

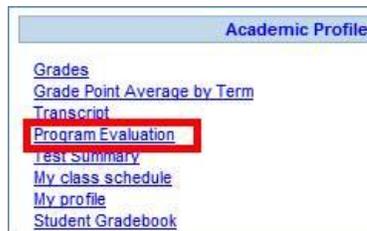
***New* Smart Registration**

Effective March 31, 2014

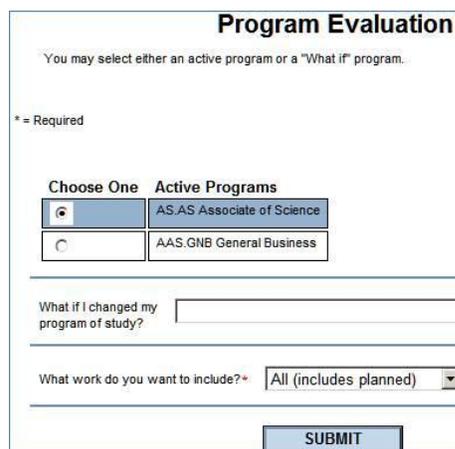
To assist you with the course registration process, TCL uses **Smart Registration** – a program that allows you to register for courses based on the requirements for your selected major. This is important as Financial Aid will not pay for courses that are not required for your major. Using **Smart Registration** prevents you from registering for a course that will not be paid for by Financial Aid.

1. Log into WebAdvisor and select the “Students Link”

2. Under the Heading “Academic Profile” choose “Program Evaluation”.



3. Choose your Program, then select “All (includes planned)”, then click “Submit”. In most cases there will only be one active program.

A screenshot of a web form titled "Program Evaluation". The form contains the following elements:

- A header section with the title "Program Evaluation" and a sub-header "You may select either an active program or a "What if" program."
- A note: "* = Required"
- A section titled "Choose One" with a radio button selected next to "AS.AS Associate of Science". Below it is another radio button next to "AAS.GNB General Business".
- A text input field labeled "What if I changed my program of study?".
- A dropdown menu labeled "What work do you want to include?*" with "All (includes planned)" selected.
- A "SUBMIT" button at the bottom.

4. An “Academic Evaluation” will be displayed. The program listed will determine the courses for which you can register. If this is not your correct program, you should change your major before attempting to register for courses. If the program is correct, scroll to the bottom of the page and click “OK”

```
07/12/12          Technical College of the Lowcountry
                  Academic Evaluation
                  -----
Student.....: Dudley Doright
Program.....: Associate of Science (AS.AS)
Catalog.....: 2009
Ant Completion Date: 07/14
```

5. Under the Heading “Registration”, choose “Register for Sections”, then choose “Smart Registration”



Register for Sections

Please choose which type of registration you would like to use:

Smart Registration

This wizard uses your program evaluation to help you plan the courses you need. Then, continue into registration to pick the

..

6. Confirm the program shown is the program you want by selecting “Yes’, then click “Submit”

Program Confirmation

First, please confirm the program for which you are planning:

General Business.....Catalog: 2009 Academic Catalog

Is this correct?

7. Choose a requirement, click “Submit”, then choose a Sub-requirement, click, “Submit” (Note – if the requirement does not have a sub-requirement, you will be taken to the next screen)

Choose a Requirement

Step 1: Choose one of the requirements listed below.

General Business (2009 Academic Catalog)

Program Status: Requirement in Progress

Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Major for GNB 2003		Requirement Not Started	Yes
<input type="checkbox"/>	Required Related GNB 2009		Requirement Not Started	Yes
<input type="checkbox"/>	Additional Required Related GNB 2009		Requirement in Progress	Yes
<input type="checkbox"/>	General Education for GNB 2003		Requirement Not Started	Yes
<input type="checkbox"/>	Humanities for Degrees 2009		Requirement Not Started	Yes
<input type="checkbox"/>	Electives Six Credits for Degrees 2006		Requirement Completed	

Choose a Subrequirement

Step 2: Choose one of the subrequirements listed below.

General Business (2009 Academic Catalog) ----> Major for GNB 2003

Complete all 5 subrequirements

Select ONE	Subrequirement	Exception	Status	Need to Plan
<input type="checkbox"/>	Accounting		Requirement Not Started	Yes
<input type="checkbox"/>	Business		Requirement Not Started	Yes
<input type="checkbox"/>	Computer		Requirement Not Started	Yes
<input checked="" type="checkbox"/>	Management		Requirement Not Started	Yes
<input type="checkbox"/>	Marketing		Requirement Not Started	Yes

8. Choose one or more courses in this requirement > sub-requirement, then select the desired term from the drop down menu, then “Submit”.

Note – if you have previously taken a course (even if you failed it) it may not show up on this page. To select a course that you have previously taken, check the box “Show Courses Already Taken”

Select Courses

Step 3: Select courses and proceed to registration.

General Business (2009 Academic Catalog) ---> General Education for GNB 2003 ---> Mathematics

[What is Required/Applied](#)

Still to do
[Take 1 more course\(s\)](#)

Narrow my search Show courses already taken

Select	Term	Course Name and Title	Department	Credits
<input checked="" type="checkbox"/>	Fall 16 Week Term	MAT-110 College Algebra (has prerequisites)	Associate of Science	3.00
<input type="checkbox"/>		MAT-122 Finite College Mathematics (has prerequisites)	Associate of Science	3.00

SUBMIT

9. Select the section you want, then “Submit”

Section Selection Results

Narrow my search

Re-sort my results ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty
<input checked="" type="checkbox"/>	Fall 16 Week Term	Open	MAT-110-01 (24654) College Algebra	Beaufort - Main Campus	08/16/2012-12/11/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Building 14 - Computers, Room 103	R. Speaks
<input type="checkbox"/>	Fall 16 Week Term	Closed	MAT-110-02 (24656) College Algebra	Beaufort - Main Campus	08/16/2012-12/12/2012 Lecture Monday, Wednesday 01:00PM - 02:15PM, Building 6 Administration, Room 104	A. Williams
<input type="checkbox"/>	Fall 16 Week Term	Open	MAT-110-10 (24657) College Algebra	Beaufort - Main Campus	08/16/2012-12/12/2012 Lecture Tuesday, Thursday 05:15PM - 06:35PM, Building 6 Administration, Room 108	J. Daniels
<input type="checkbox"/>	Fall 16 Week Term	Open	MAT-110-20 (24463) College Algebra	New River Campus	08/20/2012-12/12/2012 Lecture Monday, Wednesday 08:00AM - 09:15AM, New River Campus, Room 139	J. Gerrard
<input type="checkbox"/>	Fall 16 Week Term	Open	MAT-110-21 (24464) College Algebra	New River Campus	08/16/2012-12/12/2012 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Building 6 Administration, Room 104	P. Smith

10. Find the section into which you want to register, and choose “Register” in the drop down box, then “Submit”

Register and Drop Sections

Action for ALL Pref. Sections (or choose below)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="text"/>	Fall 12 Week Term	CPT-170-90B (24364) Microcomputer Applications	Beaufort - Main Campus	08/13/2012-12/04/2012 Lecture/Web-Based Tuesday, Thursday 01:45PM - 03:00PM, Building 14 - Computers, Room 104	K. Smith
<input type="text"/>	Fall 16 Week Term	BIO-112-01 (24797) Basic Anatomy and Physiology	Beaufort - Main Campus	08/16/2012-12/12/2012 Lecture Monday, Wednesday 08:00AM - 09:15AM, Building 10 Bio/Cosmology, Room 101 (more)...	N. Middleton
<input type="text"/>	Fall 16 Week Term	BIO-211-01 (24805) Anatomy & Physiology II	Beaufort - Main Campus	08/16/2012-12/12/2012 Lecture Thursday 09:30AM - 12:00PM, Building 10 Bio/Cosmology, Room 101 (more)...	J. Fakunding
<input type="text"/>	Fall 16 Week Term	ENG-032-01 (24576) DE English	Beaufort - Main Campus	08/20/2012-12/12/2012 Lecture Monday, Wednesday 08:00AM - 09:15AM, Building 12 MacLean Hall, Room 201	H. Weiss
<input type="text"/>	Fall 16 Week Term	ENG-101-01 (24584) English Composition	Beaufort - Main Campus	08/16/2012-12/11/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Building 2 Coleman Hall, Room 244	N. Pionerski
<input type="text" value="Register"/>	Fall 16 Week Term	MAT-110-01 (24654) College Algebra	Beaufort - Main Campus	08/16/2012-12/11/2012 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Building 14 - Computers, Room 103	R. Speaks

11. View the registration results, Click OK

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
Fall 16 Week Term	Registered for this section		MAT-110-01 (24654) College Algebra	Beaufort - Main Campus	08/16/2012-12/11/2012 Lecture Tuesday, Thursday 09:15AM, Building 14 - Computers, Room 103

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
Fall 16 Week Term		MAT-110-01 (24654) College Algebra	Beaufort - Main Campus	08/16/2012-12/11/2012 Lecture Tuesday, Thursday 08:00AM - 09:00AM, Building 14 - Computers, Room 103

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

12. The Program Confirmation screen will be displayed. If you wish to register for additional courses, select “Yes”, then “Submit” and repeat steps 7 - 11 for each additional course.

Program Confirmation

First, please confirm the program for which you are planning:
 General Business _____ Catalog: 2009 Academic Catalog

Is this correct?
