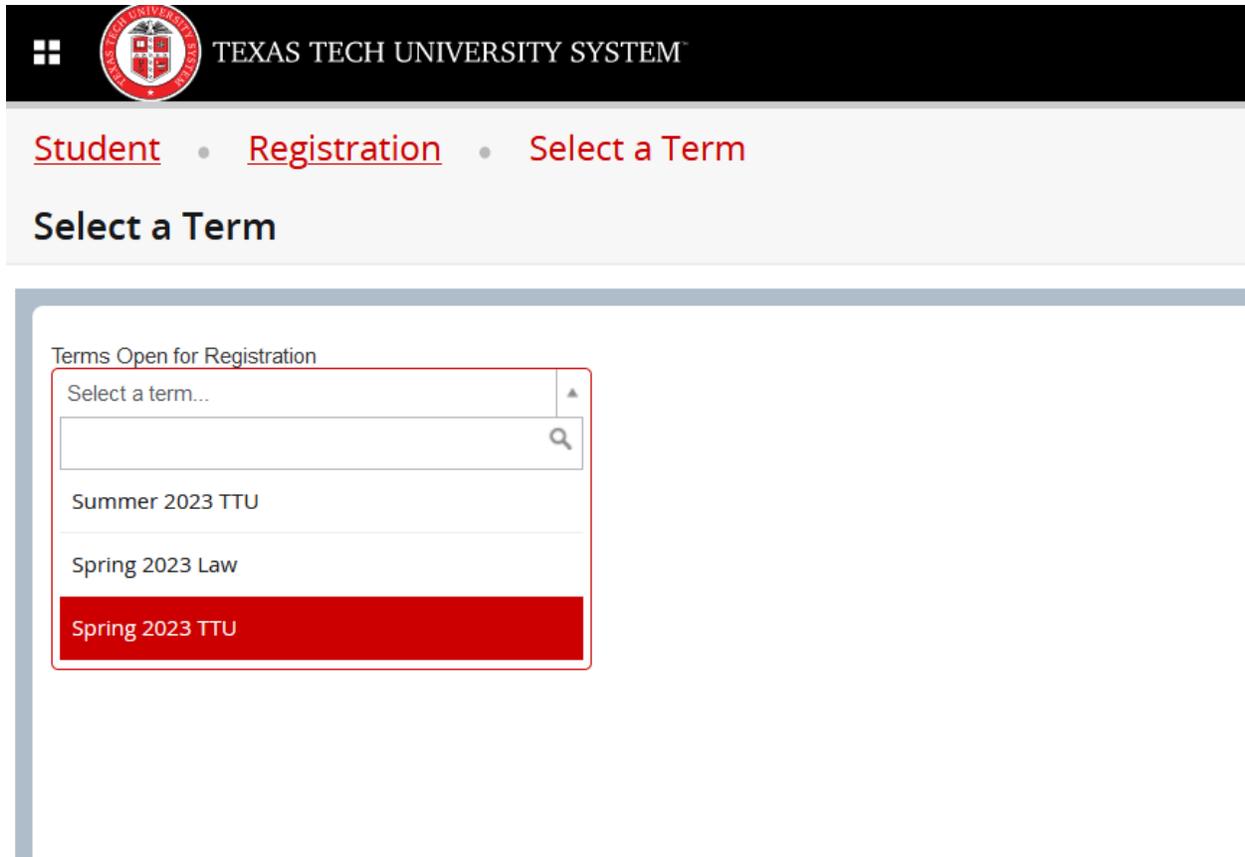


How to add courses

Create a schedule on Schedule Builder (<https://schedulebuilder.ttu.edu/vsb/criteria.jsp>)

If you do not know how to use Schedule Builder, this link will show you a video on how to use it (<https://www.depts.ttu.edu/provost/success/vsb.php>)

Once you've created a schedule on Schedule Builder, go to the registration portal and select a term:



The screenshot shows the Texas Tech University System registration portal. At the top, there is a black header with the university logo and the text "TEXAS TECH UNIVERSITY SYSTEM". Below the header, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is "Select a Term". Below this, there is a dropdown menu titled "Terms Open for Registration". The dropdown menu is open, showing a search bar with the placeholder text "Select a term..." and a magnifying glass icon. Below the search bar, there are three options: "Summer 2023 TTU", "Spring 2023 Law", and "Spring 2023 TTU". The "Spring 2023 TTU" option is highlighted in red.

Select "Enter CRN's":



[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2023 TTU

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Copy and paste each individual 5-digit CRN to the Registration page:

Course Selection Panel:

- ENGR 1110 ENGINEERING SEMINAR
- CHEM 1107 EXPERIMENTAL PRINCIPLES OF CHEMISTRY I
- CHEM 1307 PRINCIPLES OF CHEMISTRY I
- MATH 1451 CALCULUS I WITH APPLICATIONS
- ENGR 1330 COMPUTATIONAL THINKING WITH DATA SCIENCE
- ENGL 1301 ESSENTIALS OF COLLEGE RHETORIC

Course Details Panel:

- ENGR 1110** Engineering Seminar (Spring 2023, Full Term) - 1.0 Credits
- CHEM 1107** Experimental Principles of Chemistry I (Spring 2023, Full Term) - 3.0 Credits
- CHEM 1307** Principles of Chemistry I (Spring 2023, Full Term) - 3.0 Credits
- MATH 1451** Calculus I With Applications (Spring 2023, Full Term) - 4.0 Credits
- ENGR 1330** Computational Thinking with Data Science (Spring 2023, Full Term) - 1.0 Credits

Calendar View: January 15 - 21, 2023. Shows class times for ENGR 1110, CHEM 1307, ENGL 1301, MATH 1451, and ENGR 1330.

CRN List: 63945 58487 55128 49573 63311 63814 63536

Warning: Warning: Not all classes selected have seats available. Total Credits: 15.0

Instructions: Copy/paste CRNs into the TTU RouterLink registration system.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2023 TTU

CRN <input type="text" value="63945"/>	Engineering Seminar ENGR 1110, D02
CRN <input type="text" value="58487"/>	Experimental Principles of Chemistry I CHEM 1107, 334
CRN <input type="text" value="55128"/>	Principles of Chemistry I CHEM 1307, 003
CRN <input type="text" value="49573"/>	Calculus I With Applications: Honors MATH 1451, H01
CRN <input type="text" value="63311"/>	Computational Thinking with Data Science ENGR 1330, 001
CRN <input type="text" value="63814"/>	Computational Thinking with Data Science ENGR 1330, D52
CRN <input type="text" value="63536"/>	Essentials of College Rhetoric ENGL 1301, D50
CRN <input type="text"/>	

[+ Add Another CRN](#) [Add to Summary](#)

Click “Add to Summary”. It should then look like this:


 TEXAS TECH UNIVERSITY SYSTEM

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2023 TTU

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Schedule | Schedule Details

Class Schedule for Spring 2023 TTU

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am		Computational Thinking with Data Science	Principles of Chemistry I	Computational Thinking with Data Science	Principles of Chemistry I	Computational Thinking with Data Science	Computational Thinking with Data Science
9am		Computational Thinking with Data Science	Essentials of College Rhetoric	Principles of Chemistry I	Essentials of College Rhetoric	Computational Thinking with Data Science	
10am							
11am		Essentials of College Rhetoric	Essentials of College Rhetoric	Essentials of College Rhetoric	Essentials of College Rhetoric	Essentials of College Rhetoric	Essentials of College Rhetoric

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

[Panels](#)

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Essentials of College Rhetoric	ENGL 1301, D50	3	63536	Lecture	Pending	Registered on Web
Computational Thinking with Data Science	ENGR 1330, D52	0	63814	No Credit Lab	Pending	Registered on Web
Computational Thinking with Data Science	ENGR 1330, 001	3	63311	Lecture	Pending	Registered on Web
Calculus I With Applications: Hon	MATH 1451, H01	4	49573	Lecture	Pending	Registered on Web
Principles of Chemistry I	CHEM 1307, 003	3	55128	Lecture	Pending	Registered on Web
Experimental Principles of Chemi	CHEM 1107, 334	1	58487	Laboratory	Pending	Registered on Web
Engineering Seminar	ENGR 1110, D02	1	63945	Independent Study	Pending	Registered on Web

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 15

[Submit](#)

Click “Submit” in the lower right hand corner.

That’s it, you should be registered for classes.

If you get errors, refer to the following page.

If you have any issues or restrictions, this is what they might mean:

- **Pre-requisite:** You do not meet the pre-requisites to take this course.
 - If you get this error for ENGR 1320 or ENGR 1330, that's normal. Email your CS advisor for assistance.
- **Linked Course Required:** You need to register for two courses at the same time (i.e. PHYS 1408 or ENGR 1330 lecture/lab).
- **Departmental Approval:** You need approval from the courses department. This usually means that a particular section of a course is for majors only such as certain sections of PHYS 1408, ENGL 1301/1302, or CHEM 1307. If you're not an English, physics, or chemistry major, then you will need to get permission from their department to take the class. Otherwise, you will need to find a different section for those courses.
- **College Restriction:** You need to have a major or minor in that college to take those courses.
 - For instance, engineering classes require you to have a major or minor in engineering or computer science to take them. A student not in the College of Engineering cannot take ENGR or CS classes unless they have a minor in CS or another engineering discipline.
- **Campus Restriction:** You are a Lubbock student, and you may run into this if you try registering for distance only sections or Costa Rica sections of classes.
 - The easiest way to tell is if the section starts as D (i.e. D01, D02, D03) or C (C01, C02, C03), instead of 0 (i.e. 001, 002, 003).
 - If it starts with a D, it's a distance course.
 - If it starts with a C, it's a Costa Rica course.
 - Typically, distance courses will be for distance students only until one month before classes begin.
 - For instance, if a section of ENGL 1301 is being offered for Fall 2023 and it's distance only, then that section will likely open up for campus students a month before that Fall semester begins.
- **Cohort Restriction:** This will mean that this section is for Honors students. You will likely not be able to get into this section unless you are an Honors student.
 - The easiest way to tell if a section is Honors only is if the section starts with H (i.e. H01, H02, H03), instead of 0 (i.e. 001, 002, 003).
- **Major Restriction:** You need to be in this courses major to take this class.
 - For instance, you need to be a CS major to take CS courses. You also need to be an ME major to take ME courses and an ECE major to take ECE classes.
 - You might also get this error if you're still a foundational student. Foundational students are not allowed to take 3000/4000 level CS coursework. If this is the case, reach out to your CS advisor we will find a solution.

Dropping a class

Dropping a class is the same as registering for it. You'll click on the drop down and select "Drop – Delete on Web":

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Advanced College Rhetoric				Discussion	Registered	None
Advanced College Rhetoric				Lecture	Registered	None
American Government				Lecture	Registered	Drop - Delete on Web
Experimental Principles of Chemi...				Laboratory	Registered	None
Precalculus				Lecture	Registered	None
Principles of Chemistry I				Recitation	Registered	None
Principles of Chemistry I				Lecture	Registered	None

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 19

Submit

After you've selected "Drop – Delete on Web", you'll click "Submit" and that will drop you from that class.

Waitlisting a Class

To waitlist a class, you have to do it manually. If the class is full, the registration page will tell you that there are 0 seats available.

You will then need to click the drop down for that class and select "Waitlist":

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus III With Applications: Ho...				Lecture	Registered	None
Discrete Computational Structures				Lecture	Waitlisted	None
Engineering Ethics and Its Impac...				Lecture	Registered	None
Engineering Seminar				Independent Study	Registered	Drop - Delete on Web
Principles of Physics II: Honors				Lecture	Registered	Registered on Web
Principles of Physics II: Honors				No Credit Lab	Registered	None
Programming Principles II: C				Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

In this instance, the student is already waitlisted and you can see it highlighted in Green under "Status".

Once you've selected "Waitlist", click "Submit" and it will waitlist you for the class.

Keep in mind, not all classes have waitlists and each course that does have a waitlist will have different sized waitlists. Some waitlists might be 3 spots, some might be 50.

Also keep in mind you will not be registered for the class automatically. The registration system will send an email to your TTU email and you will then have 24 hours to register for that class. If you do not register for it within 24 hours, the system will drop you from the waitlist and move onto the next person. So, keep checking your email everyday.

When you do get an email, click on the drop down next to the class and select "Registered on Web" and click "Submit" again.