

REGISTRATION GUIDE

1. Log into WebRaider <https://webraider.ttuhs.edu> with your eRaider name and password.
2. Select TTU MyTech Tab
3. Select Registration
4. Select Add or Drop Classes.
5. Search for class or enter CRN number.

The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there are navigation links: 'Home Self Service', 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The current term is 'Spring 2016 - LBK Med and GSBS'. Below the navigation, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search criteria fields for 'Subject', 'Course Number', and 'Keyword'. Below these fields are 'Search', 'Clear', and 'Advanced Search' buttons. The bottom section of the interface is split into two panes. The left pane shows a 'Class Schedule for Spring 2016 - LBK Med and GSBS' with a grid for days of the week (Sunday to Saturday) and times (12am to 7am). The right pane shows a 'Summary' table with columns for Title, Details, Hours, CRNs, Schedule Type, Status, and Action. The table lists several courses, all with a 'Registered' status. A summary at the bottom right indicates 'Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 17'.

6. To change variable credit hour courses, select the Schedule and Options tab.

This is a close-up screenshot of the 'REGISTER FOR CLASSES' interface. The 'Schedule and Options' tab is highlighted with a red circle. The search criteria section is visible, showing the term 'Spring 2016 - LBK Med and GSBS' and input fields for 'Subject', 'Course Number', and 'Keyword'. Below the input fields are 'Search', 'Clear', and 'Advanced Search' buttons.

7. Your registered course list will be similar to the example below:

REGISTER FOR CLASSES

Find Classes | Enter CRNs | **Schedule and Options**

Summary
Term: Spring 2016 - LBK Med and GSBS

Title	Details	Hours	CRN	Schedule Type	G
Advanced Cell Biology	GBCM 6320, 001	3	20881	Lecture	S
Advanced Training in Ultrasound	GGMS 5007, 001	<u>1</u>	20965	Laboratory	S
Educational Project in Biomedical Sciences	GGMS 5310, 001	3	20956	Independent Study	S
Research	GGMS 7000, 001	<u>1</u>	20957	Research	S
Responsible Conduct of Research	GSBS 5101, 001	1	20905	Lecture	S
Topics in Graduate Medical Sciences	GGMS 5099, 005	<u>1</u>	20992	Lecture	S

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 17

8. Variable credit hour courses will have underlined numbers.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | **Schedule and Options**

Summary
Term: Spring 2016 - LBK Med and GSBS

Title	Details	Hours	CRN	Schedule Type	G
Advanced Cell Biology	GBCM 6320, 001	3	20881	Lecture	S
Advanced Training in Ultrasound	GGMS 5007, 001	<u>1</u>	20965	Laboratory	S
Educational Project in Biomedical Sciences	GGMS 5310, 001	3	20956	Independent Study	S
Research	GGMS 7000, 001	<u>1</u>	20957	Research	S
Responsible Conduct of Research	GSBS 5101, 001	1	20905	Lecture	S
Topics in Graduate Medical Sciences	GGMS 5099, 005	<u>1</u>	20992	Lecture	S

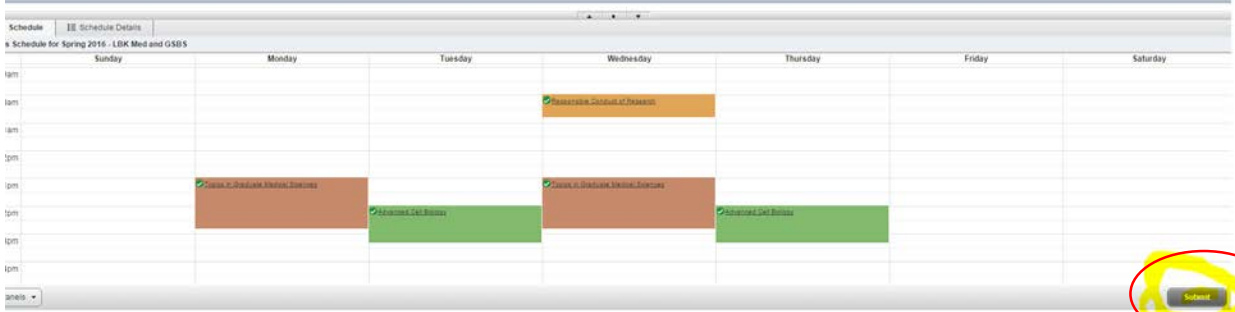
Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 17

9. Click on the underlined number of the course hours. A text box will open and you may enter the correct number of hours (usually between 1 to 9 hours depending on course).

10. After hours are changed, press the submit button on the bottom right of the screen.

Educational Project in Biomedical Sciences	OCMS 5316, 001	3	20956	Independent Study	Standard Grading	Graduate Biomedical Sci...	None	12/15/2015	Registered	Registered on Web 1...
Research	OCMS 7000, 001	2	20957	Research	Standard Grading	Graduate Biomedical Sci...	None	12/15/2015	Registered	Registered on Web 1...
Responsible Conduct of Research	OCMS 5101, 001	1	20905	Lecture	Standard Grading	Graduate Biomedical Sci...	None	12/15/2015	Registered	Registered on Web 1...
Topics in Graduate Medical Sciences	OCMS 5099, 005	1	20992	Lecture	Standard Grading	Graduate Biomedical Sci...	None	01/07/2016	Registered	Registered on Web 0...

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Med: 0 | Max: 17



11. Your changes will now be saved. If you encounter any errors, please let your student affairs advocate know so they may assist you with your registration issue.

12. To view holds:

Action Items



Manage My Enrollment

Registration

Add or Drop Classes

Section Search Tool

DegreeWorks (Firefox or Internet Explorer Recommended)

Schedule Builder

Look Up Classes

Student Attendance **New**

Registration Status (Dates & Holds)

Request Enrollment Verification

Legacy Registration