

How to Register for Classes

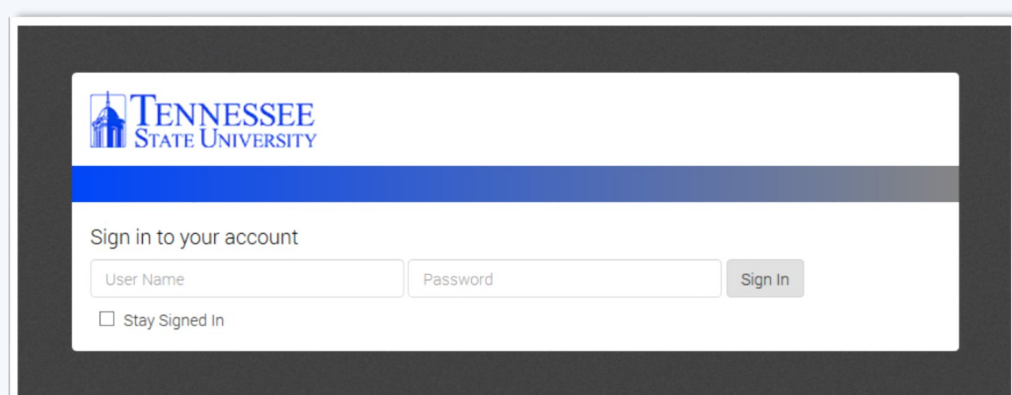
1. Speak with an advisor first

Be sure to touch base with an advisor before registering for classes to not only verify that you are on track for your degree curriculum but that you don't have any holds placed on your account to prevent you from registering.

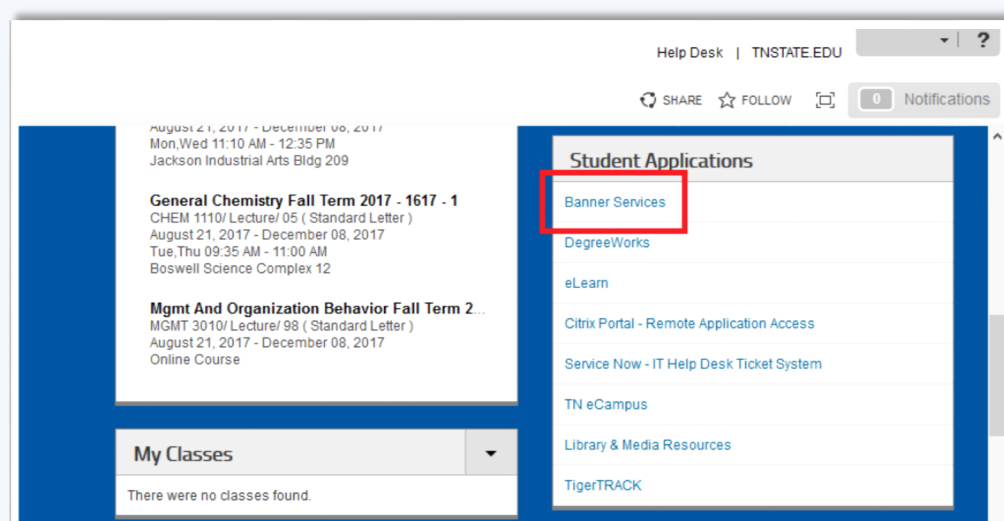
2. Login to myTSU

By now, you should have your login credentials from www.tnstate.edu/tnumber. Once you have your username and password, navigate to www.tnstate.edu/mytsu or mytsu.tnstate.edu to log in to your student portal.

*Should you need login assistance, contact the Help Desk at 615-963-7777

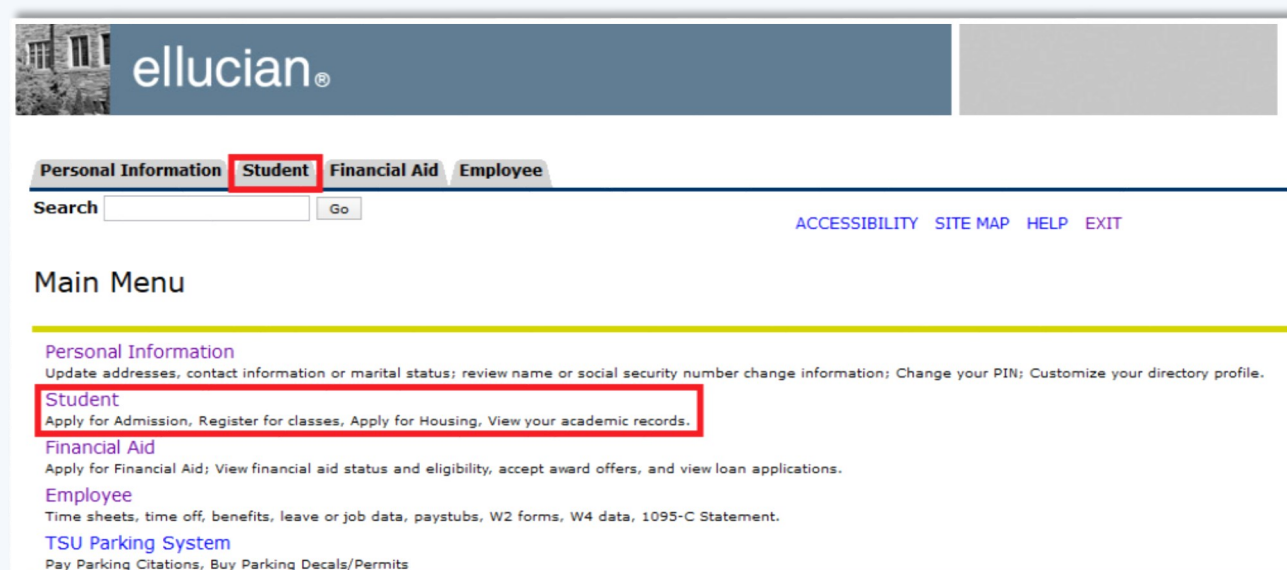


3. Click on Banner Services



4. Click on Student

You can click on the tab or the link



How to Register for Classes

5. Click on Registration

- φ If you already have the CRNs (Class Registration Numbers), click Add or Drop Classes
- φ If you do not have the CRNs, click on Look Up Classes to search courses and add them to your registration worksheet

*Though the Schedule Planner is another option to register for courses, OTS does suggest utilizing the Add or Drop Classes feature; within Schedule Planner, you may not be able to see a description of possible registration errors and how to correct them



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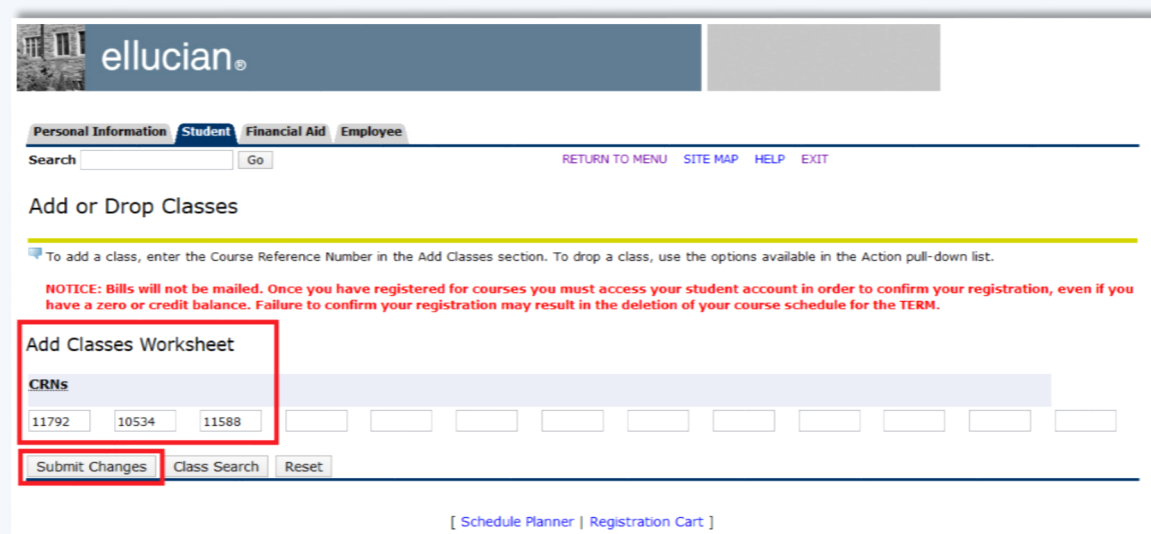
Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Add or Drop Classes**
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Status
- Active Registration
- Registration History
- Schedule Planner New!!!**
Create the perfect class schedule.
- Schedule Planner Registration Cart

6. Input your CRNs in your classes worksheet and click Submit Changes

If you are trying to register for a science lecture and a lab, be sure to add both into the worksheet simultaneously or you may receive a co-requisite error



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Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

NOTICE: Bills will not be mailed. Once you have registered for courses you must access your student account in order to confirm your registration, even if you have a zero or credit balance. Failure to confirm your registration may result in the deletion of your course schedule for the TERM.

Add Classes Worksheet

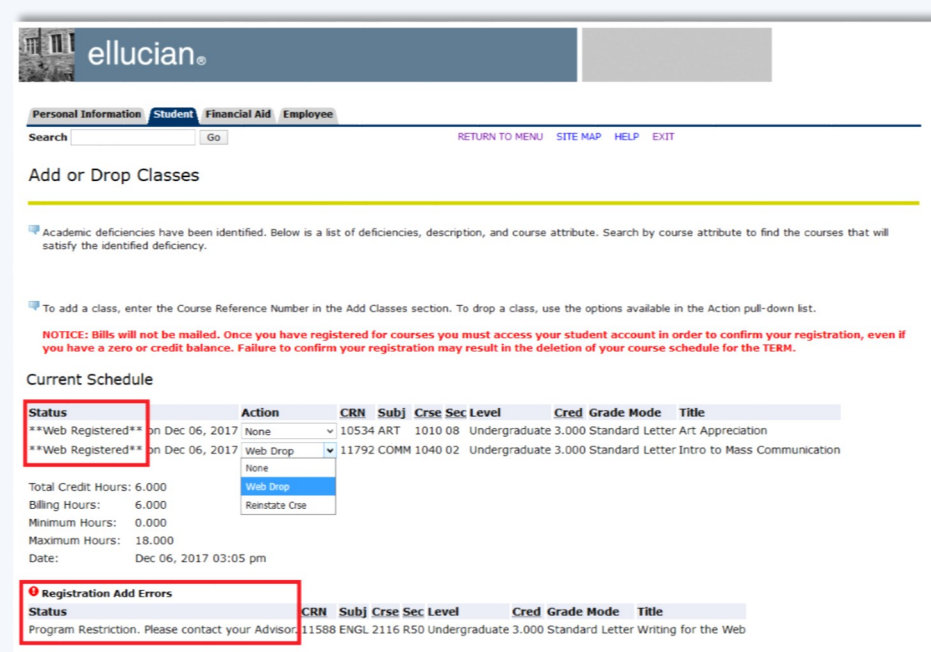
CRNs
11792 10534 11588

Submit Changes Class Search Reset

[Schedule Planner | Registration Cart]

7. SUCCESS! All registered courses will appear as *Web Registered* under their status

Pay attention to the status of registration add errors; this tells you how to resolve the issues



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Add or Drop Classes

Academic deficiencies have been identified. Below is a list of deficiencies, description, and course attribute. Search by course attribute to find the courses that will satisfy the identified deficiency.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

NOTICE: Bills will not be mailed. Once you have registered for courses you must access your student account in order to confirm your registration, even if you have a zero or credit balance. Failure to confirm your registration may result in the deletion of your course schedule for the TERM.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered	None	10534	ART	1010	08	Undergraduate	3.000	Standard	Letter Art	Appreciation
Web Registered	Web Drop	11792	COMM	1040	02	Undergraduate	3.000	Standard	Letter Intro	to Mass Communication

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Dec 06, 2017 03:05 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Program Restriction. Please contact your Advisor	11588	ENGL	2116	R50	Undergraduate	3.000	Standard	Letter Writing	for the Web