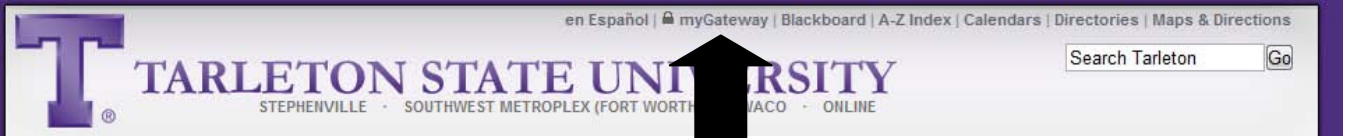
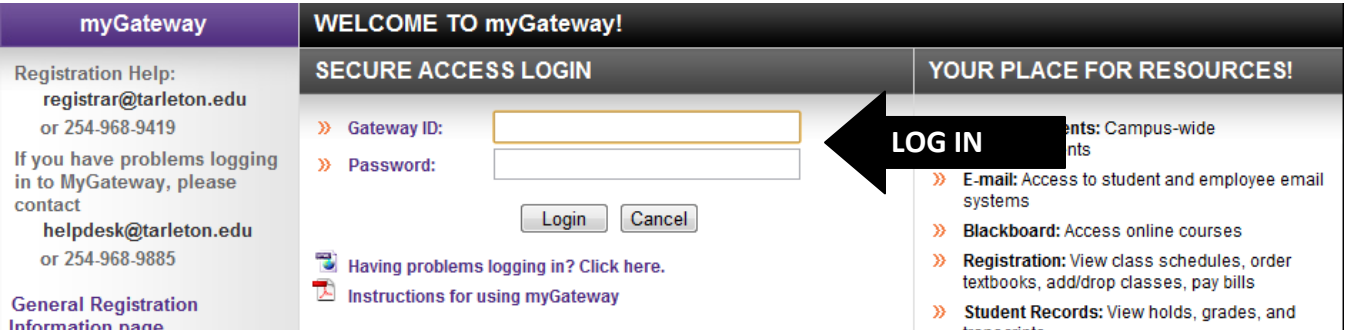


# REGISTRATION THROUGH MYGATEWAY



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 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](mailto: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 sections

## REGISTRATION THROUGH MYGATEWAY

### Registration Term

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

Select a Term:



Each semester you may 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

### 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 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.

## REGISTRATION THROUGH MYGATEWAY

Personal Information Online Services & Financial Aid

### Add or Drop Classes


IF REGISTRATION ERRORS OCCUR, CLICK **CLASS SEARCH** TO SEARCH FOR AVAILABLE 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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------



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.*

## REGISTRATION THROUGH MYGATEWAY

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	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	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									
Submit Changes	Class Search	Reset							

## 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](#)  
View your holds, grades, transcripts and account summary

[Financial Aid](#)  
Apply for Financial Aid, review status and loans

# REGISTRATION THROUGH MYGATEWAY

- **CLICK ON – STUDENT DETAIL SCHEDULE**

## Registration

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



Personal Information **Online Services & Financial Aid**

Search

## Registration Term

Select a Term:

RELEASE: 7.5.2

- 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 THAT CAN BE PRINTED.**

### Student Detail Schedule

Total Credit Hours: 0.000

**Methods Of Soc Research - SOC 402 110**

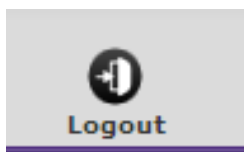
Associated Term: Fall 2006  
CRN: 81295  
Status: Web Registered on Apr 05, 2006  
Assigned Instructor:  
Grade Mode: Standard  
Credits: 3.000  
Level: Undergraduate  
Campus: Kilbuck

**Scheduled Meeting Times**

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



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