Online Registration

① Go to the eTC homepage (etc.tctc.edu) and log into your eTC account.

Secured Access Login

User Name:

Password:

OK   Cancel

Having problems logging in? Click here.
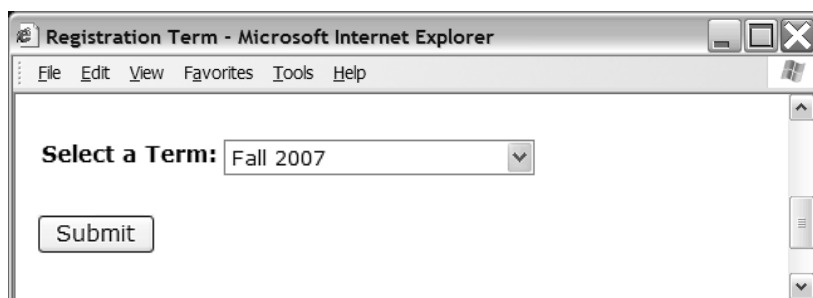
powered by pipeline

Key in your eTC username and your six-digit password. Click on the OK button. Having problems logging in? Contact the Helpdesk at 646-1779.

Your initial password will be your birthday in the MMDDYY format (e.g., February 20, 1988 would be 022088).
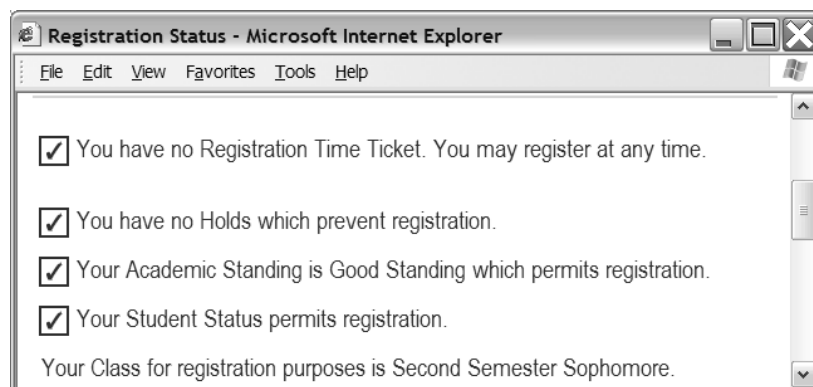
② **Review your registration status:**

1) Click on the **Get Set** tab, **Register for classes** channel, **Registration Status** link
2) select the appropriate term

Registration Term - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Select a Term: Fall 2007

Submit

3) review the information to ensure that you are ready for registration

Registration Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

☑ You have no Registration Time Ticket. You may register at any time.

☑ You have no Holds which prevent registration.

☑ Your Academic Standing is Good Standing which permits registration.

☑ Your Student Status permits registration.

Your Class for registration purposes is Second Semester Sophomore.

Problems will be indicated by the ⚠ icon. If you are unable to register due to a hold on your account, please contact the appropriate office as indicated on the **View Holds** page (there's a **View Holds** link on the bottom of this page).

Online Registration

③

Search for Available Courses

On the Look Up Classes page, you can search and register for available courses. To get to this page, click on the **Get Set** tab, **Register for Classes** channel, **Look Up Classes** link.

Although there are plenty of search options on this page, it's more effective to limit the search to just Subject and Session.

Look Up Classes - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Subject:
Accounting
Allied Health Science
Anthropology

Course Number:

Title:

Credit Range: hours to

Part of Term:
Non-date based classes only

Session:
All
1st Session - Day Class
1st Session - Dist Learning

Start Time: Hour 00   Minute 00

End Time: Hour 00   Minute 00

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur

Class Search   Reset

Select the subject. To view more than one subject at a time, press and hold the 'Ctrl' key and select as many subjects as desired. To select all subjects, press and hold the 'shift' key and select Accounting. Scroll down (while still holding down the 'shift' key) and select Welding.

Examples of 'Session' include: Full Term, 1st Session, 2nd Session, May-Term, Jumpstart Class, High School, Full Term - Distance Learning, etc.

Example:

After meeting with his advisor, Alek H. decides that he wants to register for day/evening sections of ENG 101, MAT 104, HIS 101, and EET 113.

Alek logs onto eTC to register for his courses. On the Look Up Classes page, in the **Subject** field, he selects (while pressing down the 'Ctrl' key) English, Mathematics, History, and Electronics Engineering. Alek then selects 'All' in the **Session** field to view all available courses.

To perform the search, Alek then selects the **Class Search** button.

Don't forget to check to see if you have any registration holds... simply select **View Holds** from the **Student Records** menu.

Online Registration

④

Register for Courses from the Look Up Classes Page

While reviewing the results from the Look Up Classes screen, students have two registration options. 1) Mark the checkbox and select **Register** or 2) mark the checkbox and select **Add to WorkSheet**. If **Add to WorkSheet** is selected, the CRN (Course Reference Number) is simply copied to the **Add or Drop Classes** screen.

Additional course information is available by clicking on the course CRN (ie: 1st session, Distance Learning, course description, etc)

Register for Courses from the Add or Drop Classes Page

To get to this page, click on the **Get Set** tab, **Register for Classes** channel, **Add, Drop, or Withdraw from Classes** link. Enter the desired course CRN (Course Reference Number) under the **Add Classes Worksheet** and select **Submit Changes**.

Remember: CRNs can be located on the Look Up Classes page as well as the Schedule Search page.

Online Registration
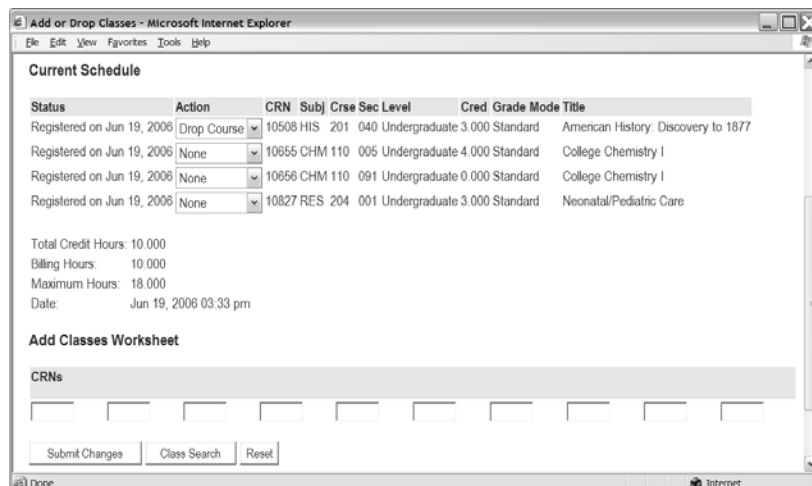
Course Registration Errors

Once registration occurs, errors will be listed under: ⊗ **Registration Add Errors**
The following is a list of the registration errors and possible solutions:

Error Message	Solution
Closed Section	Enrollment limit has been reached… select another course
Major Restriction	Enrollment restricted by major… select another course
Link Error: XX Required	Certain lecture and labs are "linked" together. Add the LEC and LAB section at the same time
Time Conflict	The meeting pattern for this course conflicts with one that is currently registered for… select another course or drop the conflicting course
Maximum Hours Exceeded	The maximum number of registration hours has been reached… consult your advisor or adjust your schedule
Prerequisite and/or Test Score Error	You have attempted to register for a course that requires a prerequisite, co-requisite, or placement test score you do not have… select another course or contact the department chair

⑤

Drop or Withdraw from Classes

To get to this page, click on the **Get Set** tab, **Register for Classes** channel, **Add, Drop, or Withdraw from Classes** link. Select appropriate option (i.e., Drop Course, Student Withdrawal) on the pull down menu for the course in which you wish to drop or withdraw and select **Submit Changes.**