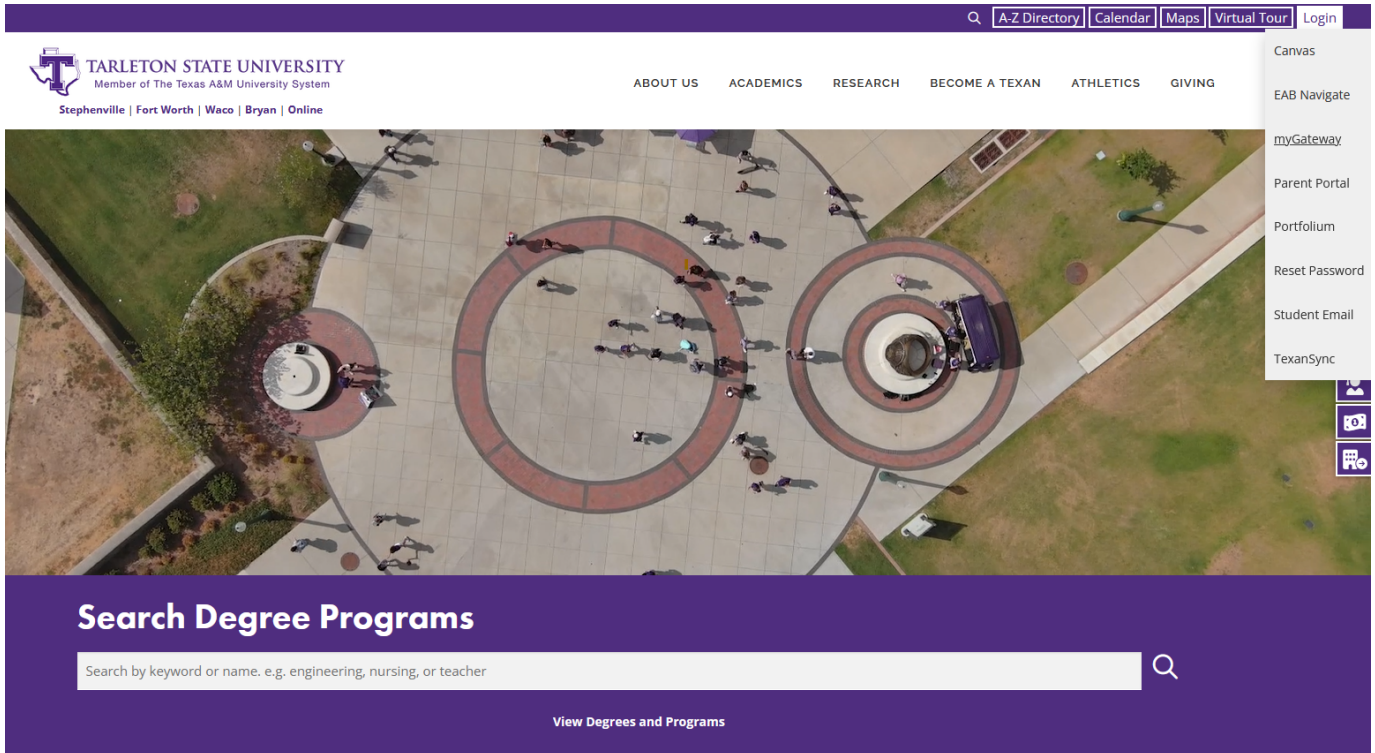
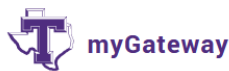


Registration through myGateway



The screenshot shows the Tarleton State University website. At the top, there is a navigation bar with links for A-Z Directory, Calendar, Maps, Virtual Tour, and Login. Below this is the university logo and name, along with a list of campus locations: Stephenville, Fort Worth, Waco, Bryan, and Online. A main menu includes links for ABOUT US, ACADEMICS, RESEARCH, BECOME A TEXAN, ATHLETICS, and GIVING. A dropdown menu is open, showing options like Canvas, EAB Navigate, myGateway, Parent Portal, Portfolio, Reset Password, Student Email, and TexanSync. Below the menu is a large aerial photograph of a campus plaza. Underneath the photo is a purple banner with the text "Search Degree Programs" and a search input field. The input field contains the text "Search by keyword or name. e.g. engineering, nursing, or teacher". Below the search field is a link that says "View Degrees and Programs".

- Select myGateway on the main Tarleton website



REQUEST ASSISTANCE

CALL TECH SUPPORT

Home > myGateway

Welcome to myGateway!



Please use Firefox or Chrome when accessing myGateway

myGateway Login

The login is for all student types: accepted, current and former students, and faculty/staff. Please use your **full** NTNET credentials to login (i.e., faculty/staff - smith@tarleton.edu, student - 000#####@tarleton.edu). **I forgot my NTNET password.**

- Select your student type



TARLETON STATE UNIVERSITY

Member of The Texas A&M University System

Persona Selector

Current Student

Applicant

Faculty/Staff

Former Student

Launch myGateway



Sign in

username@tarleton.edu or first.last@go.tarleton.ed

[Can't access your account?](#)

Next

Please log in with your Tarleton email and password.




Sign-in options

- Log in to my gateway using students NTNET credentials



██████████@tarleton.edu

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

76

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Please log in with your Tarleton email and password.

- Authenticate through Microsoft Authenticator and your paired device



TARLETON STATE UNIVERSITY

Member of The Texas A&M University System

Registration Tools

[Registration Status](#)

[Look Up Classes](#)

[Add or Drop Classes](#)

[Change Class Options](#)

[Concise Student Schedule](#)



DuckTrax

[DuckTrax Menu](#)

Financial Aid

[Financial Aid Status](#)

[Accept Awards](#)

[Student Requirements](#)

[Satisfactory Academic Progress](#)

[DegreeWorks](#)

School of Nursing Applications & Requests

[School of Nursing: BSN Application Fall 2024](#)

- Click on Add or Drop Classes

Select appropriate registration term then click "Submit".

Registration Term

Select a Term:

RELEASE: 8.7.2.12

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Enter the 5 digit Course Reference Number (CRN) (if known) in the fields at the bottom of the screen for each course INCLUDING LAB SECTIONS you wish to register for; click submit changes to save.

If you do not know the CRN for the classes, select "Class Search" at the bottom of the screen.

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



[Texas Bill Pay](#)

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

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, w Failure to pay tuition, fees or other charges may result in penalties, late registration fees and/or possible cancellation. Unpaid tuition, fees, and a policy and the student will be responsible for all expenses incurred to collect the account.

If you have [registration errors](#), please see the [Registration Error page](#). If you continue to have problems, please contact the Registrar's Office at Texas A&M-Central Texas students, please call (254) 519-5452 for assistance.

WAITLISTING

The Department of English and Languages will be piloting a WAITLIST feature Fall 2012 for English, 210, 220, 240, 250 and 309. Waitlisting is a f has met its maximum enrollment limit. Waitlist is based on a first-come, first-serve basis. For more information regarding waitlisting, please visit [Tarleton will be changing to the Texas Common Course Numbering System for all classes. To see what TSU's old class numbers are becoming in th Info. You will need this information to register for the fall term.](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 17, 2014		10269	HIST	2321	010	Undergraduate	3.000	Standard		World Civilizations I
Web Registered on Oct 17, 2014		11268	FINA	1360	HN1	Undergraduate	3.000	Standard		The Art of Film - Honors
Web Registered on Oct 17, 2014		11457	ENGL	2350	HN1	Undergraduate	3.000	Standard		Backgrounds of Western Lit-HNR
Web Registered on Oct 17, 2014		12588	PSYC	3303	010	Undergraduate	3.000	Standard		Educational Psychology
Web Registered on Nov 21, 2014		11627	SPAN	1412	520	Undergraduate	0.000	Standard		Beginning Spanish II
Web Registered on Nov 21, 2014		15263	SPAN	1412	030	Undergraduate	4.000	Standard		Beginning Spanish II

Total Credit Hours: 16.000

Billing Hours: 16.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Jan 30, 2015 04:31 pm

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Select the subject then click "Course Search"

Personal Information **Online Services & Financial Aid**

Search

Look Up Classes

 Use the selection options to search the class schedule. Your selection is complete.

To select multiple courses hold down CTRL while clicking

Subject:

- Accounting (TCCNS)
- Administration
- Ag & Consumer Resource(TCCNS)
- Agri Services and Development
- Agricultural Communications
- Agricultural Economics (TCCNS)
- Agriculture
- Animal Science
- Anthropology
- Art (TCCNS)

Once you have found the particular section you want to register for, click on "View Sections"

Look Up Classes

Spring 2015

Animal Science

1100	Trans to Univ Stud-ANSC	<input type="button" value="View Sections"/>
1309	Intro to Horse Production	<input type="button" value="View Sections"/>
1320	Rodeo Production and Skills	<input type="button" value="View Sections"/>
2325	Equine Behavior Modification	<input type="button" value="View Sections"/>

To register, check the box and you click "Register".

Sections Found

Animal Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	14904	ANSC	3324	010	S	3.000	Horse Nutrition	MTWR	03:15 pm-04:30 pm

[Instructor CV](#), [Course Syllabus - Not Found](#), [Departmental Budget](#)



Below are examples of what closed classes look like. You cannot register for any closed sections without an override from either the department or the professor of that class.

Ensure you register for the correct campus you would like to attend for a *face to face course*. Face to face courses are designated as follows: Stephenville (S), Southwest Metroplex (Fort Worth - M), Waco (W), Distance Learner (O), and RELLIS/Bryan (R). You can view the campus under the campus column "Cmp".

Sections Found

Animal Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	14621	ANSC	1309	010	S	3.000	Intro to Horse Production	MW	10:00 am-10:50 am

[Instructor CV](#), [Course Syllabus - Not Found](#), [Departmental Budget](#)

<input type="checkbox"/>	14622	ANSC	1309	510	S	0.000	Intro to Horse Production	R	01:15 pm-03:05 pm
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[Instructor CV](#), [Course Syllabus - N/A](#), [Departmental Budget](#)

<input type="checkbox"/>	14623	ANSC	1309	520	S	0.000	Intro to Horse Production	R	03:15 pm-05:05 pm
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[Instructor CV](#), [Course Syllabus - N/A](#), [Departmental Budget](#)

<input type="checkbox"/>	14624	ANSC	1309	530	S	0.000	Intro to Horse Production	R	05:15 pm-07:05 pm
--------------------------	-------	------	------	-----	---	-------	---------------------------	---	-------------------

[Instructor CV](#), [Course Syllabus - N/A](#), [Departmental Budget](#)



To register for an online course, you must select the course for the campus of which you are associated. If you are associated with the Stephenville campus, you may only register for online courses designated for Stephenville students (courses that have a S in the 'Cmp' column); all others students will choose courses that have an O in the 'Cmp' column. If you do not register for the correct campus, you will receive a registration add error.

Sections Found
Accounting (TCCNS)

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem				
C	11016	ACCT	2301	050	S	3.000	Principles of Acc I-Fin	TBA	5	14	-9	0	0	0	30	32	-2	Karen Varnell (P)	01/12-05/08	ONLNE	College of Business and On-Line	
Instructor CV, Course Syllabus - Not Found, Departmental Budget																						
C	11017	ACCT	2301	051	O	3.000	Principles of Acc I-Fin	TBA	25	18	7	0	0	0	30	32	-2	Karen Varnell (P)	01/12-05/08	ONLNE	College of Business and On-Line	

The most common registration error: A lecture which requires a lab or vice versa and both were not selected. If a course requires a lab, BOTH CRNs for the lecture and lab must be entered together in order to register. If you are unsure as to which lab or lecture to choose, click on the blue CRN for the class and there will be notes containing enrollment information.

Registration Add Errors

Status

Linked Course Error: This course has a required lab or lecture that you have not selected. You must register for both required sections (lecture and lab) at the same time.

Other errors that may occur:

- Time conflicts
- Close course section
- Level conflicts
- Duplicate course conflict
- Prerequisite conflict
- Campus restriction

For information regarding these conflicts or any other conflict, you may contact the Registrar's Office at (254) 968 – 9122 or view [registration add errors](#) on the Tarleton website.

Successful registration will look similar to this:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 17, 2014		10269	HIST	2321	010	Undergraduate	3.000	Standard		World Civilizations I
Web Registered on Oct 17, 2014		11268	FINA	1360	HN1	Undergraduate	3.000	Standard		The Art of Film - Honors
Web Registered on Oct 17, 2014		11457	ENGL	2350	HN1	Undergraduate	3.000	Standard		Backgrounds of Western Lit-HNR
Web Registered on Oct 17, 2014		12588	PSYC	3303	010	Undergraduate	3.000	Standard		Educational Psychology
Web Registered on Nov 21, 2014		11627	SPAN	1412	520	Undergraduate	0.000	Standard		Beginning Spanish II
Web Registered on Nov 21, 2014		15263	SPAN	1412	030	Undergraduate	4.000	Standard		Beginning Spanish II

Total Credit Hours: 16.000
 Billing Hours: 16.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Feb 03, 2015 08:21 am

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes Class Search Reset

If an incorrect course is entered or changes need to be made to your schedule:

- Log in to myGateway
- Follow the previous steps to get to the "Add or Drop Classes" page
- Look for "Current Schedule" at the bottom of the page and find the "Action" column
- Select "Drop/Web" from the drop down menu
- Submit changes
 - ❖ If you are registered for a corresponding lab or lecture section, you will need to drop it at the same time.

To print your class schedule, click "Return to Menu" at the top, center of the page.




Add or Drop Classes

Click "Student Detail Schedule" or "Concise Student Schedule".

Registration

Please be advised that delivery methods (such as face to face) as indicated for each section are ideal but emergency management may require the change of any section to online delivery.

- Select Term
- Add or Drop Classes
- Schedule Planner
 - Create a class schedule.
 - Schedule Planner Registration Cart
- Look Up Classes
- Change Class Options
- Student Detail Schedule
- Withdrawal Information
- Withdrawal
- Course Drop - Use after late add/drop
 - Course Drop Form
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Order Textbooks
-  [Texan Bill Pay](#)
Click here to view and pay your bill online. Note - If nothing happens, hold Ctrl + Alt down when clicking the link.
- Concise Student Schedule
- Select a Tuition Plan

STUDENT DETAIL SCHEDULE example:

Student Detail Schedule

Total Credit Hours: 16.000

Backgrounds of Western Lit-HNR - ENGL 2350 - HN1

Associated Term: Spring 2015
CRN: 11457
Status: Web Registered on Oct 17, 2014
Assigned Instructor: Mallory R. Young **Course Evaluation**
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Stephenville

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:50 am - 12:05 pm	TR	O.A. Grant (Humanities)	Jan 12, 2015 - May 08, 2015	Lecture	Mallory R. Young (P)

The Art of Film - Honors - FINA 1360 - HN1

Associated Term: Spring 2015
CRN: 11268
Status: Web Registered on Oct 17, 2014
Assigned Instructor: Robert J. Anderson **Course Evaluation**
Grade Mode: Standard
Credits: 3.000
Level: Undergraduate
Campus: Stephenville

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 4:55 pm	W	O.A. Grant (Humanities)	116 Jan 12, 2015 - May 08, 2015	Lecture	Robert J. Anderson (P)

CONCISE STUDENT SCHEDULE example:

Concise Student Schedule

Fall 2024
 Apr 23, 2024 04:14 pm

This page lists the classes for which you are currently registered for the selected term.

Days of the week key:
 M = Monday
 T = Tuesday
 W = Wednesday
 R = Thursday
 F = Friday
 S = Saturday

Please note the start day of each class. Different parts of term may have different start dates, such as the 2nd 8 week session.

Name: Alana C. Cooper
Classification: Senior
Level: Undergraduate
College: Ag & Natural Resources
Major and Department: Wildlife Sus & Ecosystem Sci, Wildlife & Natural Resources
 Ag & Natural Resources
Major Concentration: Zoo Animal & Wild Bio & Mgmt
Minor: Biology

Address: 1408 Wedgewood Dr
 Cleburne, Texas 76033-4514
 Johnson

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
83190	ANSC 3408 010	Physiology of Reproduction	Stephenville	4.000	UG	Aug 22, 2024	Dec 13, 2024	MWF	8:00 am - 8:50 am	Science Building 102	TBA
83191	ANSC 3408 510	Physiology of Reproduction	Stephenville	0.000	UG	Aug 22, 2024	Dec 13, 2024	W	1:30 pm - 3:20 pm	Animal & Plant Science Center 123	Runyan
80157	BIOL 4451 010	Mammalogy	Stephenville	4.000	UG	Aug 22, 2024	Dec 13, 2024	TR	12:15 pm - 1:30 pm	Science Building 112	TBA
80158	BIOL 4451 510	Mammalogy	Stephenville	0.000	UG	Aug 22, 2024	Dec 13, 2024	R	2:00 pm - 4:50 pm	Science Building 404	TBA
93675	MUEN 3141 010	University Singers	Stephenville	1.000	UG	Aug 22, 2024	Dec 13, 2024	T	7:00 pm - 9:00 pm	Fine Arts 107	Robertson
83293	WSES 3311 010	Wildlife Diseases	Stephenville	3.000	UG	Aug 22, 2024	Dec 13, 2024	TR	10:50 am - 12:05 pm	Business 182	Johnston
83297	WSES 4326 010	Big Game Ecology and Management	Stephenville	3.000	UG	Aug 22, 2024	Dec 13, 2024	MW	10:00 am - 10:50 am	Business 182	Breeden
83449	WSES 4326 510	Big Game Ecology and Management	Stephenville	0.000	UG	Aug 22, 2024	Dec 13, 2024	M	3:30 pm - 5:20 pm	Agri Systems Mgmt (Woods Lab) 108	Breeden
Total Credits:				15.000							