

Registration through myGateway



To access myGateway to register, click on the myGateway link at the top of the [Tarleton](http://www.tarleton.edu) homepage or go to <http://gateway.tarleton.edu>.



Use your assigned Gateway ID (ex: 000123456) and your pin # for the password to log in. **Forget your Gateway ID?** Look it up at <http://www.tarleton.edu/uidlookup>. For help with your Gateway ID and pin #, 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**.
- Under **REGISTRATION TOOLS**, students can click on **"Add or Drop Classes"**
 - Clicking on **"Add or Drop Classes"** will direct students to the Add or Drop Classes worksheet to register.
- **ACCESSING THE CLASS SCHEDULE**
 - Students may click on **"Look Up Classes"** to search the Dynamic Schedule for available course

Registration through myGateway

Registration Term

SELECT **REGISTRATION TERM**
FROM DROP DOWN MENU AND
CLICK SUBMIT BUTTON

Select a Term: 

Fall 2010
Fall 2010
Summer 2010



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

Add or Drop Classes

CRN's for fall – begin with an 8
CRN's for spring- begin with a 1
CRN's for summer- begin with a 6

 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 I

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.

CRNs



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 ON THE WORKSHEET TOGETHER IN ORDER 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.

Registration through myGateway

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

Add or Drop Classes

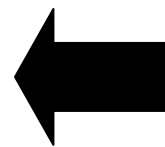
IF REGISTRATION ERRORS OCCUR, CLICK [CLASS SEARCH](#) TO SEARCH FOR CRN'S AND OPEN SECTIONS.

 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="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>				

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/Recorded 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.*

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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 LOCATION**. IF SEATS REMAINING IS ZERO OR "C" IS LISTED UNDER THE SELECT COLUMN, THEN THERE ARE NO SEATS AVAILABLE. CHOOSE ANOTHER SECTION OR CONTACT ACADEMIC DEPARTMENT TO SEE ABOUT A SECTION OVERRIDE.

Sections Found

SEATS REMAINING																		CAMPUS LOCATION				
English ←	SUBJECT										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 (if the add to worksheet is selected) 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

Registration through myGateway

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

- LOG INTO myGATEWAY IF NECESSARY
- FOLLOW STEPS ABOVE TO GET TO THE ADD OR DROP CLASSES PAGE
- 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

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](#)

Registration through myGateway

Registration

- **CLICK ON –
STUDENT DETAIL SCHEDULE**

Select Term
Add or Drop Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment



Personal Information **Online Services & Financial Aid**

Search Go

Registration Term

Select a Term:

Submit

RELEASE: 7.5.7

- Fall 2010
- Summer 2010
- Spring 2010 (View only)
- Fall 2009 (View only)
- Summer 2009 (View only)
- Spring 2009 (View only)
- Fall 2008 (View only)
- Summer 2008 (View only)

- **IF PROMPTED- SELECT A TERM**

- **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 2008
CRN: 81295
Status: Web Registered on Apr 05, 2008

Assigned Instructor:
Grade Mode: Standard
Credits: 3.000

Level: Undergraduate
Campus: Killeen

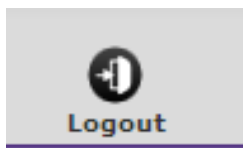
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 6:00 pm	T	Central Texas Coll (Killeen)	TBA Aug 29, 2006 - Dec 14, 2006	Lecture	TBA

Sociological Theory - SOC 403 110

Associated Term: Fall 2008
CRN: 81310
Status: Web Registered on Apr 05, 2008

Assigned Instructor: William S. White
Grade Mode: Standard
Credits: 3.000



TO EXIT- CLOSE THE BROWSER BY CLICKING ON THE LOGOUT ICON.