

How to Find and Register for Courses

When you apply to graduate school you will receive an R# and a Texas Tech email address.

Upon receiving notification of acceptance into the graduate program you will need to speak to your graduate advisor in the department where you will work on your master's degree.

The advisor will help you determine what courses you need to take and get a basic "degree plan" in place that you will follow to graduate. This plan can be updated later if necessary. Aligning it as closely to your current needs possible to begin with will help tremendously by allowing you to avoid having to do more work to update it later.

When you know what courses, you need to begin enrolling in and have your degree plan established you will need to create an account for your eRaider.

eRaider can be accessed at: <https://www.ttu.edu/it4students/eraider.php>

If you have difficulties with this, please contact the IT department.

When an eRaider account is set up you will be ready to get onto the Raiderlink system. eRaider and Raiderlink are two separate places so don't get confused.

- Your eRaider account is your TTU electronic identification. Your eRaider is a single username and password that is required to access many resources at TTU. Your eRaider account allows you to access your email, access the Internet, access Raiderlink for registration and information, enroll in computing short courses, take advantage of online training, create a personal website, download free software, and much more.
- Raiderlink is your online campus connection. Raiderlink provides class registration, financial services, campus calendar, campus announcements, search engines, parking, local weather forecasts, and links to many other University services.

Raiderlink can be logged onto at: <https://www.ttu.edu/it4students/raiderlink.php>

Once there click on the "Visit the Raiderlink Website."

- *There are also helpful resource links at the bottom of the page so you might want to bookmark it for later use.*

On the Raiderlink website you will see a red bar down the left side of the page

Click on the "My Tech" tab. It should be highlighted in a lighter red to show it is selected.

The first column says, "Registration and Financials" Locate the "Manage My Enrollment" section in red and click on the word "Registration" and it will expand to a drop-down list.

This section is where you will build your schedule, view your degree requirements, look up courses, and register.

To view your degree requirements:

Under the “Registration” drop down, click on the words “Degree Works”.

The first section of the page will have all degree information. Under that you will see your Institutional GPA in the second section. The third section on this page will contain the degree name, hours required to graduate, hours applied and catalog year. You should not have to change any of those settings, it is simply for your information.

The next section will have the Specific degree requirements including a list of all courses you are required to take by course number. To view the course, click on the course number for more details including course name and description.

Once you take those courses, they will show a grade and term taken so you can keep track of which courses you still need, and which have been completed.

There is a legend at the bottom of the page to indicate the symbols used to show completion.

Legend	
<input checked="" type="checkbox"/> Complete	<input type="radio"/> Not complete
<input type="radio"/> Complete except for classes in-progress	<input type="radio"/> Unmet Condition - see advisor
<input checked="" type="checkbox"/> Prerequisite	<input type="radio"/> Any course number
<input type="checkbox"/> (R) Repeated class	

This information will help you determine which courses you need to take and which you should talk to your advisor about when first creating a degree plan.

To build a schedule each semester:

Under the “Registration” drop down, click “Schedule Builder.”

Click “Continue”

Select the term you are building a schedule for. Ensure you choose the option which does not include the term “Vet School.”

A panel will open on the left side of the page. The first thing in this box is “campuses.” To change the campus, click the blue “Select...” You should have “Distance Electronic TTU” and “Lubbock TTU” selected. All other campuses should be unselected.

Under this you will see a box which says, “Select Courses.” This is where you will look up courses to see what is offered in the semester you selected.

To find those courses you can enter the course title if you know it (E.g., Animal disease in livestock, biometry, animal diseases, etc.)

OR you can look up the courses by course number. The course number is the number which was listed on your DegreeWorks (E.g., VSCI 5000, VSCI 5302, VSCI 5403, etc.) As a vet sciences student, most of your core courses will begin with VSCI. Electives may vary, but please discuss those with your advisor to ensure they are able to count toward your degree. Those options will be present on your DegreeWorks as well, listed by course number.

Once you have a course selected, click enter on your keyboard.

If a course is offered that semester and has seats available, it will populate in the center column. Continue to add courses until you have a satisfactory schedule for that semester. You can cycle through options (if they are available) using the big arrows on top of the calendar view.

If you need to leave and come back, under the calendar there is a “Save to Favorites” button. Click this and your schedule will be saved on the far-right side of the screen. If you want to exit the page and come back, ensure you click the same semester, and your schedule will be saved on the far-right column.

Take note of (or keep the Schedule Builder open) to view the CRNs. CRN stands for Course Registration Number; you will need these numbers to officially register for the course. They will be 5 numbers long for a single course so ensure you have all the numbers for that CRN. The CRN numbers will be located underneath the selected schedule.

To Register for courses:

Ensure you have all your CRNs for the courses you would like to take that semester taken from “Schedule Builder.” Under the “Registration” drop down, click “Add or Drop Course.”

On the second column on the new page, click “Register for Classes.”

Go through the verification process.

Click the drop dropdown to see term options. Select the correct term you would like to register for. Ensure your term says the term then “TTU.” (Example – Fall 2023 TTU) Do not click on a term that is followed by “Vet School” or “Law.”

Click “Continue”

You will then be able to click on “enter CRNs” tab where you can copy/paste or type in the CRNs of all the courses you choose. After entering a CRN number click “+Add another CRN” until all your CRNs are entered.

Click “Add to Summary” The schedule will populate the calendar view in the bottom panel of the page.

Click “Submit”

You will then be registered for the semester. If you have any holds, they will show an error message in red at the top right of the page. Talk to your advisor to help remove the holds.

Once the hold is removed you may have to look up the course again, click continue to make it populate in the bottom panel and click submit.

The courses which can be registered for will show up with a status showing “Registered” highlighted in green after you register to show they are on your schedule. If the course was not registered for, it will show up in grey.

Congratulations! You have successfully registered for the semester. You will need to complete these steps each semester to register for courses.