

# REGISTERING ONLINE

## REVIEW THE COURSE PRE-REQUISITES PRIOR TO REGISTERING FOR CLASSES

You can view these online through the [‘Current Schedule’](#) link. Select the appropriate semester, the departmental code or name for the subject of the course you need, and [‘Show Pre-Requisites.’](#) This option is located to the left of the course information. **You may want to also visit with your advisor to discuss any additional requirements such as class restrictions, co-requisites, etc. for the courses you need.**

## IMPORTANT NOTES

- **ABBREVIATIONS:** The following abbreviations are used for the days of the week: M for Monday, T for Tuesday, W for Wednesday, R for Thursday and F for Friday.
- **LOCATION:** Please pay close attention to the campus location ([Cmp](#)). We offer courses at a number of off-campus locations within the Northeast Texas area.
- **CAPACITY:** Please review the [Cap](#), [Act](#) and [Rem](#) columns. The [Cap](#) column represents the maximum number of seats available in the course. The [Act](#) column represents the number of students currently enrolled in the course. The [Rem](#) column represents the number of seats remaining in the course.

## REGISTERING FOR CLASSES

### OPTION #1

- **Obtain the CRN/Call # for each course PRIOR to logging into Web for Students.** This is listed in the Current Schedule. Make sure you select the appropriate semester and department for the course(s). Write down the CRN/Call # for each course.
- **Log into Web for Students.**
- **Enter the CRN/Call #.** (The CRN and Call # are the same number.) All five (5) numbers go in one box. You will use one box for each course.
- **Select ‘Submit Changes.’** DO NOT select the [‘Back’](#) or any other options.

Section	Call #	Meeting Times & Locations
ART 369 001	80052	Prin & Elements of Fine Art Hours: 3 T 4:00p-6:45p Location: UC326 Thomas, Alys Meets 8/26/2013 through 12/11/2013 Vita Syllabus Books/Materials Campus: Main Campus-University Avenue

### OPTION #2

- Obtain the CRN/Call # **AFTER** you have logged into Web for Students.
- **Log into Web for Students.**
- **Select the subject of the course.** Select [‘Class Search.’](#) All courses offered within that subject will be displayed. The CRN/Call # is displayed under the CRN column. You can refine your search by utilizing the [‘Others’](#) option.
- **Select the box under the ‘Select’ column for the course you need.** Then choose [‘Register.’](#) DO NOT select the [‘Back’](#) or any other options.

## REVIEW YOUR CURRENT SCHEDULE & REGISTRATION ADD ERRORS

A status of **\*\*Web Registered\*\*** means you have successfully registered for the course. If a course did not appear in your [‘Current Schedule,’](#) scroll down. For all other error messages, please contact the Registrar’s Office at [registrar@tamut.edu](mailto:registrar@tamut.edu). Repeat this process for each course that you need.

## PRINTING YOUR SCHEDULE

Select [‘Site Map’](#) in the upper right hand corner, then [‘Registration,’](#) and [‘Student Detail Schedule.’](#) Please select [‘Exit’](#) in the upper right hand corner and close your web session.

**IT IS YOUR RESPONSIBILITY TO REVIEW THE PAYMENT DUE DATE LOCATED AT THE TOP OF THE ‘ADD OR DROP CLASSES’ PAGE.**