

Registration Course Tips

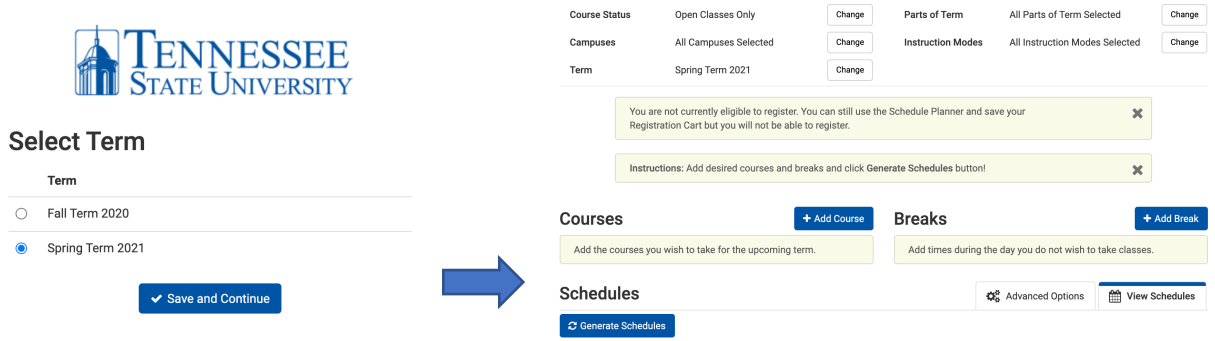
Course Load Considerations

- Full-time: **12 hours**
- Average course load per semester to graduate in 4 years: **15 hours**
- Overload approval by the department is needed if attempting to register for more than **18 hours**

Registration Portals

- **Schedule Planner** auto generates a schedule based on the parameters you set. After you select your courses, be sure to move them from the registration cart to make sure you're registered for the classes you selected.
- **Look Up Classes** allows you a bit more control in registering for your classes and seeing all sections offered at one time. It also allows you to do an advanced search to filter classes. Look at "How to Register in myTSU" for more information.
- Both can be accessed by going to [myTSU > Banner Services > Student > Registration](#)

SCHEDULE PLANNER



The screenshot shows the Schedule Planner interface. On the left, there's a "Select Term" section with radio buttons for "Fall Term 2020" and "Spring Term 2021" (selected), and a "Save and Continue" button. On the right, there are filters for "Course Status" (Open Classes Only), "Campuses" (All Campuses Selected), and "Term" (Spring Term 2021). Below these are two yellow warning boxes: "You are not currently eligible to register..." and "Instructions: Add desired courses and breaks...". At the bottom, there are sections for "Courses" (+ Add Course), "Breaks" (+ Add Break), and "Schedules" (Generate Schedules, Advanced Options, View Schedules).

LOOK UP CLASSES

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: ACCT-Accounting
 ADMN-Administration (TN eC)
 AERO-Aerospace Science
 AFAS-Africana Studies
 AGRI-Animal Sci (TN eC)
 AGSC-Agricultural Sciences
 AITT-Aeronautical and IndTech
 ANTH-Anthropology
 AREN-Architectural Engineering
 ART-Art

Course Search | Advanced Search

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)]

- You can also go to Add/Drop classes and enter course registration numbers (CRNs) directly. You may need to use this option to resolve co-requisite registration errors.
[myTSU > Banner Services > Student > Registration > Add or Drop Classes](#)

Course Search Considerations

Can you register?

If you have a hold preventing you from registering, Scheduler will let you know if you're not eligible to register as indicated in the image on page 1. If using Look Up Classes, the **Select** column will show you a student restriction (SR) if you cannot register for any reason, including holds and because registration is closed. The **Select** will change to a check box when you're eligible to register.

ENGL-English									
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
SR	12639	ENGL	2012	02	45M	3.000	Literary Genres	MTWRF	08:00 am-05:00 pm

Do you really want this course?

1. The course registration number (**CRN**) is good to know when you want to use the Add/Drop feature or need an override on a restricted course.
2. Double check the course subject (**Subj**), number (**Crse**), and section (**Sec**) to make sure it's a course you want. RODP/TN eCampus classes are sections with the letter "R" and a number (ex. R50, R25, R10, R01, etc). These courses incur additional fees and will generate a program restriction.
3. **Days/Time matters!** If you see the time but the location states ONLINE, this means the course is synchronous and your online sessions are scheduled at a set day and time. If you see ONLINE without a day and time, your course may be asynchronous. It's important to connect with the instructor and keep up with assignments and announcements. TBA means To Be Arranged.
 - a. Also, if you are advised to take MATH 1110 and 1109 together, you should register for a 4-day MATH 1110 course. The section number (Sec) will have a letter A and a number (ex. 01A)
 - b. Some courses are scheduled on more than one day, and the letters matter!
 - i. M = Monday | T = Tuesday | W = Wednesday | R = Thursday | F = Friday
 - ii. Courses that meet more than one day may look like this MWR. In this example, this means the course meets Monday, Wednesday, and Thursday.
4. **Date is different from Day!** Look below and you'll see two different dates for the same class. The first date, 1/25 – 4/30, indicates a regular full-term class from January 25th – April 30th. The second date, 1/04 – 01/08, indicates a special term from January 4th – January 8th.

Sections Found ENGL-English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	11807	ENGL	2012	01	45M	3.000	Literary Genres		TBA	25	1	24	0	0	0	0	0	0	0	0	0	0	0	Michelle D Wise (P)	01/25-04/30	ONLINE		
SR	12639	ENGL	2012	02	45M	3.000	Literary Genres	MTWRF	08:00 am-05:00 pm	15	2	13	0	0	0	0	0	0	0	0	0	0	0	Michelle D Wise (P)	01/04-01/08	ONLINE		

5. Capacity matters! If you're waiting to remove a hold and want to know how many seats are still open, look at the capacity (**Cap**) first. It tells you how many seats are available. Then, look at what's remaining (**Rem**). It tells you how many seats are still open. The actual (**Act**) number of students registered for the course is in between both.
6. Other Questions to Ask Yourself:
 - a. What time of day do you work best?
 - b. Is the course offered in different formats? Remember, some courses are scheduled 1, 2 or 3 times a week.
 - c. Is the course offered asynchronous, synchronous, hybrid, or conventional/in-person?
 - d. Would delaying a certain course this semester put you "off-track" for your projected graduation date? Students should successfully complete 30 credit hours each year (or 15 credits each semester) to potentially fulfill degree requirements in four years.
 - e. Can you effectively use time between classes for errands, reading course assignments, studying for a test?
 - f. Did you balance classes to make sure you don't burn out and to take care of personal matters like eating?

Course Drop/Withdrawal Considerations

Before dropping, ask yourself these questions:

- When are the drop/withdrawal deadlines? You can add or drop a class as long as registration is open. When registration closes, you'll need to complete a course withdrawal form and submit it to the Records Office.
- Will it affect my financial aid, including grants, loans, and scholarship requirements?
- Have I met with my advisor and contacted my instructor to express my challenges in the class?
- Have I utilized any of the academic resources, like campus tutoring, to improve my grade?
- How far behind am I on my assignments and assigned readings?
- What kind of grades have I earned so far on assignments? On quizzes? On exams?
- How has my attendance been in this particular course?
- Will I lose my financial aid eligibility if I drop this class?
- Is this a pre-requisite/requirement or a co-requisite/requirement for another course I need?
- How many times have I taken this course at TSU?
- How many courses have I dropped overall?
- What is my status with International Admissions?

Talk to your instructor and academic advisor; they are there to support your success. Consider what changes you can make yourself to improve your academic performance.