Institution	Context Information
Financial Agreement – UW O V. 1		In Progress	UW Oshkosh	Student ID: [REDACTED] Term: 0760
Registration Information – UW O V. 1		In Progress	UW Oshkosh	Student ID: [REDACTED] Term: 0760

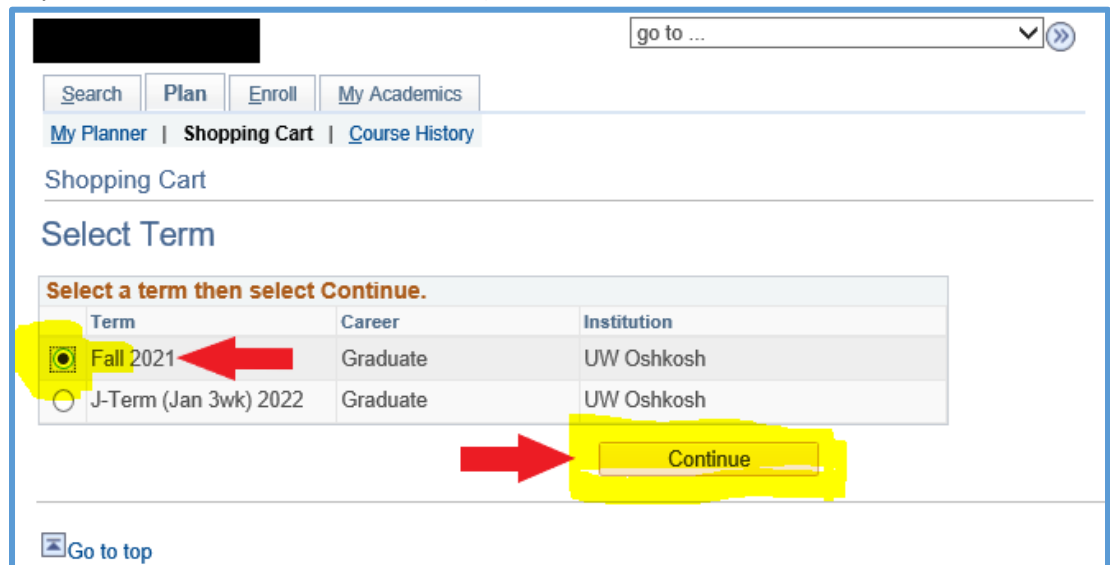
- g. The Financial Agreement is displayed. Click **Accept**, then **Save, Next, Finish** and **Exit**.
- h. The Financial Agreement is no longer on the To Do List, so go to **Student Center**. (There might be a delay before the **Financial Agreement Indicator** is removed from **Holds**.)



- 3. Enroll in the class by clicking **Enrollment Shopping Cart** from the **Student Center**



- 4. Select the radio button in front of the correct class term then click **CONTINUE** (the screen shots show how you would select classes for Fall 2021)



5. Find the course number in Dr. Lattery's email. You'll see one of these two course numbers:

To enroll, use your course number (below).  Your course number is: <b>42575</b>	To enroll, use your course number (below).  Your course number is: <b>42576</b>
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Enter the course number in the **Enter Class Nbr** box, then click the **Enter** button

The screenshot shows the 'Shopping Cart' page for Fall 2021 Graduate at UW Oshkosh. The page title is 'Add Classes to Shopping Cart'. Below the title, there is a message: 'Use the Shopping Cart to build a tentative schedule.' The current term is 'Fall 2021 | Graduate | UW Oshkosh'. There are three status indicators: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The 'Add to Cart' section has a text input field labeled 'Enter Class Nbr' containing the number '33172' and an 'Enter' button. A red arrow points to the 'Enter' button. Below this is a 'Find Classes' section with radio buttons for 'Class Search' (selected), 'My Requirements', and 'My Planner', and a 'Search' button. The 'Fall 2021 Shopping Cart' section shows 'Your enrollment shopping cart is empty.'

The class is added to the shopping cart, as pictured below:

The screenshot shows the 'Shopping Cart' page. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for My Planner, Shopping Cart, and Course History. The main heading is 'Add Classes to Shopping Cart' with a sub-heading 'Use the Shopping Cart to build a tentative schedule.' A green checkmark icon and text confirm: 'SEC ED 524 has been added to your Shopping Cart.' Below this, the term is set to 'Fall 2021 | Graduate | UW Oshkosh' with a 'Change Term' button. There are status indicators for Open (green circle), Closed (blue square), and Wait List (yellow triangle). The 'Add to Cart' section includes an 'Enter Class Nbr' field with an 'Enter' button. The 'Find Classes' section has radio buttons for 'Class Search' (selected), 'My Requirements', and 'My Planner', along with a 'Search' button. The 'Fall 2021 Shopping Cart' table is as follows:

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	SEC ED 524-271C (33172)	TBA	100% Online	M. Lattery	2.00	●

Below the table, there is a 'for selected' label and buttons for 'Delete' and 'Enroll'.

6. Select the class in your shopping cart, then click **Enroll**

This screenshot is similar to the previous one but highlights the 'Select' checkbox and the 'Enroll' button with red arrows. The 'Select' checkbox for the class 'SEC ED 524-271C (33172)' is checked and highlighted with a yellow box. A red arrow points from the 'Enter' button in the 'Add to Cart' section to this checkbox. Another red arrow points from the right side of the screen to the 'Enroll' button, which is also highlighted with a yellow box.

7. Read the disclosure message then click **Finish Enrolling**

go to ...

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart 1 2 3

### 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.

Fall 2021 | Graduate | UW Oshkosh

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SEC ED 524-271C (33172)	E&M for Teachers in Physics (Lecture)	TBA	100% Online	M. Lattery	2.00	●

Cancel    Pr    **Finish Enrolling**

8. Check the **Status** and ensure there's a green check mark

go to ...

Search Plan Enroll My Academics

My Planner | Shopping Cart | Course History

Shopping Cart 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors

Fall 2021 | Graduate | UW Oshkosh

✓ Success: enrolled    ✗ Error: unable to add class

Class	Message	Status
SEC ED 524	Success: This class has been added to your schedule.	✓

Make a Payment    My Class Schedule    Add Another Class

9. In the **go to...** box at the top of the screen, click the down-arrow key to see the menu

The screenshot shows the top navigation bar with a 'go to...' dropdown menu highlighted in yellow. Below the navigation bar are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Shopping Cart' section is active, showing a '3. View results' heading and a status report for enrollment confirmations and errors. The status report includes a table with columns for 'Class', 'Message', and 'Status'. The table shows a success message for 'SEC ED 524' and an error message for 'unable to add class'. Below the table are buttons for 'Make a Payment', 'My Class Schedule', and 'Add Another Class'.

10. Select **Student Center** from that menu, then click the double arrow to the right of the menu

The screenshot shows the 'go to...' dropdown menu with 'Student Center' selected and highlighted in yellow. A red arrow points to the double arrow icon to the right of the dropdown menu. Below the navigation bar are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'My Class Schedule' section is active, showing buttons for 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'.



11. Back on the **Student Center** screen, find the classes you've been enrolled in. You've completed the enrollment process and may log out.

The screenshot shows the Student Center interface. The Academics section is expanded, showing a search plan, enrollment options, and a class list. The class list includes a table for the Fall 2021 Schedule.

Fall 2021 Schedule		
	Class	Schedule
	SEC ED 524-271C LEC (33172)	TBA 100% Online

Below the table, there are links for "Weekly Schedule" and "Enrollment Shopping Cart".

The Finances section is also visible, showing a "Balance Summary" with an "Account Balance" of \$0.00 and a "Pay Bill / Direct Deposit" button.

## Step 2: Log into TitanWeb and pay your tuition

Three weeks before the semester, your tuition bill will be in TitanWeb. Tuition bills are not mailed or emailed. Please [review this brief overview](#) to understand how billing works, what your payment options are, and the financial implications of adding and dropping classes.

## Questions?

Problems logging into TitanWeb, contact the [UWO Help Desk](#).  
 Help enrolling in your class, contact Graduate Studies ([GradSchool@uwosh.edu](mailto:GradSchool@uwosh.edu)).  
 Questions about your Next Generation Modeling Course, contact Dr. Mark Lattery ([lattery@uwosh.edu](mailto:lattery@uwosh.edu)).