

# How to Plan your Schedule

## Schedule Planning:

1. Meet with your Academic Advisor or Faculty Mentor to choose the appropriate courses.
2. Go to [www.tamucc.edu](http://www.tamucc.edu).
3. Under "Current Students", click on the word "S.A.I.L."
4. On the next page, under "Registration Information", click on "Class Schedules".
5. You should now be on the "Office of the Registrar" page. Select the appropriate term (i.e. Fall 2010, Spring 2011) from the "Term" drop down menu.
6. Select the Prefix of the course you are looking for (i.e. BIOL, ENGL, HIST) from the "Courses Subject" drop down menu.
7. Click on the "View by Prefix" box on the right of the screen.
8. Scroll down until you find your desired course.
9. Select the course time that is best for you and your schedule.
10. Record the five digit Call Number (CRN) of the course you would like to register for in the "**CRN Worksheet**" below. Use the "**Weekly Planner**" to mark your class times to ensure no time conflicts.
11. Click the back button to return to the "Office of the Registrar" page.
12. Repeat steps 5-11 until you have completed your schedule.

### CRN Worksheet

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### Weekly Planner

	M	T	W	R	F
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## Things to Remember:

If you are taking a class that has a lab, you must take SMTE 0091 - Lab Safety Seminar. Find the CRN under the prefix SMTE. You will not be able to register for a class that has a lab until you have registered for SMTE 0091.

Read the "Notes" column for each course. There you will find information about prerequisite and co-requisite courses, lab requirements, etc.

# How to Register for Classes

Once you have planned your schedule (see other side of this sheet):

1. Go to [www.tamucc.edu](http://www.tamucc.edu) .
2. Under “Current Students”, click on the word S.A.I.L.
3. On the “Welcome to S.A.I.L.” page, click on the large “Login to S.A.I.L.” button on the left side of the screen.
4. Enter your User I.D. and your PIN (if this is your first time logging in, your PIN is your birth date in mmddyy format).
5. Click on “Student”.
6. Click on “Registration”.
7. Click on “Select Term” and select the appropriate term from the drop down menu.
8. Click on “Add/Drop Classes”.
9. In the boxes, enter the CRNs you wrote down in the “CRN Worksheet” on the front of this sheet.
10. Click on “Submit Changes”.
11. The classes that you are successfully registered for will be listed at the top of the page. If you were not successfully registered for a class, it will be listed at the bottom with an error message.

## Questions to ask if you get an error message:

Are you registered for the Lab Safety Seminar – SMTE 0091?

Did you register for both the lecture and the lab?

Is there a time conflict in your schedule?

Did you enter an incorrect CRN?

Do you meet the prerequisites required for the course?

Is the lecture or lab closed?

Did you read the “Notes” column on the class schedule?

## Some common error messages and what they mean:

- **LINK ERROR**- You are not registered for something that you are required to be registered for in order to register for this course i.e. lecture, lab, recitation.
- **PREREQ/TEST SCORE ERROR**- You do not have the pre-requisites to take this course or, if you do have the pre-requisites, the system does not recognize your pre-requisites and you will need to be permitted into the course. Please contact the department that offers the courses to inquire about being permitted into the course.
- **PERMISSION DEPARTMENT**- You need permission from the department to take this course. Please contact the department that offers the courses to inquire about being permitted into the course.
- **CLASS ERROR**- Your class status prohibits your from registering for this course.