How to Audit a CSUF College Class

- Step-by-step instructions how to sign up to audit classes
- Uses Screen Shots of the actual web pages, annotated on what To Do
- After going through the slides, we’ll go through a “live” example
Go to OLLI Home Page.

The CATALOG provides a description of all classes offered at CSUF.

The SCHEDULE OF CLASSES provides a list of all classes offered this semester, along with dates and times.
Select ENTIRE CATALOG to see specific programs or departments.

Enter key words to search for a class in the CATALOG.
Example: Search on the key word “Tap”.

Return to the OLLI website for Auditing Classes.

The SCHEDULE OF CLASSES provides a list of all classes offered this semester, along with dates and times.
Select "Term" from drop-down menu

Select "Subject" from drop-down menu
If you know the EXACT course number, enter it here.

Click on the “Show Open Classes Only” box so it is UNCHECKED.

Select “Fullerton Campus” from drop-down menu.

You can type in optional KEYWORDS here.
Verify that all these boxes are filled in.

Subject

UNCHECKED

Location

Keyword

Select “Search”

This is the info you need to fill out the OLLI Audit Request Form.
Write down all the info in the boxes. You need that to fill out the OLLI Audit Request Form.

Return to the OLLI website for Auditing Classes.

Fill out the Audit Request Form.
This is the OLLI Audit Request Form.

Fill in all the boxes with the information you wrote down from the Class Schedule Search page.

At the bottom, click on “Submit”. The form is sent to the OLLI office to verify that you are an OLLI member, then it is sent directly to the Instructor. If the Instructor approves the request, you will be notified by an email to your CSUF email account.

What Happens Next if Your Request to Audit a Class is Accepted?

- Access to your class will be through Canvas or Titanium in your Student Portal
- CSUF is transitioning from using Titanium to Canvas
  - These are Learning Management Systems (LMS) where the instructor will communicate with students
  - For help in using Canvas or Titanium contact the Student IT Help Desk (657) 278-8888 or email at StudentITHelpDesk@fullerton.edu
Your instructor may use one of these LMS (Learning Management Systems). You will be notified by an email to your CSUF email account.

Enjoy your CSUF class!

- Be a respectful guest
- Represent OLLI well