

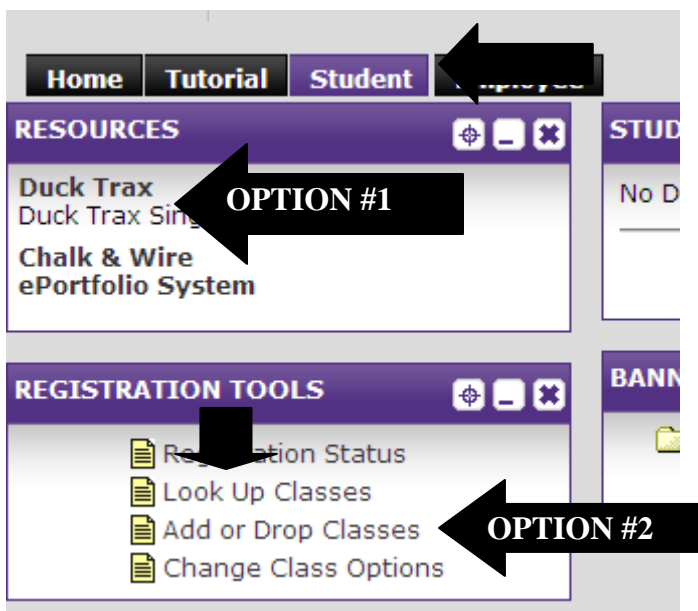
DUCKTRAX WEB SELF-SERVE EXAMPLES



To access DuckTrax to register, students may log in to myGateway. To access myGateway, click on the myGateway link at the top of the [Tarleton](#) homepage or click [here](#).



Use your TARLETON st_ account (NTNET) username and password. For help with your username and password, students may contact the Information Technology Services Help Desk at 254-968-9885 or by email at helpdesk@tarleton.edu.



- Click on the STUDENT tab.
- On the STUDENT tab, there are multiple options to access DuckTrax for registration.
- **OPTION #1**
- Under **RESOURCES**, students can click on the **DuckTrax** link. (Students will not have to log in using their university ID and pin number).
- Clicking on the DuckTrax link will direct students to the DuckTrax Main Menu (go to *page 2* for further registration instructions)
- **OPTION #2**
- Under **REGISTRATION TOOLS**, students can click on “**Add or Drop Classes**”
- Clicking on “Add or Drop Classes” will direct students inside DuckTrax to register (go to *page 3* for further registration instructions.).
- **ACCESS CLASS SCHEDULE**
- Students may click on “**Look Up Classes**” to search the Dynamic Schedule for available course sections.

DUCKTRAX WEB SELF-SERVE EXAMPLES

OPTION #1

DUCK TRAX MAIN MENU: IMPORTANT TUITION DEADLINES WILL BE DISPLAYED

[CLICK HERE](#) for Important Information Concerning Tuition & Fee Payment Options & Due Dates

Obligation to Pay Tuition, Required Fees, Other Fees and Charges for Optional Services

By registering for classes, students agree to pay all tuition and required fees associated with their registration, optional services and other fees, whether paying in full or utilizing the installment payment option. Failure to pay tuition, fees or other charges may result in penalties, late registration fees and/or possible cancellation. Unpaid tuition, fees, and other charges are subject to Tarleton State University's collection policy and the student will be responsible for all expenses incurred to collect the account.

EFFECTIVE FALL 2007:

Additional fees will be applied to certain courses attempted three or more times or attempted hours exceeding students' degree programs beyond the appropriate limits. Please visit our website at [http://www.tarleton.edu/~registrar/Forms/ticktockbrochure Final Copy.pdf](http://www.tarleton.edu/~registrar/Forms/ticktockbrochureFinal Copy.pdf) for more information or email us at registrar@tarleton.edu.

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Online Services & Financial Aid

Register, View your academic records and Financial Aid



Texan Bill Pay

Click here to view and pay your bill online. *Note - If nothing happens, hold Ctrl + Alt down when clicking the link.

CLICK ONLINE SERVICES & FINANCIAL AID LINK TO CHECK REGISTRATION STATUS, CLASS SCHEDULE AND ADD/DROP CLASSES FROM YOUR SCHEDULE

Personal Information **Online Services & Financial Aid**

Online Services & Financial Aid

Registration

Check your registration status, class schedule and add or drop classes

CLICK REGISTRATION LINK TO CHECK REGISTRATION STATUS, CLASS SCHEDULE AND ADD/DROP CLASSES FROM YOUR SCHEDULE

Registration

Select Term

Add or Drop Classes

CLICK ADD/DROP CLASSES LINK TO REGISTER FOR COURSES OR MAKE CHANGES TO SCHEDULE

OPTION #2

Please select the proper term for which you are registered.

Failure to pay in the appropriate term could result in cancellation of registration.

SELECT REGISTRATION TERM FROM DROP DOWN MENU AND CLICK SUBMIT BUTTON



Each semester you will have to update your address, this will be done following the term selection

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down.

Add Classes Worksheet

ENTER 5 DIGIT CRN (IF KNOWN) IN FIELDS BELOW FOR EACH COURSE INCLUDING LAB SECTIONS THAT YOU WISH TO REGISTER FOR; CLICK SUBMIT CHANGES TO SAVE SCHEDULE.

Registration Add Errors

MOST COMMON REGISTRATION ERROR: LAB SECTION CRN WAS NOT ENTERED AT SAME TIME OF LECTURE COURSE CRN.

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
LINK ERROR: L1 REQUIRED	81194	CHEM	201	010	Undergraduate	4.000	Standard	Organic Chemistry I



IF A COURSE REQUIRES A LAB, BOTH CRNS FOR LECTURE AND LAB MUST BE ENTERED AT SAME TIME TO REGISTER.

OTHER CONFLICTS OR ERRORS THAT MAY OCCUR:

TIME CONFLICTS

LEVEL CONFLICTS

PRE-REQUISITE CONFLICTS

CLOSED COURSE SECTION

DUPLICATE COURSE CONFLICT (if registering for same subject & course #).

FOR INFORMATION REGARDING THESE CONFLICTS OR ANY OTHER CONFLICT YOU MAY CONTACT THE REGISTRAR'S OFFICE AT 254-968-9121 OR REVIEW [REGISTRATION ERRORS](#) ON THE REGISTRAR WEBSITE.

DUCKTRAX WEB SELF-SERVE EXAMPLES

Personal Information Online Services & Financial Aid

Add or Drop Classes

IF REGISTRATION ERRORS OCCUR, CLICK CLASS SEARCH TO SEARCH FOR OPEN SECTIONS.

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action


Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Subject:	<input type="text" value="Engineering Physics"/> <input type="text" value="English"/> <input type="text" value="Entomology"/>
Course Number:	<input type="text" value="111"/>
Title:	<input type="text"/>
Schedule Type:	<input type="text" value="All"/> <input type="text" value="Combined Lecture/Laboratory"/> <input type="text" value="Dissertation"/>
Instructional Method:	<input type="text" value="All"/> <input type="text" value="Video/Broadcast TV"/>



CLASS SCHEDULE SEARCH

SEARCH FOR CRN'S AND OPEN COURSE SECTIONS

SELECT SUBJECT AREA (required), ENTER COURSE NUMBER (if known) AND CLICK CLASS SEARCH.

Note: The less search criteria you enter the better chance of yielding the results needed. It is recommended students limit their search criteria to the subject area and course number.

DUCKTRAX WEB SELF-SERVE EXAMPLES

THIS SCREEN SHOWS COURSE SECTIONS FOUND FOR THE SEARCH CRITERIA SELECTED. CHECK THE BOX IN FRONT OF THE DESIRED CRN AND CHOOSE REGISTER OR ADD TO WORKSHEET. TAKE NOTE OF THE SEATS REMAINING AND CAMPUS. IF SEATS REMAINING IS ZERO OR "C" IS LISTED UNDER THE SELECT COLUMN, THEN THERE ARE NO SEATS AVAILABLE. CHOOSE ANOTHER SECTION.

Sections Found

English																	CAMPUS LOCATION					
SUBJECT										SEATS REMAINING						BUILDING LOCATION						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	80016	ENGL 111	010	S	3.000		Intro to College Composition	MWF	08:00 am-08:50 am	25	1	24	0	0	0	0	0	0	TBA	08/28-12/14	HUM 205	Stephenville
<input type="checkbox"/>	80017	ENGL 111	020	S	3.000		Intro to College Composition	MWF	08:00 am-08:50 am	25	0	25	0	0	0	0	0	0	TBA	08/28-12/14	HUM 113	Stephenville



SELECT THE BOX FOR THE SECTION YOU WISH TO REGISTER FOR OR CLICK ON THE CRN FOR ADDITIONAL CLASS INFORMATION

WE OFFER COURSES ON SEVERAL OFF-CAMPUS LOCATIONS; SO TAKE NOTE OF LOCATION AND CAMPUS ATTRIBUTE.



Add Classes Worksheet

THE CRN WILL AUTO-POPULATE THE FIELD BELOW FROM THE CHOICE SELECTED ABOVE. CLICK SUBMIT CHANGES TO REGISTER FOR THE CLASS

CRNs

80016									
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SUCCESSFUL REGISTRATION OF CLASSES

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 16, 2006	None	80016	ENGL 111	010	Undergraduate	3.000	Standard			Intro to College Composition

Total Credit Hours: 3.000

DUCKTRAX WEB SELF-SERVE EXAMPLES

IF AN INCORRECT COURSE IS ENTERED OR CHANGES NEED TO BE MADE TO YOUR SCHEDULE:

- **SELECT DROP/WEB FROM THE DROP DOWN MENU**
- **SUBMIT CHANGES**

Current Schedule

Status	Action	CRN	Subj Crse
Web Registered on Apr 05, 2006	None	81295	SOC 402
Web Registered on Apr 05, 2006	None	81310	SOC 403
Web Registered on Apr 05, 2006	None	80761	SOC 404

Total Credit Hours: 9.00
Billing Hours: 9.000
Maximum Hours: 999999.999
Date: Apr 05, 2006 08:55 am

Add Classes Worksheet

CRNs

IF ADDITIONAL COURSES NEED TO BE ADDED, FOLLOW ABOVE INSTRUCTIONS ON ADDING COURSES.

TO PRINT YOUR CLASS SCHEDULE AFTER REGISTERING:

- **CLICK ON – ONLINE SERVICES AND FINANCIAL AID**

***** EXAMPLE *****

Search

[Personal Information](#) [Online Services & Financial Aid](#)

- **CLICK ON – REGISTRATION**

[Personal Information](#) [Online Services & Financial Aid](#)

Online Services & Financial Aid

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades, transcripts and account summary

Financial Aid
Apply for Financial Aid, review status and loans

DUCKTRAX WEB SELF-SERVE EXAMPLES

- **CLICK ON – STUDENT DETAIL SCHEDULE**



- **A STUDENT DETAILED SCHEDULE WILL APPEAR WHICH YOU CAN PRINT.**

Student Detail Schedule

Total Credit Hours: 6.000

Methods Of Soc Research - SOC 402 110

Associated Term: Fall 2006
CRN: 81295
Status: Web Registered on Apr 05, 2006
Assigned Instructor:
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Killeen

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 6:00 pm T	Central Texas Coll (Killeen)	TBA Aug 28, 2006 - Dec 14, 2006	Lecture	TBA

Sociological Theory - SOC 403 110

Associated Term: Fall 2006
CRN: 81310
Status: Web Registered on Apr 05, 2006
Assigned Instructor: William S. White
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Killeen

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 6:00 pm R	Tarleton Sys Center (Killeen)	Aug 28, 2006 - Dec 14, 2006	Lecture	William S. White (F)



TO EXIT DUCK TRAX, CLOSE THE BROWSER BY CLICKING THE X IN THE UPPER RIGHT HAND CORNER.