

## **How to REGISTER for Courses:**

1. On the main UTC webpage, www.utc.edu, click the “My MocsNet” link located near the top right-hand corner on the page.
2. You will be prompted to enter your UTC ID and password. Click the “Go” button when fields are completed.
3. To register for Fall 2010 classes (and later), click the Academics tab.

**\*\*\*IF YOU HAVE PRE-ARRANGED YOUR SCHEDULE, OR HAVE A CLOSED CLASS OVERRIDE, THE “A” INSTRUCTIONS ARE RECOMMENDED. IF YOU ARE DEVELOPING YOUR SCHEDULE AS YOU REGISTER, THE “B” INSTRUCTIONS ARE RECOMMENDED.\*\*\***

- A1. Under the Registration Tools heading, click the “Register, Add or Drop Classes” link.
- A2. Select a term from the drop-down box: “FA2010”. Click the “Submit” button.
- A3. Enter your Alternate PIN in the field provided. The Alternate PIN is your Advisement Code. Click the “Submit” button.
- A4. If this is your first time to register, you will not have a “Current Schedule” indicated. If you have registered for fall classes previously, your current schedule will be displayed, and your Total Credit Hours will be calculated.
- A5. To add classes, enter the appropriate 5-digit CRNs in the fields provided at the bottom of the screen. You may enter multiple CRNs at a time, *including CRN’s for which you have a departmental override already approved (a listing of these approvals is available on your **Registration Status** page)*. Click the “Submit Changes” button when you are finished.
- A6. You will be returned to your “Current Schedule” and your accepted classes will be indicated \*Web Registered\* with today’s date. “Registration Add Errors” will be indicated at the bottom of the screen. The “Status” will indicate the problem with the particular CRN registration.

For example:

1. Contract Required: The student must complete an Individual Studies/Research Contract and must register in person in the Records Office.
  2. Duplicate CRN: This course has already been added to your Current Schedule
  3. Co-requisite Required: The student must register for BOTH co-requisite courses at the exact same time.
  4. Pre-requisite Required: You have not completed the appropriate pre-requisite.
  5. Closed Class: If a section is closed, you must acquire a closed-class override from the appropriate academic department head in order to register.
  6. Class Level Restriction: If you are not eligible for 3000/4000 level courses, you must acquire an Upper Division override from the appropriate academic department head in order to register.
- A7. When you are finished registering, you may select the “RETURN TO MENU” link at the top right-hand corner of the screen. You will be returned to the Registration Menu.

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- B1. Under the Registration Tools heading, click the "Schedule of Classes" link.
- B2. Select a term from the drop-down box: "FA2010". Click the "Submit" button.
- B3. Look up classes by Subject and Course Number, or by Attribute Type (example: Gen Ed codes). Click the Class Search button at the bottom of the page.
- B4. CRN's (Course Reference Numbers) with a check box are "open". Check the CRN that works best for your schedule. A "C" identifies a closed class (refer to the "A" instructions if you have a registration override for a closed class).
- B5. Click the "Register" button at the bottom of the screen.
- B6. If this is your first registration attempt during this My MocsNet session, you will be prompted to enter your Alternate PIN. Your Alternate PIN is your advisement code.
- B7. Your current schedule will be displayed, and your Total Credit Hours will be calculated. Your accepted classes will be indicated \*Web Registered\* with today's date. "Registration Add Errors" will be indicated at the bottom of the screen. The "Status" will indicate the problem with the particular CRN registration.

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B8. To continue searching for additional courses, click the Class Search button at the bottom of the page. If you are finished registering, you may select the "RETURN TO MENU" link at the top right-hand corner of the screen. You will be returned to the Registration Menu.

To **REVIEW** your schedule, you may select each of the following links:

My Registration History = this will display all of your registrations, including those current and dropped.

My Detailed Schedule = this will display a thorough review of all registered courses.

My Concise Student Schedule = this will display a printer-friendly version of your schedule.