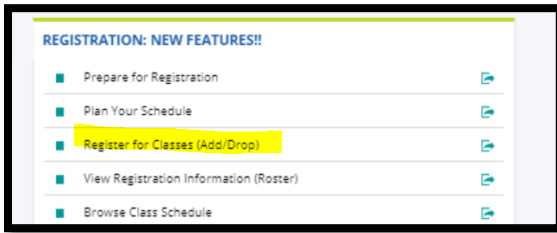


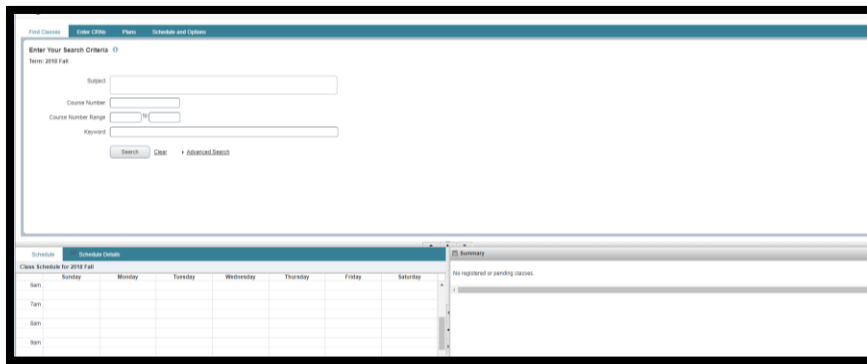
REGISTER FOR CLASSES

From TUPortal>Student Tab> Registration: New Features...select **Register for Classes (Add/Drop)**

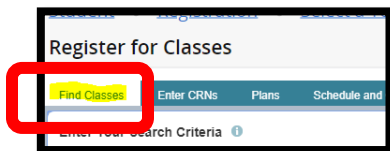


From here, select a term and land on the Register for Classes display. Using the tabs at the top, you can start with:

- **Find Classes**- using search criteria and adding the courses to the Summary
- **Enter CRNs**- using the CRNs and adding the courses to the Summary
- **Plans** -using Plans that have already been created and adding the courses to the Summary

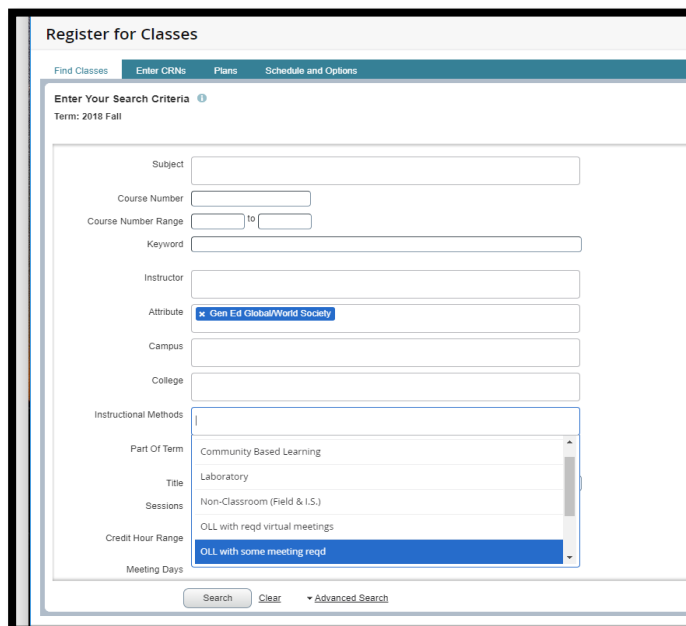


1. REGISTER FOR CLASSES using Find Classes



You can:

- enter a Gen Ed category in **Attributes** and then Submit to view all the courses within that area
- search for variety of course delivery options (like online classes) in **Instructional Methods**
- find all courses in an accelerated parts of term in **Part of Term**
- limit your days and times at the bottom of the form, if you want to find a class in a specific timeslot.



Schedule **Schedule Details**

Class Schedule for 2018 Fall

▼ **Interpersonal Communication: Critical Competencies for Professional and Personal Success** | Adult & Organizational Develop **Errors Preventing Registration**

0836 Section 001 | **Class Begin:** 08/27/2018 | **Class End:** 12/19/2018

08/27/2018 -- 12/19/2018 **S M T W T F S** 11:00 AM - 12:20 PM **Type:** Recitation **Location:** Main Building: Ritter Hall Room: 0201A

08/27/2018 -- 12/19/2018 **S M T W T F S** 11:00 AM - 12:20 PM **Type:** Lecture **Location:** Main Building: Science Ed and Research Ctr Room: 0110A

Instructor: Cusack, Thomas F. (Primary)

Terrell, Nate
CRN: 7109

Message: Errors Preventing Registration | **Hours:** 3 | **Level:** Undergraduate | **Campus:** Main | **Schedule Type:** Lecture and Recitation | **Instructional Method:** Classroom | **Grade Mode:** Standard Letter Grade | **Waitlist Position:** 0 | **Notification Expires:** None

NEW FEATURE!! In the Summary Panel, check 'Conditional Add and Drop', to simultaneously drop a section and add a different section if a conflict prevented registration . If the registration transaction cannot be completed due to errors, the original course will not be dropped.

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Evolution of Culture	ANTH 0856, 703	3	32529	Base Lecture	Pending	Registered Web
Evolution of Culture	ANTH 0856, 001	3	16701	Base Lecture	Registered	Drop Web
Arts of the Western World: The...	ARTH 0808, 007	0	6118	Lecture an...	Dropped	None
Directed Studies in Horticulture	HORT 2883, 102	2	17746	Independe...	Registered	None
Honors Language in Society	ANTH 0915, 001	3	22843	Base Lecture	Registered	None
The Art of Sacred Space	ARTH 0803, 701	3	33400	Base Lecture	Registered	None

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Evolution of Culture	ANTH 0856, 703	3	32529	Base Lecture	Registered	None
Evolution of Culture	ANTH 0856, 001	0	16701	Base Lecture	Deleted	None

2. REGISTER FOR CLASSES using **Enter CRNS**

Navigate to the top of the page and select Enter CRNS. Type in the course reference number and click on 'Add to Summary'. Follow directions in Step 1b (Summary panel) to complete registration.

Register for Classes

Find Classes **Enter CRNs** Plan Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: 2018 Fall

CRN

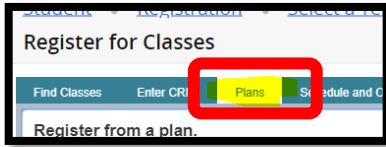
CRN

CRN

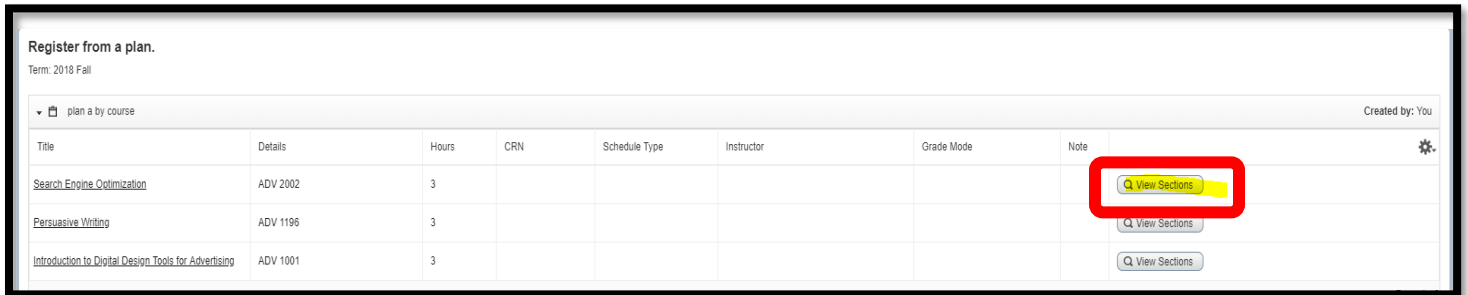
Add to Summary

3. REGISTER FOR CLASSES using PLANS

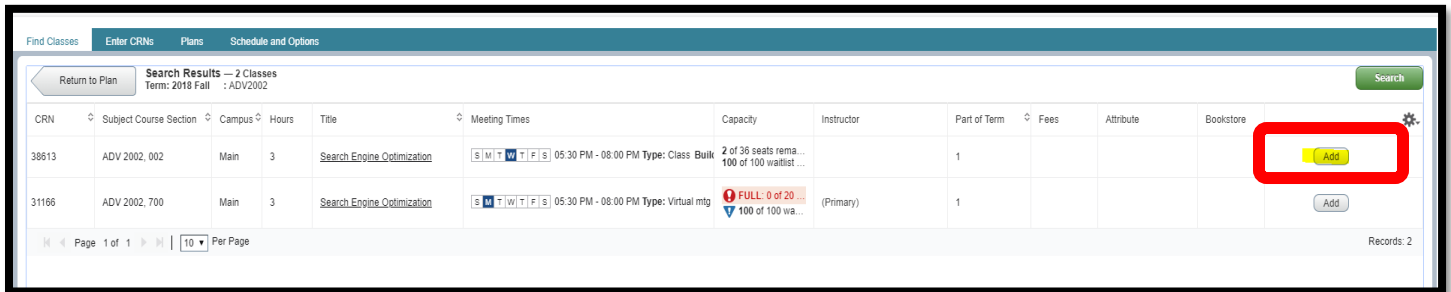
If plans have been developed, select “Plans” and select the Plan to be used for registration.



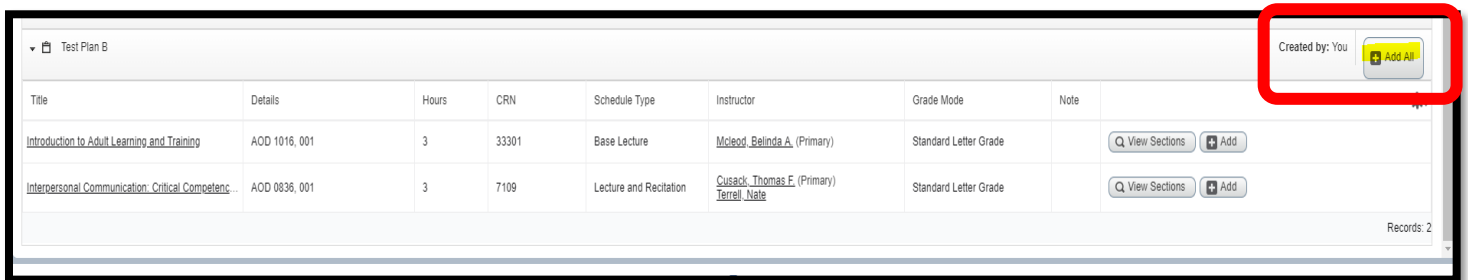
If the Plan contains **COURSES** and NOT sections, start by selecting ‘View Sections’. This action allows you to select the days/time prior to registration.



Locate the section desired and click the ‘Add’ button. Follow the directions in Step 1b (Summary panel) to finish registering.



If the Plan contains **SECTIONS**, select ‘Add All’ (or add each course individually). Follow the directions in from Step 1b (Summary panel) to finish registering.



If a registration error occurs, read the blue box at the top of the screen. In the case of a filled section, you can select the ‘Waitlisted’ action and then ‘Submit’ to get on a waitlist for the section; all registration rules also apply to waitlisting.

