

Frequently asked Questions

How do I change my address:

Go to Duck-trax, click on Online Services then Personal Information screen

Where is my class being held

Contact the records office or check the board outside of the Registrar's office (RM105)

What is an "L" error

The "L" means that there is a Laboratory contacted with the course, you must register for both

What books do I need for my class

Books are available at the CTC bookstore, you will need your schedule showing the the department and course number

What is my ID number

Your identification number is the 9 digit number provided by the university after you have been admitted. You will to use all 9 numbers (including the zeros).

How can I get a transcript and how much does it cost

You can request transcripts by coming by the Records Office and completing the form or completing the form that is available on the web-site. If you choose to print the form from the web-site, you may mail it Records Office or fax your request to the number provided. There is no charge for transcripts. Tarleton State University and the University of Central Texas (formerly American Technological University) transcript forms are available.

How can I get into a class that is closed

You must pick up an Override form at the Records office. This form must be completed and signed by the instructor

I am trying to register for an online class

The online classes are offered through the Stephenville campus and the individual instructors need to be contacted in order to register.

I have a hold on my records how can I tell what it is

You will go to Ducktrax, sign on as you normally would, go to Online Services to Add/Drop classes. A notification will appear telling you that you have a hold. You would click on View Holds and the information regarding the hold will be displayed.