# Registration, Drop/ Add, and Withdraw

Log into eTC (etc.tctc.edu). If you are logging into eTC for the first time, you must log into account.tctc.edu first to change your password and enroll your account. Having problems logging in? Contact the Service Desk at 864-646-1779.

Registration

Step 1: Review your registration status:

1. Click on the **Get Set** tab, **Register for classes** channel, **Registration Status** link.

2. Select the appropriate term and click Submit.

3. Review your registration status to ensure that you are eligible for registration. Problems will be indicated by the   icon. If you are unable to register due to

   - registration hold(s) on your account, please contact the appropriate office as indicated on the View Holds page in eTC.

   - requiring re-admission to the College, please contact the TC Central at 864-646-1600.

   - academic standing, please contact your academic advisor. Advisor contact information may be located under the **Message Center** tab, **Directories** channel, **Faculty and staff directory search** link.

   - student status, please contact TC Central at 864-646-1600.

Step 2: Search for Available Courses/Create Schedule Options

1. On the Course Scheduler page, you can build an optimized class schedule that takes into account your personal needs (i.e.: work, family, and leisure). To get to this page, click on the **Get Set** tab, **Register for Classes** channel, **Course Scheduler** link.

2. As needed, update Course Status, Term, Parts of Term, and Campus options by selecting the drop-down arrow. NOTE: By default, only the Pendleton Campus is selected.

3. Add desired courses by clicking on the "Add Classes" button.

4. Add breaks, if any, to indicates times that you do not wish to take classes.

5. Click "Generate Schedules" to view available scheduling options.

   - To view week at a glance: mouse over the magnifying glass

   - To compare schedule options: check multiple boxes and click "Compare"

   - To view detailed schedule information or register for classes in this option: click "View"

(Option 1) Register/Add from Course Scheduler page
Select "View" next to the desired option, click "Send to Cart" (top middle of page), and click "OK" when "Message from webpage" is displayed. Once the Schedule Planner Registration Cart is displayed, click "Register."

(Option 2) Waitlist Courses from the Waitlist a Class Page
Selected courses offer the ability to waitlist if the course is currently closed. To add a course to the waitlist

1. Click on the **Get Set** tab, **Register for Classes** channel, **Waitlist a Class** link. Enter the desired course CRN under the Add Classes Worksheet and select Submit Changes. Note: Since the course is closed, you will receive one of two registration error messages:

   - There are no available seats remaining in this section. To add to the waitlist, select "Waitlist" from the drop-down menu under the Action column. There is currently # student(s) on the waitlist.

   - There are no available seats remaining in this section and the waitlist is full.

2. If the waitlist is available, select "Waitlist" from the drop-down menu under the Action column and select "Submit Changes." When a seat becomes available, you will receive an eTC email. You will have 16 hours from the time the email is sent to log into eTC and register for the course. Note: If you do not register in the time allotted, you are dropped from the waitlist, and the seat becomes available to the next student on the waitlist. You WILL NOT receive a notification of this action.

Note: All registration restrictions, prerequisites, etc. will be enforced upon registration. If registration errors occur and assistance is needed, please consult with your academic advisor or student success coach or come to TC Central (180 Miller Hall), or call 646-1600.

Drop

1. Click on the **Get Set** tab, **Register for Classes** channel, **Drop or Withdraw from Classes** link.

2. Select the Drop Course option on the pull down menu for the course in which you wish to drop and select Submit Changes.

Withdraw

1. Click on the **Get Set** tab, **Register for Classes** channel, **Drop or Withdraw from Classes** link.

2. Select the Student Withdrawal option on the pull down menu for the course in which you wish to withdraw and select Submit Changes. NOTE: If withdrawing from all courses, a "Withdrawal from College" form must be completed and signed by a Financial Aid Counselor and submitted to TC Central for processing.