

# OLLI/CSUF



## How to Audit a CSUF College Class

### 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.

olli.fullerton.edu

CALIFORNIA STATE UNIVERSITY, FULLERTON

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CSUF

ABOUT OLLI-CSUF CLASSES/ACTIVITIES CALENDARS DONATE VOLUNTEER CONTACT US JOIN/RENEW

**Due to the COVID-19 virus, all OLLI courses are being taught via video conferencing. Click here for more information.**

**MORE INFORMATION**

- FREQUENTLY ASKED QUESTIONS
- OLLI ON YOUR PHONE/TABLET
- STUDENT PORTAL ACCOUNT
- CSUF-OLLI WIFI ACCESS
- AUDITING CLASSES**
- COORDINATOR'S INFORMATION
- PARKING AND OLLI TROLLEY
- CREATIVE ART BY MEMBERS
- VIEW CURRENT CATALOG
- CHRONICLE/CALENDAR
- GOVERNING DOCUMENTS
- LIKE US ON FACEBOOK
- MAPS
- DISTANCE LEARNING VIDEOS
- ZOOM HELP
- ZOOM COURSE IDs / LINKS

1 2 3 4 5 6 7 8 9 10 11

Welcome to OLLI

FALL SESSION 2020 COURSES & EVENTS

CLICK HERE FOR INFORMATION ON USING ZOOM

← → ↻ 🏠 ⚠ Not secure | olli.fullerton.edu/more\_info/AuditingCSUFClasses\_2.php

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ABOUT OLLI-CSUF CLASSES/ACTIVITIES CALENDARS DONATE VOLUNTEER CONTACT US JOIN/RENEW

**Auditing CSUF Classes as an OLLI Member**

Auditing CSUF classes is one of the benefits of being an OLLI CSUF member and it is a **privilege** that should NOT be abused. You are a **guest** in the class so be a good citizen and represent OLLI well by NOT dominating class discussions and be a gracious, appreciative guest.

**Overview of process for auditing CSUF classes**

- Use online **CSUF course catalog** to find courses of interest.
- Use online CSUF schedule of classes to find specific classes, their meeting times, and meeting location.
- During the Coronavirus Pandemic the majority of classes are virtual and OLLI members are not permitted on campus. You will need to complete an online form to submit to the OLLI office. The OLLI office will verify that you are an OLLI member and send the faculty member your form to approve whether you may audit the class. Upon approval, you will be notified and sent an email with information for the class Learning Management System (LMS), which will have information on accessing the virtual class and all class materials.
- Note that the email addresses of instructors is listed for each class in the schedule for classes so be sure to include this in the form for auditing a class. Please DO NOT contact the instructor on your own. Contact the OLLI office at [olli-info@fullerton.edu](mailto:olli-info@fullerton.edu) for additional information about auditing.
- At this time, the campus is transitioning from the Titanium LMS to Canvas and different instructors will be using either one.

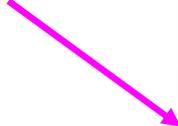
**Steps for Auditing CSUF Classes**

- Using the online catalog of courses to find a course of interest.**
  - Go to this link for **CATALOG SEARCH**.
  - Select a department from the list and search through the courses offered by a department of interest.
  - Identify the course number and title that is of interest.
- Finding a specific class to audit in a specific semester.**
  - Go to the **Titan Online Schedule of Classes** page to search for scheduled classes.
  - OR log in to your campus portal account by clicking on Student Portal from the **CSUF home page**. In your CSUF account click on CLASS SCHEDULE SEARCH. [If you are a new OLLI member, see instructions in **Step 3** below on establishing your campus username and password to access your Student Portal account.]
  - In the Schedule of Classes page, select the TERM you want to audit. If you know the course number, select the department and then "is exactly", and enter the course # (otherwise, select

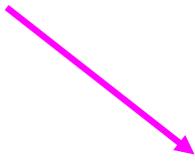
The CATALOG provides a description of all classes offered at CSUF.

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.



California State x +  
 catalog.fullerton.edu/search\_advanced.php?cur\_cat\_oid=61&search\_database=Search&search\_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&location=33&filter%5Bkeyword%5D=Tap&filter%5Bexact\_match%5D=1

**Catalog Search**

Entire Catalog  
 Search Catalog  
 Whole Word/Phrase  
[Advanced Search](#)

Catalog Home  
 President's Message  
 Academic Calendar  
 The California State University  
 About the University  
 Administration  
 College of the Arts  
 College of Business and Economics  
 College of Communications  
 College of Education  
 College of Engineering and Computer Science  
 College of Health and Human Development  
 College of Humanities and Social Sciences

**Catalog Search**

**Search Options**

Choose search locations to narrow or expand your search.

Enter a keyword or phrase  
 Tap  
 Find whole word or phrase only.  
 Search

Search Locations  
 Courses [Show prefix list]  
 Programs  
 Colleges/Departments  
 Other Content

**Search Results** Sorting: [Alphabetical](#) | [Ranked](#)

**Courses - Prefix/Code Matches**

No matches.

**Courses - Keyword/Phrase Matches**

Results for whole word "Tap".

[DANC 142 - Tap Dance I \(1-2\)](#)  
[DANC 242 - Tap Dance II \(2\)](#)

**Programs - Keyword/Phrase Matches**

Results for whole word "Tap".

[Dance, B.A.](#)  
[Theatre, Musical Theatre Concentration, B.F.A.](#)  
[Theatre, B.A.](#)  
[Art Teaching Concentration, B.A.](#)

for anything

Example:  
 Search on the  
 key word "Tap".



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Osher Lifelong Learning Institute

ABOUT OLLI-CSUF CLASSES/ACTIVITIES CALENDARS DONATE VOLUNTEER CONTACT US JOIN/RENEW

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- Member Art Submission
- OLLI-CSUF collaboration
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**Steps for Auditing CSUF Classes**

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  - Identify the course number and title that is of interest.
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  - Go to the **Titan Online Schedule of Classes** web page to search for scheduled classes.
  - OR log in to your campus portal account by clicking on Student Portal from the **CSUF home page**. In your CSUF account click on CLASS SCHEDULE SEARCH. [If you are a new OLLI member, see instructions in **Step 3** below on establishing your campus username and password to access your Student Portal account.]
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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.



usps tr... Auditin... Auditin... OLLI H... AOL M... New ta... New ta... CSUF P... View Sc... View Sc... +

← → ↻ 🏠 🔒 https://mysuf.fullerton.edu/psp/pfulprd/EMPLOYEE/CFULPRD/c/SA\_LEARNER\_SERVICES.CLASS\_S... 🔍 ☆ ⚙️ 🗑️ Not syncing

CALIFORNIA STATE UNIVERSITY, FULLERTON Home Logout

# TitanOnline

Loh-chen, Elizabeth

SEARCH: 🔴 CSUF WEB 🔴 CSUF PEOPLE  
keyword(s) GO

Elizabeth Loh-chen  ⌵ ⌵

Search Plan Enroll My Academics My Textbooks

**Search for Classes** | [Browse Course Catalog](#)

**Search for Classes**

Enter Search Criteria

**Search for Classes**

Institution  ⌵

Term  ⌵

FALL - You will need to select a Course Career or Postbaccalaureate in your search criteria.

WINTER SESSION 2021 (Dec 19, 2020 - Dec 19, 2021) Select Course Career of EXTENDED EDUCATION

For questions, please call the Registration Office at 949.941.4343 or email arsc@fullerton.edu.  
For Extension and International Programs, please call 949.941.4343 or email http://extension.fullerton.edu.

▼ **Class Search**

Subject  ⌵

Course Number  ⌵

Course Career  ⌵

Show Open Classes Only

▼ **Search by Course Attribute**

*Select "Term" from drop-down menu*

Windows Taskbar: Type here to search | [Taskbar Icons] | ENG 10:48 AM 11/28/2020

usps tr... Auditin... Auditin... OLLI H... AOL M... New ta... New ta... CSUF P... View Sc... View Sc... +

← → ↻ 🏠 🔒 https://mysuf.fullerton.edu/psp/pfulprd/EMPLOYEE/CFULPRD/c/SA\_LEARNER\_SERVICES.CLASS\_S... 🔍 ☆ ⚙️ 🗑️ Not syncing

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# TitanOnline

Loh-chen, Elizabeth

SEARCH: 🔴 CSUF WEB 🔴 CSUF PEOPLE  
keyword(s) GO

Elizabeth Loh-chen  ⌵ ⌵

Search Plan Enroll My Academics My Textbooks

**Search for Classes** | [Browse Course Catalog](#)

**Search for Classes**

Enter Search Criteria

**Search for Classes**

Institution  ⌵

Term  ⌵

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▼ **Class Search**

Subject  ⌵

Course Number  ⌵

Course Career  ⌵

Show Open Classes Only

▼ **Search by Course Attribute**

*Select "Subject" from drop-down menu*

Windows Taskbar: Type here to search | [Taskbar Icons] | ENG 10:50 AM 11/28/2020

usps | Audit | Audit | OLLI | AOL | New | New | CSUF | View | View | View | +

https://mysuf.fullerton.edu/psp/pfulprd/EMPLOYEE/CFULPRD/c/SA\_LEARNER\_SERVICES.CLASS\_SEARCH...

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**TitanOnline**  
Loh-chen, Elizabeth

SEARCH: CSUF WEB CSUF PEOPLE  
keyword(s) GO

Enter Search Criteria

**Search for Classes**

Institution

Term

FALL - You will need to select a Course Career of Undergraduate or Postbaccalaureate in your search criteria.

WINTER SESSION 2021 (Dec 19, 2020 - Jan 22, 2021)  
Select Course Career of EXTENDED EDUCATION in your search criteria.

For questions, please call the Registration Helpline at (657) 278-7601 or email arsc@fullerton.edu.  
For Extension and International Programs offerings throughout the year, go to http://extension.fullerton.edu.

**Class Search**

Subject

Course Number

Course Career

Show Open Classes Only

**Search by Course Attribute**

Course Attribute

Course Attribute Value

*If you know the EXACT course number, enter it here.*

*Click on the "Show Open Classes Only" box so it is UNCHECKED.*

Type here to search

11:18 AM 11/28/2020

usps | Audit | Audit | OLLI | AOL | New | New | CSUF | View | View | View | +

https://mvcsuf.fullerton.edu/psp/pfulprd/EMPLOYEE/CFULPRD/c/SA\_LEARNER\_SERVICES.CLASS\_S...

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**TitanOnline**  
Loh-chen, Elizabeth

SEARCH: CSUF WEB CSUF PEOPLE  
keyword(s) GO

Postbaccalaureate in your search criteria.  
WINTER SESSION 2021 (Dec 19, 2020 - Jan 22, 2021)  
Select Course Career of EXTENDED EDUCATION in your search criteria.

For questions, please call the Registration Helpline at (657) 278-7601 or email arsc@fullerton.edu.  
For Extension and International Programs offerings throughout the year, go to http://extension.fullerton.edu.

**Class Search**

Subject

Course Number

Course Career

**Search by Course Attribute**

Course Attribute

Course Attribute Value

**Search by Location**

Location

**Search by Course Keyword in Course Title, Long Description or Course Topic**

Course Keyword

**Additional Search Criteria**

*Select "Fullerton Campus" from drop-down menu.*

*You can type in optional KEYWORDS here.*

Type here to search

10:51 AM 11/28/2020

CALIFORNIA STATE UNIVERSITY, FULLERTON

**TitanOnline**  
Loh-chen, Elizabeth

SEARCH: CSUF WEB CSUF PEOPLE  
keyword(s) GO

For Extension and International Programs offerings throughout the year, go to <http://extension.fullerton.edu>.

▼ Class Search

Subject: Dance *Subject*

Course Number: is exactly

Course Career:

Show Open Classes Only *UNCHECKED*

▼ Search by Course Attribute

Course Attribute:

Course Attribute Value:

▼ Search by Location

Location: Fullerton Campus *Location*

▼ Search by Course Keyword in Course Title, Long Description or Course Topic

Course Keyword: tap *Keyword*

▶ Additional Search Criteria

Clear Search *Select "Search"*

**Verify that all these boxes are filled in.**

CALIFORNIA STATE UNIVERSITY, FULLERTON

**TitanOnline**  
Loh-chen, Elizabeth

SEARCH: CSUF WEB CSUF PEOPLE  
keyword(s) GO

CSU Fullerton | Spring 2021

The following classes match your search criteria Course Subject: **Dance**, Show Open Classes Only: No, Course Title Keyword: 'tap', Location: **Fullerton Campus**

Textbook Zero Cost Syllabus Instructor Notes Open Closed Wait List

New Search Modify Search ✖✖

2 class section(s) found

▼ DANC 142 - Tap Dance I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Textbooks	Syllabus	Instructor Notes	Instructor Email
10432	01-ACT Regular	TuTh 9:00AM - 10:40AM	WEB Fully Online Instruction	Brandy Barnaby	01/23/2021 - 05/14/2021	●				<a href="mailto:brlara@fullerton.edu">brlara@fullerton.edu</a>

▼ DANC 242 - Tap Dance II

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Textbooks	Syllabus	Instructor Notes	Instructor Email
10159	01-ACT Regular	TuTh 4:00PM - 5:30PM	WEB Fully Online Instruction	Brandy Barnaby	01/23/2021 - 05/14/2021	●				<a href="mailto:brlara@fullerton.edu">brlara@fullerton.edu</a>

New Search Modify Search

**This is the info you need to fill out the OLLI Audit Request Form.**

usps | Audit | Audit | OLLI | AOL | New | New | CSUF | View | View | View | Not syncing

https://mysuf.fullerton.edu/psp/pfulprd/EMPLOYEE/CFULPRD/c/SA\_LEARNER\_SERVICES.CLASS\_S...

CALIFORNIA STATE UNIVERSITY, FULLERTON

**TitanOnline**  
Loh-chen, Elizabeth

Home Logout

SEARCH: CSUF WEB CSUF PEOPLE  
keyword(s) GO

New Search Modify Search

2 class section(s) found

DANC 142 - Tap Dance I *Course # and Name*

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Textb
10432	01-ACT Regular	TuTh 9:00AM - 10:40AM	WEB Fully Online Instruction	Brandy Barnaby	01/23/2021 - 05/14/2021		
<i>Days &amp; Times</i>							
DANC 242 - Tap Dance II							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Textb
10159	01-ACT Regular	TuTh 4:00PM - 5:30PM	WEB Fully Online Instruction	Brandy Barnaby	01/23/2021 - 05/14/2021		<i>Instructor's email address</i>
<i>Class Code (5-digit #)</i>		<i>Class Section Code</i>					

Type here to search

11:45 AM 11/28/2020

Not secure | olli.fullerton.edu/more\_info/AuditingCSUFClasses\_2.php

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- Member Art Submission
- OLLI-CSUF collaboration
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- Printed Catalog
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**Overview of process for auditing CSUF classes**

- Use online CSUF course catalog to find courses of interest.
- Use online CSUF schedule of classes to find specific classes, their meeting times, and meeting locations. Meetings and for some sessions recordings of the class will be available to view at any time.

**3. Fill in the Online OLLI Auditing Form with the requested information and submit it.**

- You may need to click on the "Open a New Tab" button when opening the Online OLLI Auditing Form.
- After you complete and submit the form, it is received by the OLLI office and will be processed accordingly--verifying your active membership and communicating with the instructor on your behalf for course audit approval. Communications to instructors about your request will be tracked and managed by the OLLI office.
- Once the OLLI office receives a response from the instructor, OLLI Office will communicate approvals with Extension and International Programs (EIP) to provide you access to the Learning Management System (LMS) which will be your online access to the class. If the instructor does not approve your request, you will be notified by the OLLI office.
- You will need to have a CWID (Campus Wide ID) and PIN# from the OLLI office if you do not have one (new OLLI members). This information is needed to create your campus username and password to access the CSUF student portal. The OLLI website has a link to instructions for **establishing a CSUF Portal Account**.
- If you need help in establishing a CSUF Portal Account, help is offered by the OLLI Computer Education Committee at their Friday Tech Help Lab at 1-3 p.m. accessible through a Zoom link published in the list of OLLI classes open to members only. You may also use the **CSUF Student IT Help Desk** by calling (657) 278-8888 or by emailing them at StudentITHelpDesk@fullerton.edu.

**4. Classes may utilize either Titanium or Canvas, a Learning Management System (LMS):**

- Instructors post handouts, communicate with students via Titanium or Canvas, students turn in assignments or have online discussions in Titanium/Canvas. A link to access the virtual class will

Return to the OLLI website for Auditing Classes.

Fill out the Audit Request Form.

**MEMORANDUM**  
 Date: Spring 2021  
 To: Appropriate Faculty  
 From: Christina Kim, Extension & International Programs  
 Subject: OLLI CSUF Member University class Audit Request

This will introduce **\* Your name \*** a member of the OSHER LIFELONG LEARNING INSTITUTE (OLLI) at Cal State University Fullerton.

OLLI CSUF is the University's learning in retirement group founded more than 40 years ago as Continuing Learning Experience. Since this organization began, current members have been able to audit University classes with the instructor's approval. This arrangement follows a different process than formal registration for instructors to authorize an OLLI member to audit a class.

By submission of this form directly from OLLI (olli.info@fullerton.edu), the OLLI member listed above is a verified active OLLI member requesting your permission to participate in the class listed below on an audit basis without enrollment - if space is available.

\*  \* Instructor email address: \*  \*  
(Course # and Name)

We understand that it may not be possible for the OLLI member to audit a lab, activities or an independent study class. Thank you for your kind attention.

I approve this OLLI member to audit the course.  
 I do not approve this OLLI member to audit the course.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LMS Access**

Member Name \*   
 Are you a Current OLLI Member?  Yes  No  
 CWID: \*  Member telephone #: \*   
 E-mail Address \*   
 Course # and Name \*   
 Class Code (5-digit #) \*  Class Section Code \*   
 Days & Times \*

Ruby Gerontology Center, Room 7 • P.O. Box 6870 • Fullerton, California 92834-6870 • (657) 278-2446 • FAX (657) 278-3793  
OLLI is a program of the CSUF Fullerton Auxiliary Services Corporation administered by Extension and International Programs, California State University, Fullerton

Signature: \*  Click here to sign  
 Email: \*  Enter your email address

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](mailto:StudentITHelpDesk@fullerton.edu)

CALIFORNIA STATE UNIVERSITY, FULLERTON Did you know that you can customize your Portal? (See Site Tour)

Victoria

TITAN ONLINE CLASS SCHEDULE SEARCH TITAN DEGREE AUDIT & PLANNER ACADEMIC ADVISING STUDENT

Search apps, people, classes & web

Apps Favorites History

Default Apps

Home Canvas DropBox for Students LinkedIn Learning Online IT Help Titan Online TITANIum YOU@Fullerton

More Apps

**Portal Messages**

CLICK HERE FOR IMPORTANT INFORMATION ABOUT CREDIT/NO CREDIT!

The 2021-2022 California Dream Act Application and the Free Application For Federal Student Aid are now open! The deadline is **March 2, 2021**. Please join us for an Zoom workshop on these dates.

**YOU@fullerton** is a tool designed to help students find articles, videos, and campus resources that will support their personal goals, overall wellness, and mental health. For more information click here.

For novel coronavirus (COVID-19) updates, please visit <http://coronavirus.fullerton.edu>.

Keep Teaching: Strategies and Resources

**Student Self Service**

**Student Center**  
The Student Center is your gateway for updating contact information, checking admission status, viewing holds and to-do lists, enrolling in classes, paying fees and charges, checking financial aid status, viewing your unofficial transcript and more...

**Campus Resources**  
Academic Advising  
Academic Calendar  
Admissions & Records  
Extended Education  
FERPA Information  
Financial Aid  
Library  
Parking

**Training Resources**  
Application for Graduation FAQ  
Student Center Web Tutorial  
Registration Web Tutorial  
Changing Personal Contact Info  
TDA - User Guide  
TDA - Interactive Tutorial  
TITAN Scheduler User Guide

**Registration and Records**  
Frequently Asked Questions  
Important Deadlines  
Registration Details  
Final Examinations  
Graduation Information  
Ordering Transcripts  
Forms  
Other Services

**Student Clearinghouse**  
Access National Student Clearinghouse  
Services to print free enrollment verifications and order your official transcripts

**Titan Degree Audit and Planner (TDA/TDP)**  
Request Titan Degree Audit and Planner

**Campus News Center**  
CELEBRATED REPUTATION

**University Announcements**  
Emergency Preparedness – CSUF Evacuation Drill & Test of Emergency Notification System 11/...  
On Friday, December 4, 2020 at 10 a.m., CSUF will conduct an on-campus evacuation drill and test of the...

Search for anything

2:51 PM 11/27/2020

# Enjoy your CSUF class!

- Be a respectful guest
- Represent OLLI well