

Online Registration

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



A screenshot of a 'Secured Access Login' form. It has a dark background with white text. The form includes fields for 'User Name:' and 'Password:', each with a white input box. Below these fields are 'OK' and 'Cancel' buttons. At the bottom, there is a link that says 'Having problems logging in? Click here.' and a logo for 'powered by pipeline'.

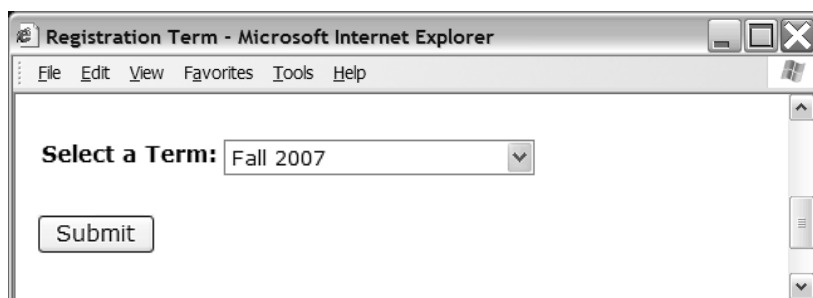
Key in your eTC username and your six-digit password. Click on the OK button. Having problems logging in? Contact the Helpdesk at 646-1779.

Your initial password will be your birthday in the MMDDYY format (e.g., February 20, 1988 would be 022088).

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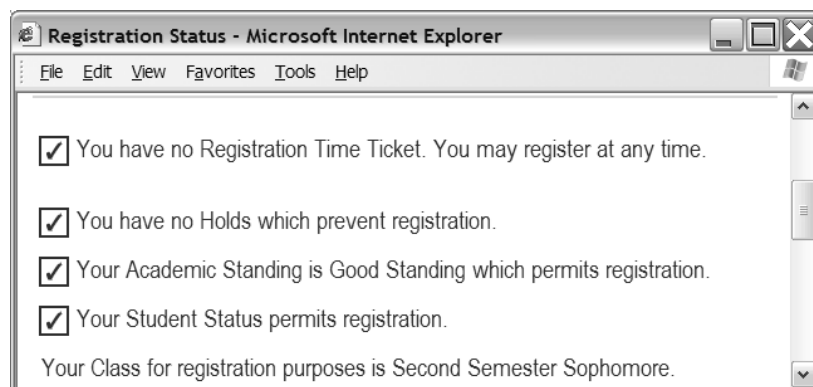
Review your registration status:

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



A screenshot of a web browser window titled 'Registration Term - Microsoft Internet Explorer'. The address bar shows 'File Edit View Favorites Tools Help'. The main content area has a label 'Select a Term:' followed by a dropdown menu showing 'Fall 2007'. Below this is a 'Submit' button.


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



A screenshot of a web browser window titled 'Registration Status - Microsoft Internet Explorer'. The address bar shows 'File Edit View Favorites Tools Help'. The main content area displays four status checks, each with a checked checkbox:

- ☒ 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.

 Below these checks, it states: '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).

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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:

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

Start Time: Hour Minute

End Time: Hour Minute

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.

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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.

The screenshot shows two overlapping web browser windows. The background window is titled "Look Up Classes - Microsoft Internet Explorer" and displays a table of accounting courses. The foreground window is titled "Class Schedule Listing - Microsoft Internet Explorer" and shows details for "Accounting Principles I - 10877 - ACC 101 - 071".

Look Up Classes Table:

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title
<input type="checkbox"/>	10863	ACC	101	001	001	3.000	Accounting Principles I
<input type="checkbox"/>	10865	ACC	101	002	001	3.000	Accounting Principles I
<input type="checkbox"/>	10862	ACC	101	003	001	3.000	Accounting Principles I
<input type="checkbox"/>	10861	ACC	101	004	001	3.000	Accounting Principles I
<input checked="" type="checkbox"/>	10869	ACC	101	005	001	3.000	Accounting Principles I
<input type="checkbox"/>	10873	ACC	101	006	001	3.000	Accounting Principles I
<input type="checkbox"/>	10874	ACC	101	007	001	3.000	Accounting Principles I
<input type="checkbox"/>	10879	ACC	101	040	001	3.000	Accounting Principles I
<input type="checkbox"/>	10875	ACC	101	070	001	3.000	Accounting Principles I
<input type="checkbox"/>	10877	ACC	101	071	001	3.000	Accounting Principles I
<input type="checkbox"/>	10885	ACC	102	001	001	3.000	Accounting Principles II
<input type="checkbox"/>	10886	ACC	102	040	001	3.000	Accounting Principles II
<input type="checkbox"/>	10888	ACC	201	001	001	3.000	Intermediate Accounting
<input type="checkbox"/>	10890	ACC	201	040	001	3.000	Intermediate Accounting
<input type="checkbox"/>	10887	ACC	230	001	001	3.000	Cost Accounting I
<input type="checkbox"/>	10891	ACC	230	040	001	3.000	Cost Accounting I
<input type="checkbox"/>	10889	ACC	265	001	001	3.000	Not-For-Profit Accounting

Class Schedule Listing Details:

Accounting Principles I - 10877 - ACC 101 - 071

Associated Term: Fall 2006
Registration Dates: Jun 12, 2006 to Dec 08, 2006
Levels: Undergraduate

Main Campus Campus
Lecture Schedule Type
Internet (WebCT Course) Instructional Method
3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Aug 21, 2006 - Dec 08, 2006	Lecture	TBA

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**.

The screenshot shows the "Add or Drop Classes - Microsoft Internet Explorer" window. The "Add Classes Worksheet" section has a label "CRNs" above a row of ten empty input boxes. Below the boxes are three buttons: "Submit Changes", "Class Search", and "Reset".

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

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Course Registration Errors

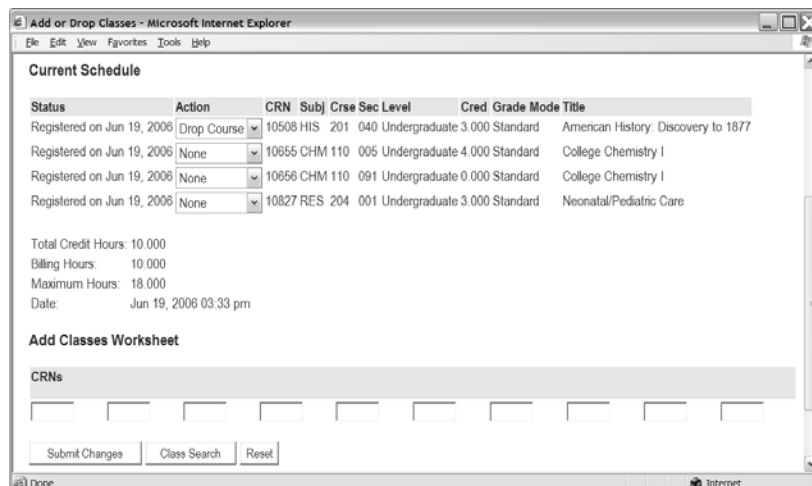
Once registration occurs, errors will be listed under:  **Registration Add Errors**
The following is a list of the registration errors and possible solutions:

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

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**.



Add or Drop Classes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 19, 2006	Drop Course	10508	HIS	201	040	Undergraduate	3.000	Standard		American History: Discovery to 1877
Registered on Jun 19, 2006	None	10655	CHM	110	005	Undergraduate	4.000	Standard		College Chemistry I
Registered on Jun 19, 2006	None	10656	CHM	110	091	Undergraduate	0.000	Standard		College Chemistry I
Registered on Jun 19, 2006	None	10827	RES	204	001	Undergraduate	3.000	Standard		Neonatal/Pediatric Care

Total Credit Hours: 10.000
Billing Hours: 10.000
Maximum Hours: 18.000
Date: Jun 19, 2006 03:33 pm

Add Classes Worksheet

CRNs

Done Internet