How to Enroll in Classes

Enrolling

Step 1: Confirm your Enrollment Appointment

1. Log into my.tcu.edu.
2. The student homepage will appear:

3. Click on the Manage Classes Tile:

4. Drop down to Enrollment Dates:
5. Choose the upcoming term, and click Continue:

6. The appointment table will pull up and you can view your enrollment start time, and date for each session:

Step 2: Search Available Classes:

1. Click on Class Search to view available course options:
2. Choose the appropriate term:

3. Next, you can search by subject, OR course number:

4. After selecting the subject OR course number, click search

5. The available options will then pull up:

6. The Green Circle under status means the course is open:
Step 3: Load your shopping cart:

1. **From Class Search, you can add classes into your shopping cart.**

2. **Click SELECT on the class you wish to enroll in:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJU 61123 - Criminal Justice Systems</td>
<td>479-WEB</td>
<td>TBA</td>
<td>TBA</td>
<td>Pulzer, Katherine L</td>
<td>06/21/2017 - 12/15/2017</td>
<td>Selected</td>
</tr>
</tbody>
</table>

3. **If you have a permission number, enter it here:**

4. **Click Next:**

5. **Repeat this step for all classes you want to enroll in.**
Step 4: Enroll:

1. From the Manage Classes tile of your Student Homepage, go into your shopping cart:

2. Choose the appropriate term
3. Click Continue
4. Select the class, and click Enroll (if you are enrolled for more than one class, you can check them all at this point)

5. Click Finish Enrolling
6. To view your schedule, click Manage Classes from the Student Homepage, then click view My Weekly Schedule:

- Choose the semester:
  - 2017 Fall Term
    - Graduate
  - 2018 Spring Term
    - Graduate

- Your schedule will then pop-up. If you want to view your schedule in a calendar view, click on My Weekly Schedule again.

- Click on Weekly Calendar View:
How to Edit Classes

Editing a Class

1. Log into my.tcu.edu.

2. From the Student Homepage, click on the Manage Classes Tile:

3. Scroll down to Edit Classes:

4. Choose the term, and click continue
6. Choose the course from the drop down menu, and click proceed:

7. If you want to edit the hours, you may choose to do so now and click Finish Editing.

   OR

8. You can elect P/NC at this point. Click Pass/Not Pass in the drop down box, and click next:

9. Click Finish Editing:

10. Check your class schedule to make sure the P/NC election shows: