

SCHEDULE PLANNING AND REGISTRATION GUIDE

TO PLAN YOUR SCHEDULE

1. Meet with your Academic Advisor or Faculty Mentor to choose the appropriate courses.
2. Go to the Online Course Schedule: <http://banner.tamucc.edu/schedule/>
3. Select term.
4. Select the course subject you are interested in (i.e. *BIOL*, *CHEM*, *HIST*).
5. Click *View*.
6. Select an available course that works for your schedule.

*Read the notes section for information about linked courses and pre-requisites.

*Make sure the time is either AM or PM.

*Check the dates to make sure it is not a mini semester course.

*If the Available (MAX) Seats section is red, that course is closed/full.

7. Write down the CRN (5 digit numbers) for all of the courses in the group you want to register for in the **CRN WORKSHEET** below. Use the **WEEKLY PLANNER** to mark your class times and ensure there are no time conflicts.

8. Login to <http://sail.tamucc.edu/> to register using the CRNs you selected (See **TO REGISTER IN SAIL** below).

TO LOOK UP A LEARNING COMMUNITY

1. Go to the Online Course Schedule: <http://banner.tamucc.edu/schedule/>
2. Select term.
3. Select course subject: *All Subjects*.
4. Select course type: *Triad/Tetrad*.
5. Click *View*.
6. Select an available Learning Community Group that works for your schedule.

Make sure to read the notes section for information about linked courses and pre-requisites.

If the Available (MAX) Seats section is red, that course is full.

7. Write down the CRN (5 digit numbers) for all of the courses in the group you want to register for in the **CRN WORKSHEET** below. Use the **WEEKLY PLANNER** below to mark your class times and ensure there are no time conflicts.

8. Login to <http://sail.tamucc.edu/> to register using the CRNs you selected. You must register for all classes in a linked group to join a learning community. selected (See **TO REGISTER IN SAIL** below).

SCHEDULE PLANNING AND REGISTRATION GUIDE

TO REGISTER IN SAIL

1. Once you are logged in to <http://sail.tamucc.edu/>, select *Student*.
2. Select *Registration*.
3. Select *Add or Drop Classes*.

You may need to *Agree* that your Code Blue Notification information is up-to-date or *Agree* to the Financial Responsibility Statement to move to the next screen.

4. Select term from the drop-down menu and click *Submit*.
5. Enter the CRNs (5 digit numbers) from the **CRN WORKSHEET** and click *Submit changes*.
6. 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, an error message will appear (see **IF YOU GET AN ERROR MESSAGE** below).

CRN WORKSHEET

--	--	--	--	--	--	--	--	--	--

WEEKLY PLANNER

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM					
7:00 PM					

SCHEDULE PLANNING AND REGISTRATION GUIDE

IF YOU GET AN ERROR MESSAGE

Did you enter an incorrect CRN?

Did you read the “NOTES” section in the online course schedule?

Did you register for both the lecture and the lab?

Is there a required Lab Safety Seminar (SMTE009X) you must also register for?

Do you meet the prerequisites required for the course?

Is there a time conflict?

Is the lecture or lab closed/full?

COMMON ERROR MESSAGES

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 (i.e.: Freshman, Sophomore, etc.) status prohibits you from registering for this course.