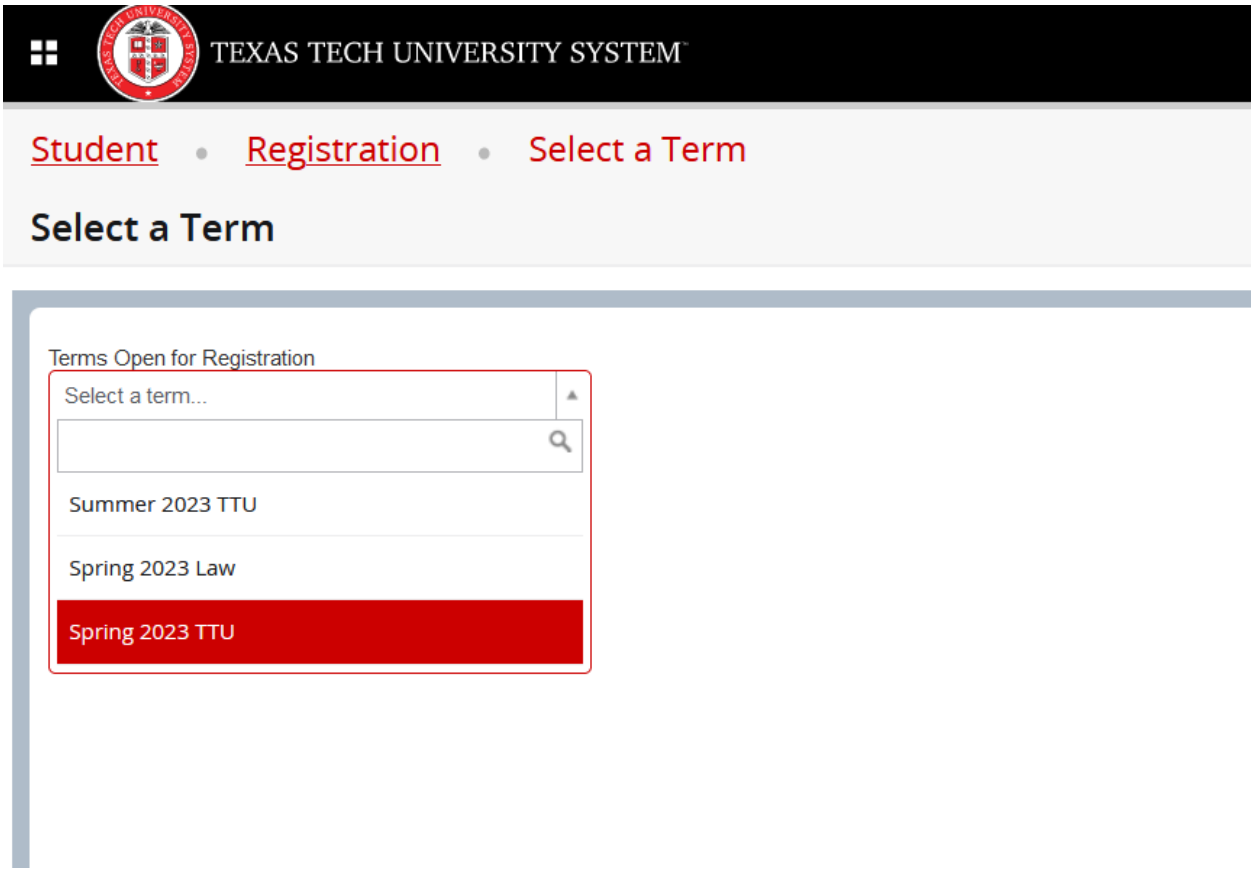
How to add courses

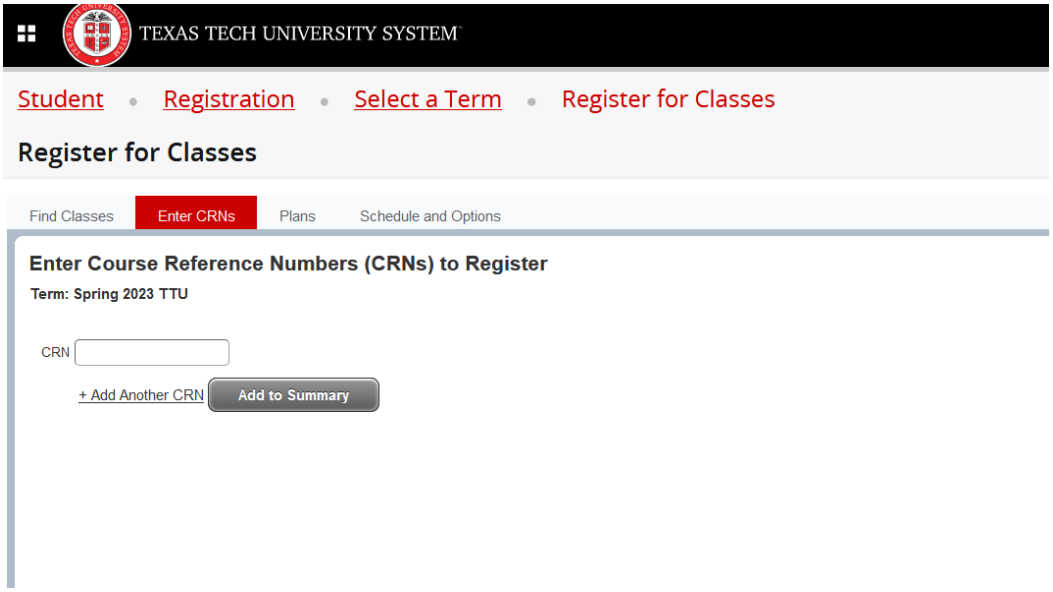
Create a schedule on Schedule Builder (https://schedulebuilder.ttu.edu/vsb/criteria.jsp)

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)

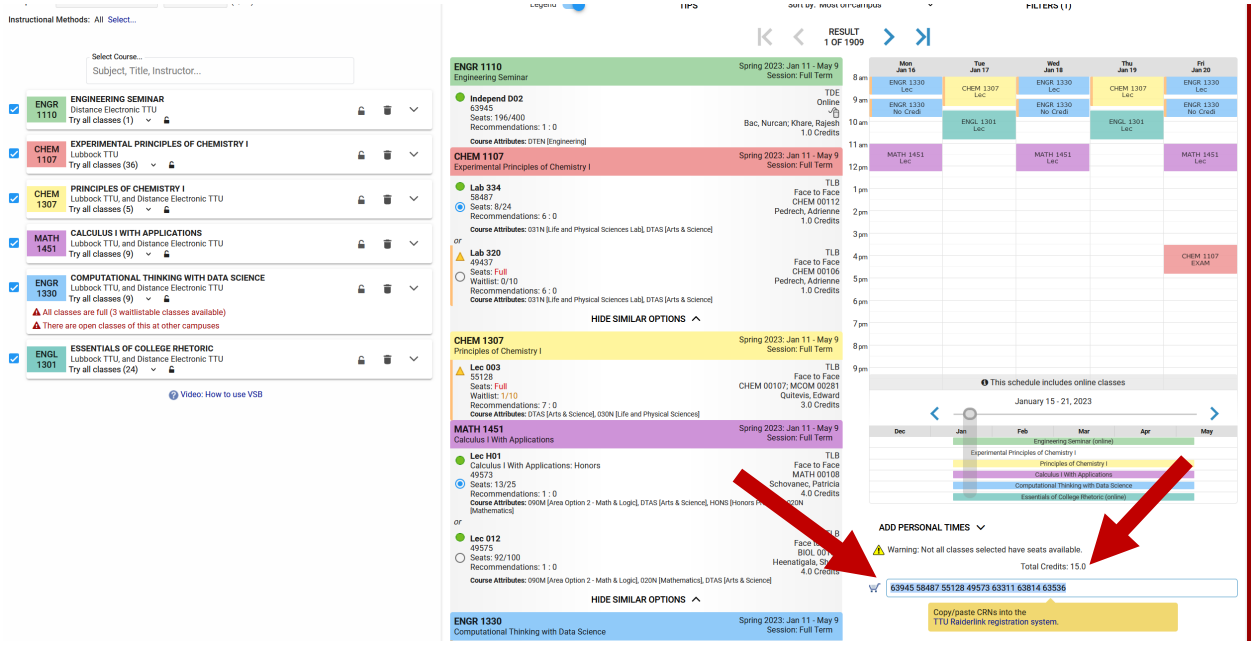
Once you've created a schedule on Schedule Builder, go to the registration portal and select a term:

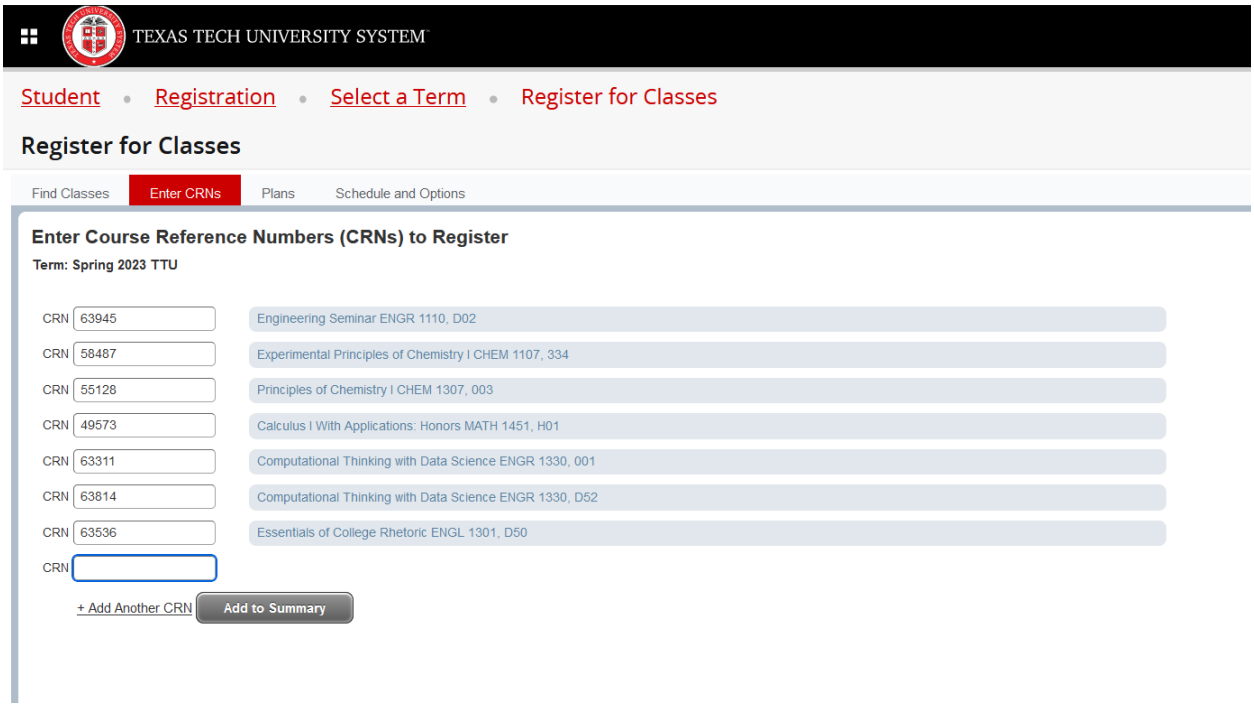


Select “Enter CRN’s”:

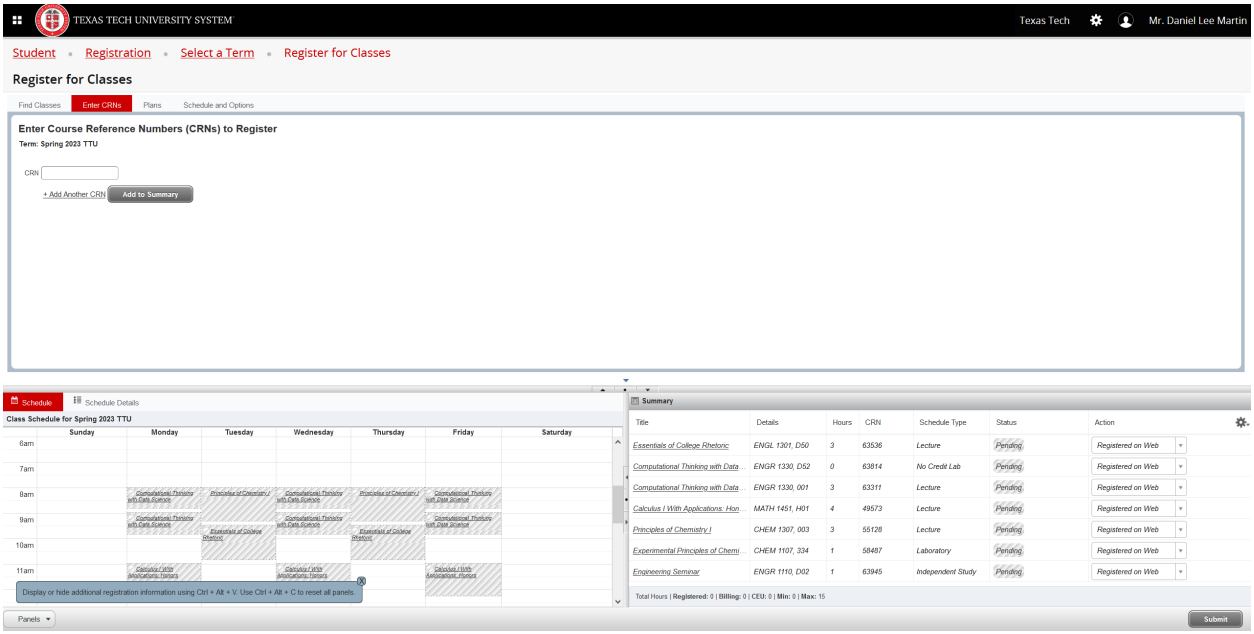


Copy and paste each individual 5-digit CRN to the Registration page:





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



Click “Submit” in the lower right hand corner.

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

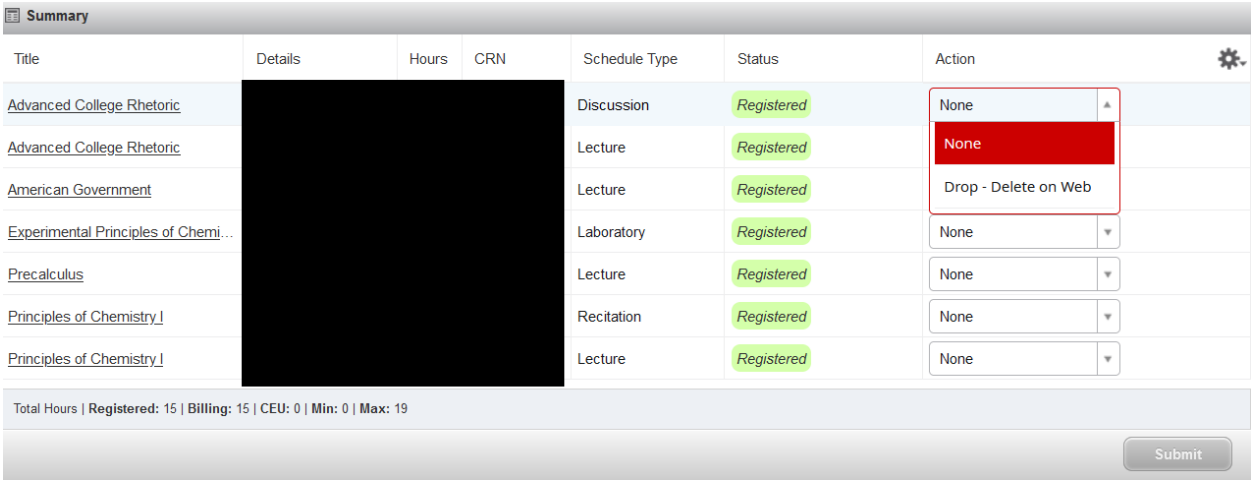
If you get errors, refer to the following page.

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":

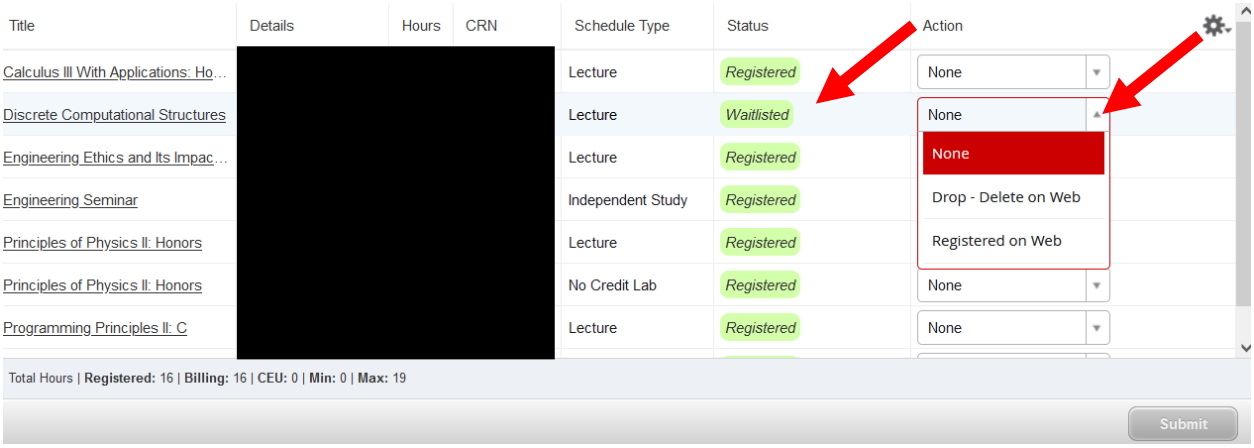


After you've selected "Drop – Delete on Web", you'll click "Submit" and that will drop you from that class.

Waitlisting a Class

To waitlist a class, you have to do it manually. If the class it 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":



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.