

Registration Changes Beginning 2011

Registration for internet delivered (online) courses will now be campus specific. Students wishing to register for any **online** course will be required to register for the section that matches their campus designation. Below is a breakdown of what information students should look for in the class schedule regarding which sections to register for along with tips and illustrations.

Stephenville students = register for the “**Stephenville Students Only**” section

Southwest Metroplex & Waco students = register for the “**Southwest Metroplex & Waco Students Only**” section.

Online & Texas A&M University- Central Texas students = register for the “**Distance Students Only**” section.

Tips on searching the class schedule: (not logged into myGateway)

1. Access the [class schedule](#) through the Tarleton homepage
2. Select term from drop down menu (*this change begins with the fall 2011 semester*).
3. Select subject (required) and enter course number (optional).
4. Select the instructional method: **internet**
5. Click on Class Search

Students will find the section campus designation listed as section text found beneath the title, CRN, subject, course number, and section number (examples illustrated below).

Sections Found
Bus Analysis Using Sprdsheets - 81538 - ACC 301 - 050
MUST REGISTER FOR ACC 301-550 LAB SECTION; CROSS LISTED WITH CIS 301-050; STEPHENVILLE STUDENTS ONLY

Bus Analysis Using Sprdsheets - 85362 - ACC 301 - 051
SOUTHWEST METROPLEX & WACO STUDENTS ONLY . MUST REGISTER FOR ACC 301-550 LAB SECTION. CROSS LISTED WITH CIS 301-050.

Bus Analysis Using Sprdsheets - 85363 - ACC 301 - 052
DISTANCE STUDENTS ONLY . MUST REGISTER FOR ACC 301-550 LAB SECTION. CROSS LISTED WITH CIS 301-050.

Logged into myGateway:

Students logged into myGateway and conducting a class search in the add/drop feature of DuckTrax will have to click on the hyperlinked CRN to view additional course information as listed above to confirm which section to register for.

ons Found

Computer Information Systems															
CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Co
82607	CIS	301	050	S	3.000	Bus Analysis		TBA	3	5	-2	0	0	0	50

Students may contact their academic department or the Registrar's Office at registrar@tarleton.edu or 254-968-9419 or 254-968-9510 with any questions regarding registering for online (internet delivered) courses. Students may use the [online directory](#) to search for department information.

Please note: face-to-face and other delivery methods are not affected by this new process.