

## Registering for Classes

- 1.) Log into TCOOnline and select **Self Service**. On the Self Service page, select **Student Center**. On this page, you can check your enrollment appointment. This is displayed on the right side of the Student Center Page in the Enrollment Dates box when the appointments have been assigned for the upcoming registration period. Once Add/Drop begins, the appointment will disappear, and a link for Open Enrollment Dates will appear.
- 2.) Check to make certain that you have no holds that will block your registration, **including your advisor hold**. Your holds are displayed on the right side of the Student Center page, right above the appointment information.
- 3.) From the Student Center page, click on the **Enroll** link, or you can select it from the Self Service page. You will have several options including **Add Classes**, **Drop Classes**, **Swap Classes** and **Edit a Class**. To start registering, select **Add Classes**.
- 4.) Select the appropriate term and click **Continue**.
- 5.) You will now select the classes you wish to add. You can do a search for classes or you can enter the four-digit course number.
- 6.) To find a course number, click Search. Enter the course subject. You can search for a particular class by entering a course number (PSYC 101) or leave the number blank for all classes in that department (PSYC). This will default to Show Open Classes Only, but to find other classes that are closed, you can uncheck that box. The status of the course will appear in the course list. A green circle means open, a blue square means closed, and a yellow triangle means the course has an active online waitlist.
- 7.) Once you have selected the class you would like to add (or if you entered the digit directly into the box), click the **Next** button and the course will be added to your "Shopping Cart."
- 8.) You can add additional courses to your shopping cart by following the same procedure until you have selected all of your courses.
- 9.) Once you have selected all of your classes, click **Proceed to Step 2 of 3**. Then click **Finish Enrolling**. The enrollment results will be displayed. The green checkmark indicates the transaction was successful, and the red X indicates an error. The reason for the error will be displayed. From here you can view your class schedule or enter additional courses to add to your schedule.

In addition to enrolling in classes, you can also drop, swap or "edit" (change a grading basis to pass/low pass/fail) courses from the Enrollment page.

**Drop Classes:** On your list of current courses, check the box next to the course you wish to drop. Then click Drop Selected Class and Finish Dropping.

**Swap Classes:** On your list of current courses, select the class you wish to drop. Next enter the course you wish to add (use the search function or enter the four digit number). Click enter, then next, and finally Finish Swapping.

**The difference between Drop and Swap:** When you use Swap, the computer will only process the drop if it is able to add you to the new class. Therefore, the Swap option is recommended unless you are certain you want to drop a course.

**Edit a Class:** This is where you can make a class Pass/Low Pass/Fail. Select the course you want to change, and on the next page change the status of “Graded” to “Convert ABCDF to PLF.” Finish processing by following the steps as outlined on the page. It is important to remember:

- 1.) A Pass/Low Pass/Fail course may not be used to fulfill requirements for your major, minor, general education/ distribution or rhetoric/quantitative literacy proficiency requirements. Courses associated with the First-Year Gateway programs and First-Year Seminars must also be taken for a letter grade.
- 2.) You may only elect to take one course Pass/Low Pass/Fail in any term, for a total of 4 courses overall.
- 3.) Some courses (such as Physical Education courses) are only offered on a Pass/Fail basis. You do not need to select this option, and they do not count towards the maximum number of Pass/Fail courses allowed.
- 4.) To change a Pass/Low Pass/Fail course back to a letter grade, complete a form and submit it to the Registrar’s Office no later than the last day of classes. You do not make this change online.

**View your schedule:** When you are done making changes, you can review your updated schedule by clicking on the **My Class Schedule** link on the Enrollment page.