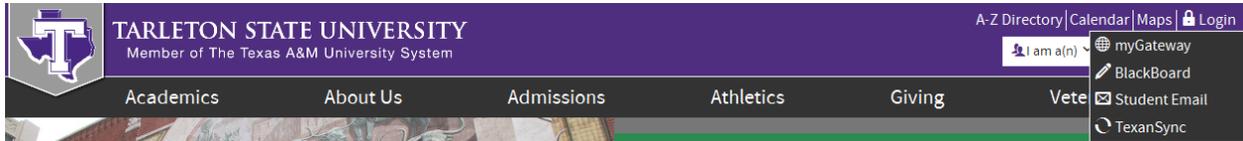


Registration through myGateway

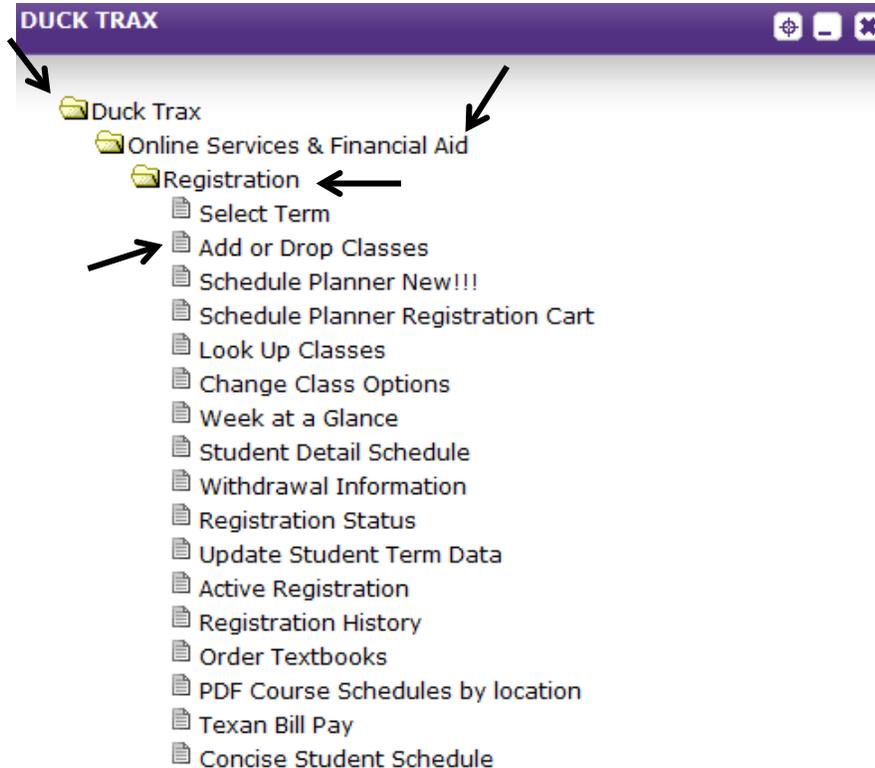
Go to www.tarleton.edu and hover over the word “Login” at the top right corner of the screen. Select myGateway.



Log in using your UID number and password. For log in help, contact the HelpDesk at helpdesk@tarleton.edu or 254-968-9885.

The image shows a login form titled 'WELCOME TO myGateway!' and 'SECURE ACCESS LOGIN'. It has two input fields: 'Gateway ID:' and 'Password:'. Below the fields are 'Login' and 'Cancel' buttons.

Open the “DuckTrax” folder in the middle of the screen. Next, open the “Online Services and Financial Aid” folder. Open the “Registration” folder and select “Add or Drop Classes”.



Select appropriate registration term then click "Submit".

Registration Term

Select a Term: Spring 2015 ▾

Submit

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 o 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

Submit Changes

Class Search

Reset

Select the subject then click "Course Search"

The screenshot shows the Blackboard interface. At the top, there is a navigation bar with a back arrow, the text "Back to Student Tab", the Blackboard logo (Bb), and the word "Blackboard". Below this is a menu with "Personal Information" and "Online Services & Financial Aid". A search bar is present with the label "Search" and a "Go" button. The main heading is "Look Up Classes". A yellow horizontal line is below the heading. A blue speech bubble icon contains the text: "Use the selection options to search the class schedule. Your selection is complete." Below this is the instruction: "To select multiple courses hold down CTRL while clicking". A dropdown menu is open under the label "Subject:", listing the following options: Accounting (TCCNS), Administration, Ag & Consumer Resource(TCCNS), Agri Services and Development, Agricultural Communications, Agricultural Economics (TCCNS), Agriculture, Animal Science, Anthropology, and Art (TCCNS). At the bottom of the search area are two buttons: "Course Search" and "Advanced Search".

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	View Sections
1309	Intro to Horse Production	View Sections
1320	Rodeo Production and Skills	View Sections
2325	Equine Behavior Modification	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 (M), Waco (W), Distance Learner (O), and Midlothian (L). 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
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[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"/>							
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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 “Week at a Glance” or “Student Detail Schedule”.



Registration

Select Term

Add or Drop Classes

Schedule Planner New!!!

Create the perfect class schedule.

Schedule Planner Registration Cart

Look Up Classes

Change Class Options

Week at a Glance

Student Detail Schedule

Withdrawal Information

Registration Status

Update Student Term Data

Active Registration

Registration History

Order Textbooks

PDF Course Schedules by location

This link navigates to the Enrollment management Class Schedule page. These Schedules include all TSU campuses and will require a PDF reader to view.



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

WEEK AT A GLANCE: Select a date that falls in the week for the term and enter it into the "Go to" box.

Your schedule should look similar to below. (Hold down "Ctrl P" on the keyboard to bring up the dialog box in order to print.)

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page.

Go to (MM/DD/YYYY):

[Previous Week](#)

Week of Feb 02, 2015 (24 of 37)

	Monday	Tuesday	Wednesday	Thursday	Friday
9am	SPAN 1412-520 11627 Class 9:00 am-9:50 am HUM 209		SPAN 1412-520 11627 Class 9:00 am-9:50 am HUM 209		
10am	PSYC 3303-010 12588 Class 10:00 am-10:50 am EDUC 206		PSYC 3303-010 12588 Class 10:00 am-10:50 am EDUC 206		PSYC 3303-010 12588 Class 10:00 am-10:50 am EDUC 206
11am	HIST 2321-010 10269 Class 11:00 am-11:50 am MATH 109	ENGL 2350-HN1 11457 Class 10:50 am-12:05 pm HUM	HIST 2321-010 10269 Class 11:00 am-11:50 am MATH 109	ENGL 2350-HN1 11457 Class 10:50 am-12:05 pm HUM	HIST 2321-010 10269 Class 11:00 am-11:50 am MATH 109
12pm					
1pm		SPAN 1412-030 15263 Class 1:15 pm-2:25 pm HUM 113		SPAN 1412-030 15263 Class 1:15 pm-2:25 pm HUM 113	
2pm			FINA 1360-HN1 11268 Class 2:00 pm-4:55 pm HUM 116		
3pm					

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)