## How to register for classes

- 1. Log into the portal at my.taylor.edu
- 2. Click on the "TOWER" tile.



3. You will be directed to a menu of options. Select the 'Student Registration' link. Which section of Tower?

<u>Personal Info</u> Preferred Name, Contact Info		
	Students	
Student Schedule		
View your class schedule		
Student Records		
View grades, holds, transcripts, etc.		
Student Registration		
Class registration		
Student Grades		
View your midterm and final grades		
<u>Student Parent Proxy</u>		
Manage proxy settings & grant parent	access to your academic information	
	Employees	
Employee Dashboard	tions now information toy forms ats	
nine/leave reporting, benefits & dedu	tions, pay information, tax forms, etc.	
	Faculty	
Advising Student Profile		
Grade Entry		
Attendance Tracking		
Week at a Glance		
Schedule		
Display Master Schedule		
Class List Registration Overrides		
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4. Click on the "Register for Classes" link on the landing page. You may be prompted to enter your username and password.

• Registration	
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t would you like to do?	
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Search and register for your classes. You can also view and manage your schedule.
Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Ero <u>se Classes</u> Looi g for classes? In this section you can browse classes you find interesting.
View Registration Information View your past schedules and your ungraded classes.	Br use Course Catalog Lo cup basic course information like subject, course and description.

- 5. Select the term for which you want to register, then click on the "Continue" button.
- 6. You will be asked for your "Alternate PIN:" This is the 6 digit Registration Access Code (RAC) you received from your advisor.

7.	On this screen you are able to search for a course, see your schedule,and drop and add course	s.

Register for Classes		New Search	
Find Classes Enter CRNs Plan	ans Schedule and Options		
Enter Your Search Criteria Term: Fall 2024			
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Course Numb	mber 110		
Keywo	word		
	Search Clear + Advanced Search		
		Use this area to drop courses	
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8. To add a course to your schedule, click on the "Add" button for the section you wish to add, then click on the "Submit" button on the bottom right. If a course has both a lecture section and a lab section, be sure to register for both at the same time before submitting your changes.

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## 9. To drop a course select "Drop Web" from the pull down menu and click "Submit".

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10. Repeat steps 7-9 until you schedule is complete. Courses which require special processing (e.g. practicums, independent study.) are completed by the Registrar's Office. If an instructor agrees to provide a capacity or prerequisite override, you will still need to manually add the course once the override is entered by the instructor.