

REGISTRATION GUIDE

1. Log into WebRaider <https://webraider.ttuhs.edu> with your eR

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

REGISTER FOR CLASSES

Summary
Term: Spring 2016 - I BK Med and GSBS.

Schedule Time	Title	Details	Hours	CPM
	Advanced Cell Biology	GBCM 6320, 001	<u>3</u>	20881
	Advanced Training in Ultrasound	GGMS 5007, 001	<u>1</u>	20965
	Educational Project in Biomedical Oncology	GGMS 5110, 001	<u>1</u>	20955
	Research in Graduate Medical Sciences	GGMS 5000, 001	<u>1</u>	20955
	Responsible Conduct of Research	GSBS 5101, 001	<u>1</u>	20905

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

8. Variable credit hour courses will have underlined numbers.

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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.

The screenshot displays a course registration interface. At the top, there is a table listing courses with columns for course name, ID, credits, section number, type, grading, advisor, and dates. Below the table, a summary line reads: "Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 17". The main area is a weekly schedule grid for "Spring 2016 - LDK Med and OSBS". The grid shows time slots from 1am to 5pm across days of the week. Several colored blocks represent registered classes: a blue block on Wednesday (10am-11am), a brown block on Monday (10am-11am), a green block on Tuesday (10am-11am), a brown block on Wednesday (10am-11am), and a green block on Thursday (10am-11am). A red circle highlights a "Submit" button in the bottom right corner of the grid.

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:

The screenshot shows a navigation menu with several options. The option "Registration Status (Dates & Holds)" is circled in red. Other visible options include "My Enrollment", "Manage", "Registration", "Add or Drop Classes", "Section Search Tool", "DegreeWorks (Firefox or Internet Explorer Recommended)", "Schedule Builder", "Look Up Classes", and "Student Attendance New".