Student Portal Registration and Payment Steps

This document will provide step by step directions for the following processes:

How to Search the Class Schedule
How to Register for Classes
How to Add Classes with a Co-Requisite
How to Drop a Class
How to Withdraw from a Class
How to View your Class Schedule
How to View your Balance and Pay for Classes Online

How to Search the Class Schedule

Use one of the following methods to search the course schedule to prepare for registration.

1. Log into the me@ChattTech Student Portal
2. Locate the Search Class Schedule card.
3. Use one of the Class Search Options:
   - Class Search (website): this takes you to the website to view the live web version of the schedule.
   - Class Search (registration): this takes you into the registration portal to view the live schedule.
4. Either option allows you to plan your schedule and note the Section Codes (5-digit class number) so you are ready to register when the registration period opens.

How to Register for Classes

Follow these directions to add classes to your schedule.

1. Log into the me@ChattTech Student Portal
2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
3. Make sure the term you are registering for is correct at the top. If not, change it in the drop down.
4. The calendar will show any currently added on campus courses and the right hand column will show any courses that are currently registered.
5. To add a course, click "Add Course"
6. In the search box, type the course subject prefix. This is 4 letters. Ex: ENGL or MATH
7. Locate the course number and click the drop down arrow.
   a. This will show all sections of the course including times, dates, locations and how many seats remain.
   b. If the course is full, it will show: **Section Full**
8. Once you have chosen an open section, click on the + next to the class. The class will be placed in your temporary holding area "REGISTERING" with blue/white stripped lines:

REGISTERED

You have not registered for any courses.

REGISTERING   CREDITS 3

MATH 1111: College Algebra
3 credits | Section Code: 40552
Tue, Thu | 3:00 PM - 4:15 PM

9. Once you add all your classes to your REGISTERING list, click the blue **Register** button at the bottom of the page and confirm in the pop up box.
10. If there are no errors, the course will move to a solid blue line and display in your REGISTERED

REGISTERED   CREDITS 3

MATH 1111: College Algebra
3 credits | Section Code: 40552
Tue, Thu | 3:00 PM - 4:15 PM

section:

11. If attempting to add a class that the prerequisite or corequisite is not met, you will see a red error box appear and the course will not add to the schedule.
    a. Remember that coreqs must be added to the cart and submitted together or they will not add. See next section below.

MATH 1132: Calculus II
4 credits | Section Code: 40658
Tue, Thu | 10:30 AM - 12:10 PM

⊟ Course Prerequisite or Co-Requisite not met

12. It is extremely important to return to the Student Portal dashboard and view your class schedule on the Blackboard Classes card to ensure your courses are locked in.

How to Add Classes with a Co-Requisite

When adding classes that have a co-requisite, both classes have to be submitted at the same time.

1. Use the Add Course button to add your courses to the REGISTERING box. Both should display with white/blue stripped lines.

REGISTERED

You have not registered for any courses.

REGISTERING   CREDITS 4

BIOL 1111: Biology I
3 credits | Section Code: 41065
Mon, Wed | 9:00 AM - 10:15 AM

BIOL 1111L: Biology I Lab
1 credit | Section Code: 41417
Tue | 6:00 PM - 8:30 PM

2. Once both classes are ready, click the blue **Register** button at the bottom of the page.
3. If the courses move to the REGISTERED section of your screen, both classes have successfully added to the schedule.

REGISTERED   CREDITS 4

BIOL 1111: Biology I
3 credits | Section Code: 41065
Mon, Wed | 9:00 AM - 10:15 AM

BIOL 1111L: Biology I Lab
1 credit | Section Code: 41417
Tue | 6:00 PM - 8:30 PM

4. If any errors prevent the classes from adding, an error message will show and the class status will NOT show registered.

How to Drop a Class

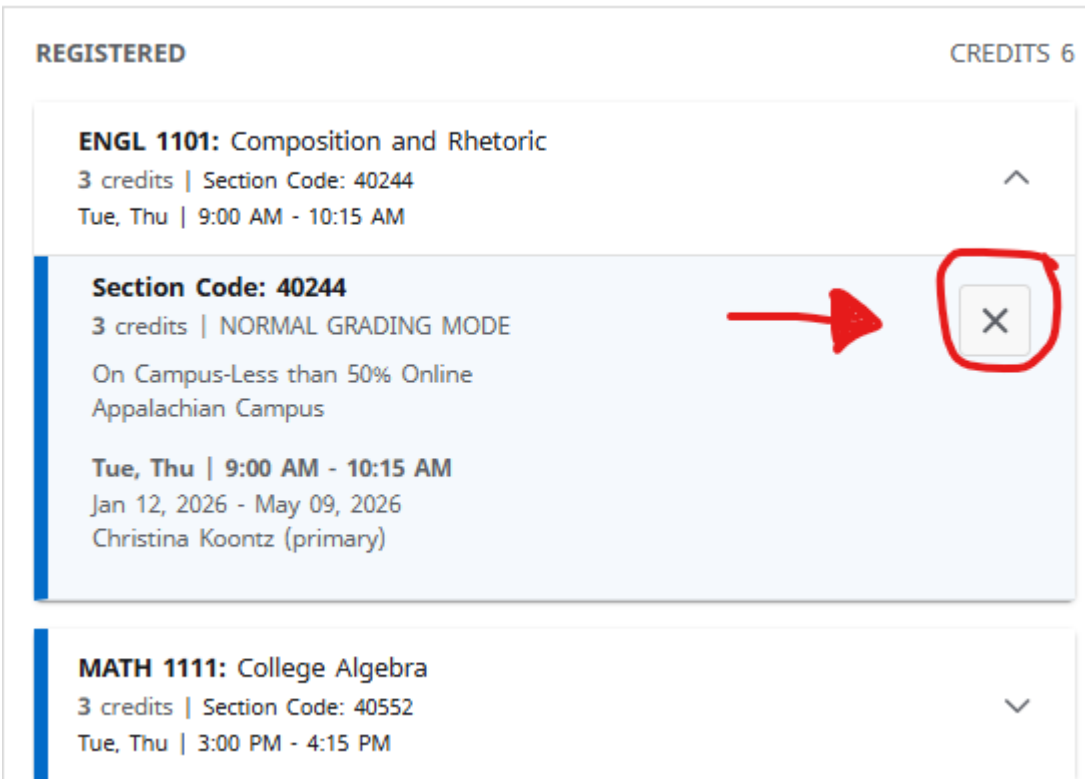You can drop a class when the registration period or drop/add period is open. These dates are on the Academic Calendar.

1. Log into the me@ChattTech Student Portal
2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
3. Make sure the term you are looking for is correct at the top. If not, change it in the drop down.
4. The calendar will show any currently added on campus courses and the right hand column will show any courses that are currently registered.
5. To drop a course, click on the dropdown arrow next to the course(s).
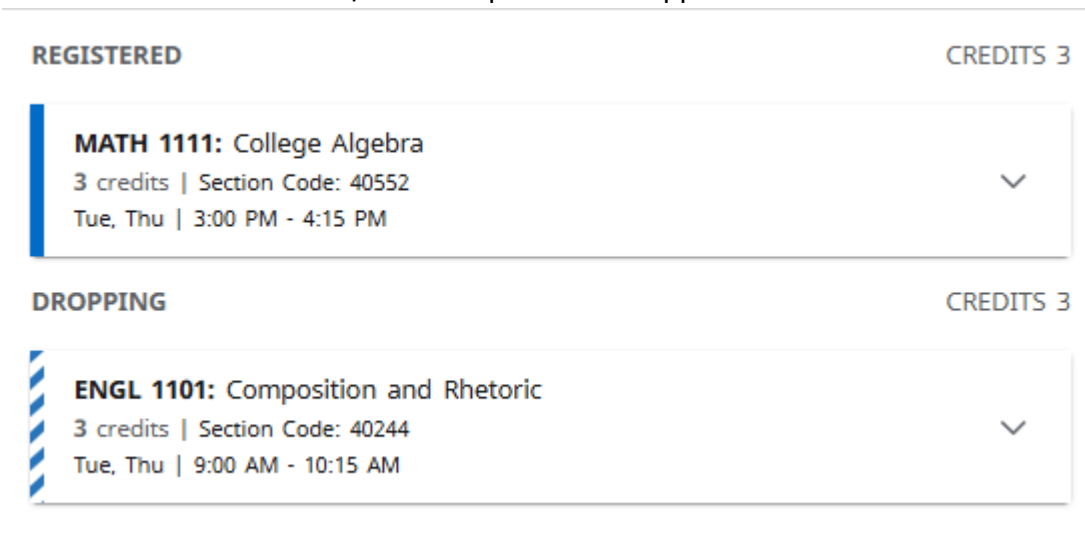6. Click the X next to the course information.

7. A popup will appear explaining that the course will be moved a pending drop section but needing further action and the blue/white stripe lines will appear.

8. Once all courses you plan to drop have been moved to the DROPPING section, click the blue **Update Registration** button at the bottom of the page and confirm.   It will confirm the drop has been successful and the course will disappear from your schedule.

    - If dropping corequisite classes, you must move both courses to the DROPPING section before updating the registration or you will see the following error:

    > **BIOL 1112L:** Biology II Lab
    > 1 credit | Section Code: 41422
    > Thu | 10:30 AM - 1:00 PM   ⌄
    >
    > ❗ Courses dependent (41066, 41422) on dropped Pre requisites must also be dropped.

9. It is recommended that you view your registered classes and verify that your schedule is correct.

How to Withdraw from a Class

You can withdraw from a class during the withdrawal period found on the Academic Calendar.

1. Log into the me@ChattTech Student Portal
2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
3. Make sure the term you are looking for is correct at the top. If not, change it in the drop down.
4. The calendar will show any currently added on campus courses and the right-hand column will show any courses that are currently registered.
5. To withdraw from a course, click on the dropdown arrow next to the course(s).
6. Click the X next to the course information.

7. A popup will appear explaining that the course will be moved a pending withdrawal section but needing further action and the blue/white stripe lines will appear.

8. Once all courses you plan to withdraw from have been moved to the WITHDRAWING section, click the blue **Update Registration** button at the bottom of the page and confirm. It will confirm the withdraw has been successful and the course will disappear from your schedule.

- If withdrawing from corequisite classes, you must move both courses to the WITHDRAWING section before updating the registration or you will see the following error:

BIOL 1112L: Biology II Lab
1 credit | Section Code: 41422
Thu | 10:30 AM - 1:00 PM

❗ Courses dependent (41066, 41422) on dropped Pre requisites must also be dropped.

9. It is recommended that you view your registered classes and verify that your schedule is correct.

How to View your Class Schedule

Your class schedule can be viewed in two locations.   Either option will allow you to see the campus, room, dates, and times.

Preferred Method: in the me@ChattTech Student Portal	**Alternate Option:** on the Registration page:
1. Log into the me@ChattTech Student Portal 2. Locate the Blackboard Classes card 3. The card will show all terms you are currently registered for. Use the dropdown to change term. 4. You can click on the course to see additional details.	1. Log into the me@ChattTech Student Portal 2. Locate the Registration card and click Start. 3. The calendar view of the schedule will be shown and you can drop down the course details on the REGISTERED list to see dates/times.

How to View your Balance and Pay for Classes Online

You can view your bill and pay for your classes online using one of the following options:

Option 1: View bill summary before payment:	**Option 2:** Go directly to bill payment:
1. Log into the me@ChattTech Student Portal 2. Locate the Student Accounts card 3. Click on "Account Summary" 4. Select your term in the drop down box 5. Review your charges and authorized Financial Aid 6. Click "Pay Now" button at the top of the page and follow steps to submit payment.	1. Log into the me@ChattTech Student Portal 2. Locate the Student Accounts card 3. Click on "Pay My Bill" 4. Select your term in the drop down box 5. Follow steps to submit payment