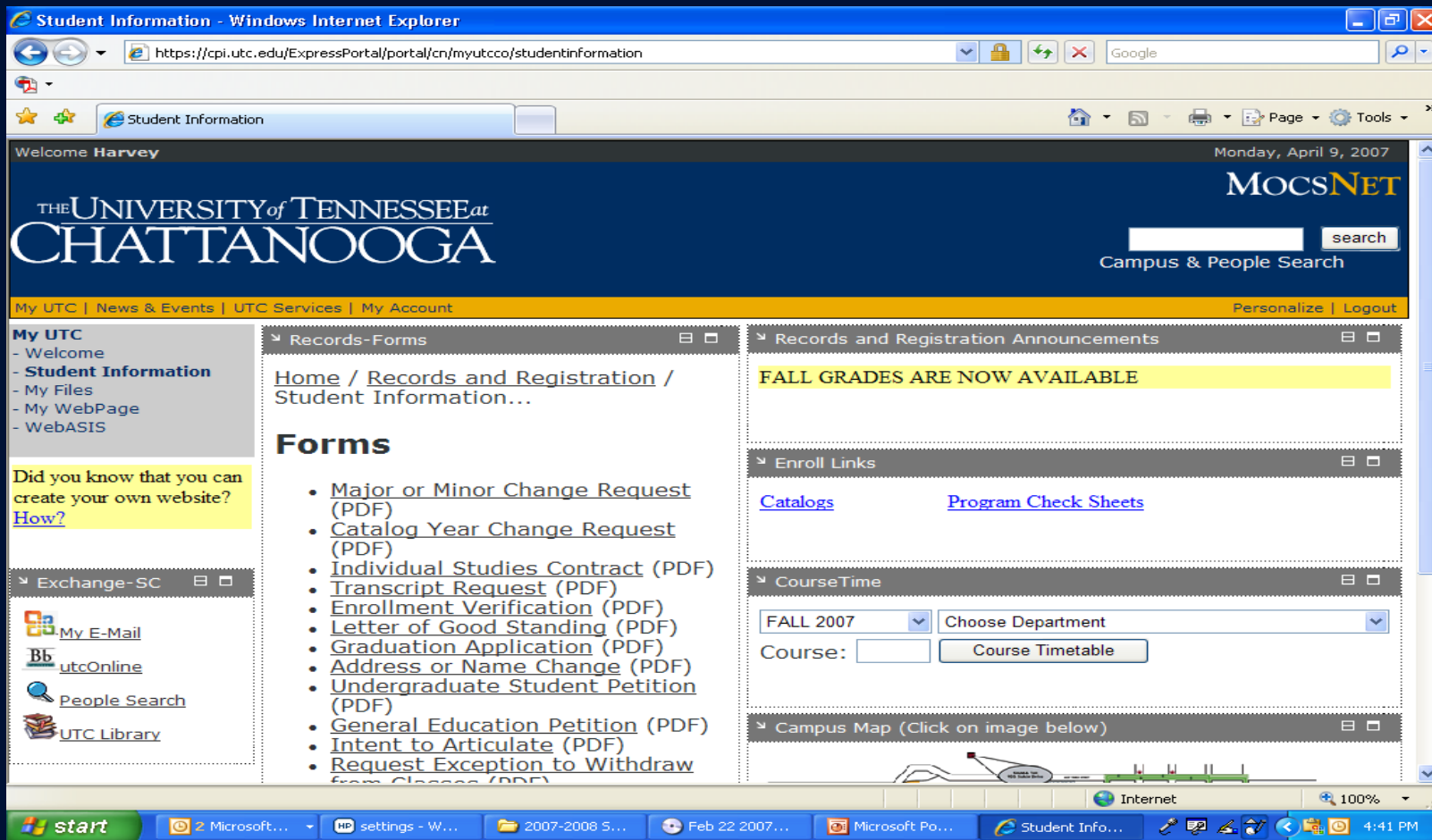


THE UNIVERSITY of TENNESSEE at  
CHATTANOOGA

*Founded in 1886*

# How to Register Online



- **Log into MocsNet** at [www.utc.edu](http://www.utc.edu) with your UTC ID and Password.
- Select **'Student Information'** from the far left box.

### My UTC

- Welcome
- **Student Information**
- My Files
- My WebPage

Did you know that you can create your own website? [How?](#)

### Netmail-NoFwd

- My E-Mail
- UTOnline
- People Search
- Library

### Student Information

Please verify your SID to protect your information

My Secure ID

### Records and Registration Announcements

**FALL GRADES ARE NOW AVAILABLE**

### Enroll Links

[Catalogs](#)      [Program Check Sheets](#)

### CourseTime

FALL 2007      Choose Department  
Course:      

### Campus Map (Click on image below)



### Records-Forms

Home / [Records and Registration](#) / [Student Information...](#)

### Forms

- [Major or Minor Change Request](#) (PDF)
- [Catalog Year Change Request](#) (PDF)
- [Individual Studies Contract](#) (PDF)
- [Transcript Request](#) (PDF)
- [Enrollment Verification](#) (PDF)
- [Letter of Good Standing](#) (PDF)
- [Graduation Application](#) (PDF)
- [Address or Name Change](#) (PDF)
- [Undergraduate Student Petition](#) (PDF)
- [General Education Petition](#) (PDF)
- [Intent to Articulate](#) (PDF)
- [Request Exception to Withdraw from Classes](#) (PDF)

■ Enter your **‘Secure ID’** in the box provided and click **‘Verify SID’**

Address <https://cp.Stop.edu/ExpressPortal/portal/cn/myutcco/studentinformation> Go

Welcome **Wade** Wednesday, April

**THE UNIVERSITY of TENNESSEE at CHATTANOOGA** MOC  
Campus & People Se

My UTC | News & Events | UTC Services | My Account Personaliz

**My UTC**

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**Student Information**

**My registration time is 6:00 a.m. on 04/09/07.**

- [My Class Schedule](#)
- [My Grades for FALL 2006](#)
- [My Rep Sheet for BS BUSA:GENERAL MANAGEMENT \(2005\)](#)
- [My MocsExpress Statement](#)
- [My Holds](#)
- [My Refunds](#)
- [Register, Add, Drop \(enroll\)](#)
- [My Financial Aid](#)
- [My Enrollment Verification Services](#)

**Records-Forms**

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**Records and Registration Announcements**

**FALL GRADES ARE NOW AVAILABLE**

**Enroll Links**


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**CourseTime**

FALL 2007      Choose Department

Course:      

**Campus Map (Click on image below)**



■ From the list select **Register, Add, Drop (enroll)**

University Links Classes Blackboard

Home / Online Registration...

This page loads a Java application to access the Enroll program, which may take up to 30 seconds to load on an older computer. You will receive a prompt below asking for your UTCID when it finishes loading. If you do not have Java installed you will receive a message with more information on how to install it.

Note that if you close your web browser or navigate away from this page, it will close the applet. Printing of the contents of the display below is not possible.

After you see the prompt, you may need to click in the area in the box below before beginning to type your ID. All further entry is from the keyboard only. As you type your password, the prompt (cursor) will not move or flash. Press Enter when finished typing to continue.

If you see a notice "Thank you for using Mindterm..." before having the opportunity to enter your UTCID, you are most likely being blocked by a corporate firewall or something similar. Please contact your network staff and advise them of the need to be able to connect to port 222 on our site.

**Macintosh Users:** This application is known to not work with Firefox on the Mac. However, it does work with Safari. Please use it instead.

If you need further technical assistance please contact the ITD Help Desk at (423) 425-4000, or email at HelpDesk@UTC.edu.

If you have problems within the registration system, please stop by the Records Office in 109 Race Hall. The staff there will register you with your advisement code.

Enter your UTCID>> [cjb285]  
For security purposes, the cursor will not move or flash  
as you type your password.  
MocsNet Password (not your SID) [ ]

- Enter your **UTC ID and Password** –  
**SAME AS MOCSNET PASSWORD** –  
Cursor does not move when putting in your password

```
You may register, add or drop for one term at a time, or select a command, by
entering the number (1, 2, etc.) associated with the line.
```

```
1. SUM 1 AM 2007      View Add Drop Chng
2. SUM 2 AM 2007      View Add Drop Chng
3. SUM 3 AM 2007      View Add Drop Chng
4. SUM 1 PM 2007      View Add Drop Chng
5. SUM 2 PM 2007      View Add Drop Chng
6. FALL 2007          View Add Drop Chng
```

```
(Press return when finished to leave online registration.)
Enter the number of the term or command desired> [ ]
```

- Enter the **Term Number**
- Example: Fall of 2007 you put 6

```
(Press return to select another term.)
Select Action:
(A)dd (D)rop (C)hange section > [ ]
```

- Select action
- Example: **To Add, Choose A**

CONDITIONS OF REGISTRATION

Payment of fees/confirmation of attendance may be done by mail, telephone, on-line with Master Card or Visa, or in person at the Bursar's Office, 216 Fletcher Hall, (423) 425-4781.

Cancellation for non-payment of fees applies to ALL students regardless of the source of funding, including those students whose fees are billed, deferred, waived, or paid with personal funds including financial aid and graduate assistantships.

Registering for FALL 2007: Students registering for FALL 2007 classes must pay fees or confirm attendance ON OR BEFORE 08/09/07 to prevent automatic cancellation of classes for non-payment. Students who register after cancellations on 08/09/07 WILL BE HELD RESPONSIBLE FOR FEES AND WILL RISK RECEIVING FAILING GRADES for all classes not dropped by the stated deadline date for the term, even if the student never attends class(es).

I have read and understand the conditions of my registration as stated above.  
Please enter YES or NO>>

- Paying Fees statement must say **YES**
- You must pay or confirm fees by **August 9<sup>th</sup>** (for Fall 2007 Classes)



If you need further technical assistance please contact the ITD Help Desk at (423) 425-4000, or email at HelpDesk@UTC.edu.

If you have problems within the registration system, please stop by the Records Office in 109 Race Hall. The staff there will register you with your advisement code.

Course Add Routine

Advisement Code > [ ]

- Enter **Advisement code** – 4 characters

Course Add Routine

FALL 2007

BMGT 100 001 COMPUTERS IN BUSINES U 3 MWF 1000-1050 FLET316 BISHOP T

You are OBLIGATED to pay fees for these courses and any you add later.

You have \*not\* paid fees or confirmed attendance.

You must pay or confirm before 08/09/2007 or your classes will be cancelled.

Pay fees or confirm attendance by mail, phone, or in person at the Bursar's Office 216 Fletcher Hall, (423) 425-4781.

Use 3 or 4 letter department abbreviation, 3 digit course number and 3 digit section number when prompted. You may enter '!' to begin again.

Press return when finished...

Department > [engl]

- Enter **department** – use correct abbreviation –  
Example: **engl** for English

```
Course Add Routine
FALL 2007
BMGT 100 001 COMPUTERS IN BUSINES U   3 MWF   1000-1050 FLET316 BISHOP T

You are OBLIGATED to pay fees for these courses and any you add later.
You have *not* paid fees or confirmed attendance.
You must pay or confirm before 08/09/2007 or your classes will be cancelled.
Pay fees or confirm attendance by mail, phone, or in person at the Bursar's
Office 216 Fletcher Hall, (423) 425-4781.

Use 3 or 4 letter department abbreviation, 3 digit course number and 3 digit
section number when prompted. You may enter '!' to begin again.

Course > [121]
```

## ■ Enter Course Number

```
Course Add Routine
FALL 2007
BMGT 100 001 COMPUTERS IN BUSINES U   3 MWF   1000-1050 FLET316 BISHOP T

You are OBLIGATED to pay fees for these courses and any you add later.
You have *not* paid fees or confirmed attendance.
You must pay or confirm before 08/09/2007 or your classes will be cancelled.
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Office 216 Fletcher Hall, (423) 425-4781.

Use 3 or 4 letter department abbreviation, 3 digit course number and 3 digit
section number when prompted. You may enter '!' to begin again.

Section > [022]
```

## ■ Enter Section Number

```
Course Add Routine
FALL 2007
BMGT 100 001 COMPUTERS IN BUSINES U   3 MWF   1000-1050 FLET316 BISHOP T

You are OBLIGATED to pay fees for these courses and any you add later.
You have *not* paid fees or confirmed attendance.
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Office 216 Fletcher Hall, (423) 425-4781.

Use 3 or 4 letter department abbreviation, 3 digit course number and 3 digit
section number when prompted. You may enter '!' to begin again.

Do you want credit for this class? (y=credit or n=audit)> [ ]
```

- Credit Course Question – “y” means **you want to earn hours and a grade**  
“n” means you want to audit the class and no credit will be given

```
Do you want credit for this class? (y=credit or n=audit)> [y]
Course added
(Press enter or return to continue)..... [ ]
```

- Press **Enter** and then continue to add **courses**

```
Course Add Routine
FALL 2007
BMGT 100 001 COMPUTERS IN BUSINES U   3 MWF   1000-1050 FLET316  BISHOP T
ENGL 121 022 RHETORIC & COMPOSITI U   3 MWF   1200-1250 GRO 204  SUTTON JF

You are OBLIGATED to pay fees for these courses and any you add later.
You have *not* paid fees or confirmed attendance.
You must pay or confirm before 08/09/2007 or your classes will be cancelled.
Pay fees or confirm attendance by mail, phone, or in person at the Bursar's
Office 216 Fletcher Hall, (423) 425-4781.

Use 3 or 4 letter department abbreviation, 3 digit course number and 3 digit
section number when prompted. You may enter '!' to begin again.

Press return when finished...
Department > [ ]
```

- When all courses are added continue to press **ENTER** until it **exits this program** –  
The system will say:  
*“Thank you for using mindterm.”*

Address <https://cstop.edu/ExpressPortal/portal/cn/myutcco/studentinformation> Go

Welcome **Wade** Wednesday, April

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**CourseTime**

FALL 2007      Choose Department

Course:

**Campus Map (Click on image below)**



■ Select from list: **My Class Schedule**

UTC SIS: My Class Schedule for

[Close Window](#) [Print](#)

UTC/STARS/GETSCHED John Doe

Email address:  
2005: BS BUS:G John-Doe@utc.edu

SEMESTER: A801 FALL 2007

*---COURSE---	HRS/CR	*-----TITLE-----*				
BMGT J100 001	3 U	COMPUTERS IN BUSINESS	FLET316	MWF		1000-1050
ENGL A121 022	3 U	RHETORIC & COMPOSITION	GRO 204	MWF		1200-1250
Total after drops	6					

■ Choose **Print** schedule

**For questions:**

**Call the Records Office at: 423-425-4416**



**Or go online to:**

**<http://www.utc.edu/Administration/Records-Registration/>**