How to register for classes online, using College Scheduler

Before starting your online registration process, please make sure:

1) You are a not a dual credit or early admissions student. Dual credit students register via their high school counselors (dual credit classes are not listed in College Scheduler), and early admissions students must register with an advisor. You are TSI complete. TSI complete means that you either passed the TSI test or already completed the remedial classes. If you need remedial classes, registration for those classes can only be done with the assistance of an advisor.
2) You do not have holds – more information on holds in page 2.
3) You know classes you need to register for. If you do not know what classes you need to register for, you must visit with an advisor before you register to make sure you are selecting the correct classes.
4) You know when you can start registering:

Registration & Payments
Summer & Fall 2020

VICTORIA COLLEGE Est. 1925

Priority Registration Current Students Only (students who are currently enrolled in Spring 2020 credit courses)

45+ Earned Credit Hours	30+ Earned Credit Hours	15+ Earned Credit Hours	0+ Earned Credit Hours
Monday, April 13 at 7:30 a.m. through Sunday, April 19	Tuesday, April 14 at 7:30 a.m. through Sunday, April 19	Wednesday, April 15 at 7:30 a.m. through Sunday, April 19	Thursday, April 16 at 7:30 a.m. through Sunday, April 19

PRIORITY REGISTRATION CURRENT STUDENTS ONLY

WHAT ARE EARNED CREDIT HOURS?
Earned credit hours are the sum of undergraduate transfer hours plus undergraduate institutional hours.

WHERE CAN I VIEW MY HOURS?
Pirate Portal > Registration folder > Student Profile link > Overall Hours

$ Payment Deadline: The payment deadline for students who register during Priority Registration is **Thursday, May 7 at noon.**

Regular Registration All Students (new and returning students)

| INTERIM SUMMER I & II FALL	SUMMER I & II FALL	SUMMER II FALL	FALL	FALL	REGISTER for classes starting after Oct. 19
Monday, April 20 at 7:30 a.m. to Thursday, May 7 at Noon	Friday, May 8 at 7:30 a.m. to Thursday, May 28 at Noon	Friday, May 29 at 7:30 a.m. to Thursday, July 2 at Noon	Thursday, July 2 at 6 p.m. to Thursday, July 23 at Noon	Thursday, July 23 at 6 p.m. to Thursday, Aug. 20 at Noon	Monday, Oct. 12 at 7:30 a.m. to Friday, Oct. 16 at Noon
PAY BY Thursday, May 7 at Noon	**PAY BY** Thursday, May 28 at Noon	**PAY BY** Thursday, July 2 at Noon	**PAY BY** Thursday, July 23 at Noon	**PAY BY** Thursday, Aug. 20 at 5 p.m.	**PAY BY** Friday, Oct. 16 at Noon

DON'T MISS YOUR PAYMENT DEADLINE!
All unpaid classes will be dropped if you have not paid in full or enrolled in a payment plan by the payment deadline.

1) Once ready to register for classes, log into your Pirate Portal then click on the Registration folder.
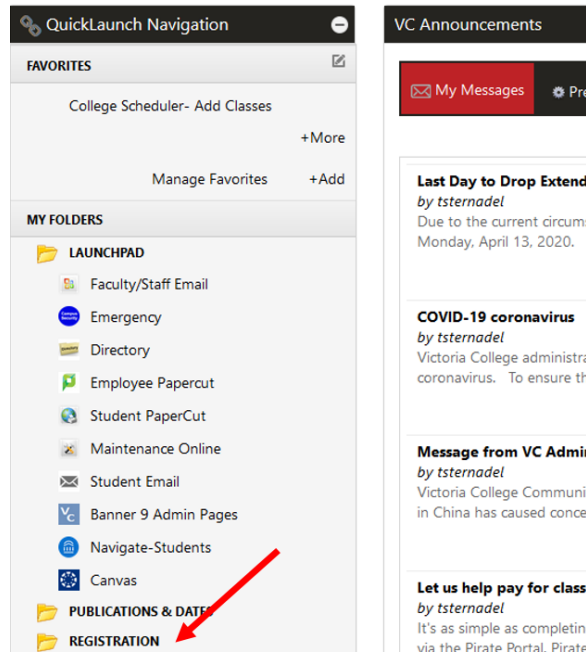
2) Then click on College Scheduler – Add Classes

Please note; you can only register for classes if there are no holds in your account. Please click on the View Hold link to determine if you have any holds. If you see you have a hold, but is unsure what the hold is about, please contact the Admissions Office at 361-485-6841 or Advising Office at 361-582-2400. Please do not call to ask if you have holds, but only for explanation of what the hold you have is. Admissions and Advising staff cannot tell you over the phone whether you have a hold or not.
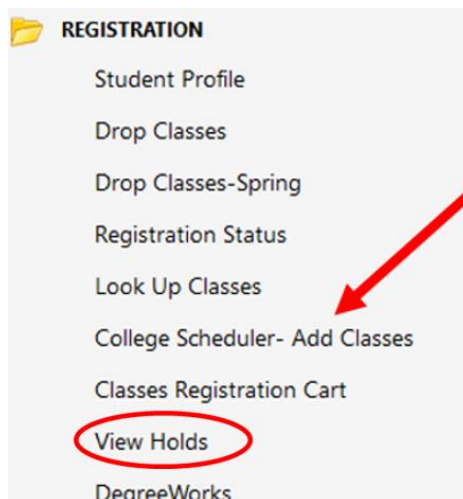
3) Select the term you are wanting to register for.

You should leave Full Term selected if you do not want to take fast track classes. Fast track classes are classes that last either 4 or 8 weeks, contrary to a full term which is 16 weeks.

Select probation NCBO if you need to take the Academic Coaching class, which is SDEV 0012

Uncheck Developmental Education. Those classes are medial classes for students that are not TSI complete. If you are not TSI complete, you must register with assistance of an advisor.

Select Parts of Term

☑ **Select All Parts of Term**

☑ Spring 2020 - Full Term

☑ Spring 2020 - Probation NCBO

☑ Spring 2020 - Spring - 1st 4 Week

☑ Spring 2020 - Spring - 1st 8 Weeks

☑ Spring 2020 - Spring - 2nd 4 Week

☑ Spring 2020 - Spring - 2nd 8 Weeks

☑ Spring 2020 - Spring - 3rd 4 Week

☑ Spring 2020 - Spring - 4th 4 Week

☑ Spring 2020 - Spring - Developmental Educ

✔ Save and Continue

4) Select in which campus you would like to take your classes

Please note, not all classes are available in Port Lavaca and Gonzales.

Select Campus

☐ **Select All Campuses**

☐ Calhoun Center

☐ Gonzales Center

☑ Main Campus

✔ Save and Continue

5) Next, you have entered the main screen for College Scheduler.

There are three main areas in the main screen: "Courses", "Breaks" and "Instruction Modes".

You have already selected campus, Term and Parts of Term.

6) To add the classes you want to take, click on Add Course

In this screen, add all classes you want to take. You must add one class at a time. For each class you want to add, choose the Subject first, then the Course number, then click the red Add Course in the lower middle of image below.

After you click the Add course button, confirm you added the right class, in this example ENGL 1301, bur checking the class that was added under Courses on the right side.
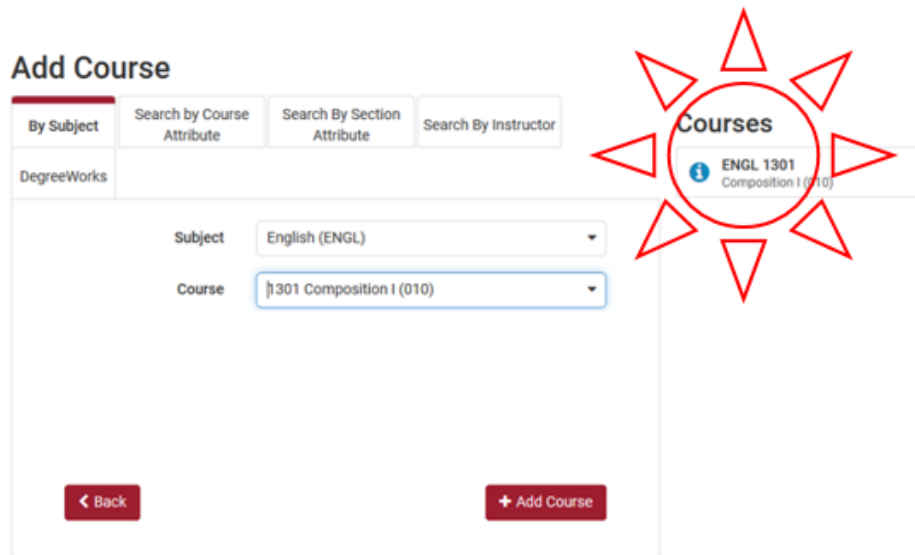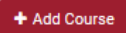
In this example, the classes being added are ENGL 1301, HIST 1301 and MATH 1314.
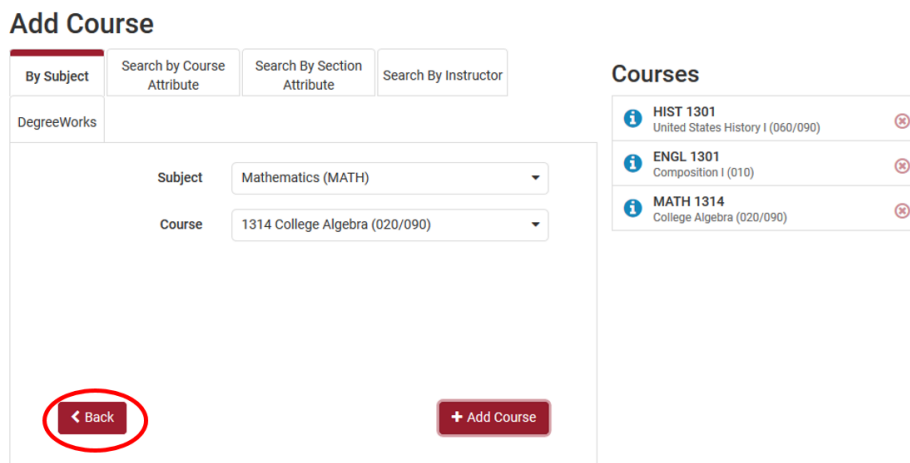
Once all courses are correctly listed under the Courses section on the right side, click the red Back button on the bottom left.

Always use the Back button in College Scheduler, not the back button on your internet browser.

7) **You are now back in the main screen, and you can see the classes you added under the Courses section**

If you mistakenly added a wrong course, click the ⊗ button by that course to delete it. If you wish to delete all courses you can click ⊗ right under the **+ Add Course** button to delete all course.

8) **Next, you need to add Breaks.**

Breaks are any time of the day, or days when you **do not** want to have class.

You must give your break a name, select the start and end time, and the days.

In the example below, I have selected to not have classes from 1pm-11pm every week day. Remember, VC does not have weekend classes. You can have multiple breaks, just make sure they have different names and that there are no overlaps in time and day.

Once your break is created, click the white Back button.

You have returned to the main screen, and you should see your break(s) saved under the Breaks section.

9) Next, you need to select the type of class you want, by clicking on Instruction Mode.

Instruction mode means the method of delivery

Classes can be:

- **Face-to-face with ITV**: you are in the classroom with an instructor in person, but the class is also being broadcasted to another campus, either Gonzales or Port Lavaca.
- **Hybrid:** a class that is half online, half face-to-face. Most computer classes are hybrid, so if you plan on taking a computer class, leave that box checked.

- **Interactive video (ITV):** you are in a classrooms with classmates, but you are watching the broadcast of the class on a TV monitor; the instructor is not physically present in the classroom with you. Many of the Gonzales and Port Lavaca classes are ITV, but there could be some ITV classes in the main campus as well.
- **Online:** a class that is fully online. Please note, for all online classes, you will have to take at least the final exam in the computer lab in the Testing Center.
- **Traditional (face-to-face):** you, classmates and instructors are in the classroom, with no broadcasting of any kind.

Once you have checked your preferences, click **✔ Save** and you will return to the main screen.

10) The next step is to make sure College Scheduler only includes classes that are currently open.

If you do not see Open Classes Only by Course status, click on the Change button.

Make sure ONLY Open Classes Only is checked, adn you cannot register for a class that is full. If you are not trying to register, but just see all class times and options, you can check Open & Full. Just make sure to check Open Classes only again once you are ready to register. Click Save when done.
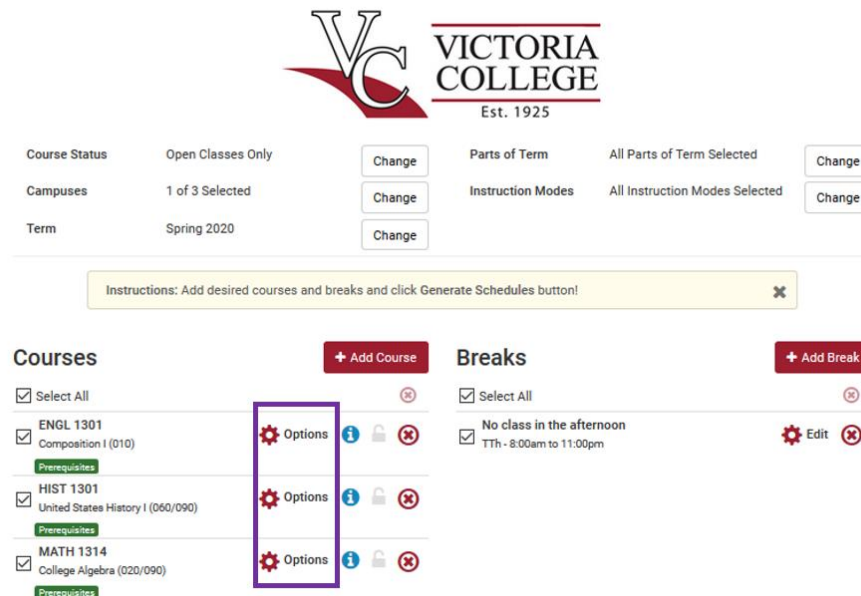
Select Course Status

Course Status	
⦿	Open Classes Only
○	Open & Full

‹ Cancel   ✔ Save

11) You now have selected the right Course Status, Campus, Term, Part of Term and Instruction Mode. You have also chosen the classes you want and when you want to take them with the Break(s) you have created.

The next step is needed only if you have a certain preference for faculty. If you want to select a specific instructor, click on ⚙ Options next to the class you want to choose an instructor for.

For example, if you clicked on Options for ENGL 1301, you can then choose the instructor by checking the appropriate boxes.

Also, note the different types of codes under the SECTION column! If you see:

- "G" or a "C": the class is in Gonzales (G) or Port Lavaca (C – for Calhoun). Under the "Campus" column you should be able to see the location as well. Online classes are always listed as "Main Campus"
- "P": those classes are only for students that are not TSI-complete (TSI complete means that you either passed the TSI test or completed the remedial classes). The "P" means that class needs to be paired with another one. Student that need the pairing, for example of INRW 0301 and ENGL 1301, or MATH 0014 and 1314, cannot register themselves. The registration process must be completed with assistance of an Advisor. So, if you are registering yourself in College Scheduler, please make sure you uncheck all "P`s".
- "W": the class is online. You can confirm the class is only by looking under the "Days and Location" column – it is blank for online classes, as there is not time and location to meet for those classes.
  - WF#: this indicated a class that is online and fast track in 8 weeks only.
  - WB#: this indicates a class that is online and fast track on 4 weeks only.
- "HY": the class is hybrid, part online, part face-to-face

Click ![Save & Close] to go back to main screen.

12) Back in the main scree, please note the ![info icon] and ![Prerequisites] icons.

- If you click on 🛈 it gives you the course descriptions for that class; it tells you what the class is about.
- The presence of **Prerequisites** tells you that that class has prerequisites –

13) Now, the next step is to click on **↻ Generate Schedules** to see what schedule combinations are available based on the selections you have made in the previous steps.

Once schedule options are generated, you want to have no more than 20 options to look through. Sometimes,

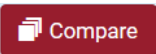you may get hundreds... 295? Way too many, you don`t have time for that!

Here are some ways to narrow the numbers down:

➢ Play with your break, change it around to see what happens (see step 8)
➢ Make sure you uncheck "Online" under the "Instruction Mode", if you do not want online classes (see step 9)
➢ Make sure only open classes are being selected (see step 10)
➢ You may want not choose a certain instructor, if you have not yet (see step 11)
➢ Depending on how flexible your course selection is, you may want to switch classes around – <u>ATTENTION</u>: if you decide to do this, please speak with an advisor first, to make sure a switch in your class selection will not create any problems.

Every time you make one of the changes above, click **⟳ Generate Schedules** again to see how it impacted the schedule creation.

- Once you are down to a comfortable number, again, less than 20, if hoover the mouse on top of the 🔍 , you get a snapshot of what that schedule option looks like.
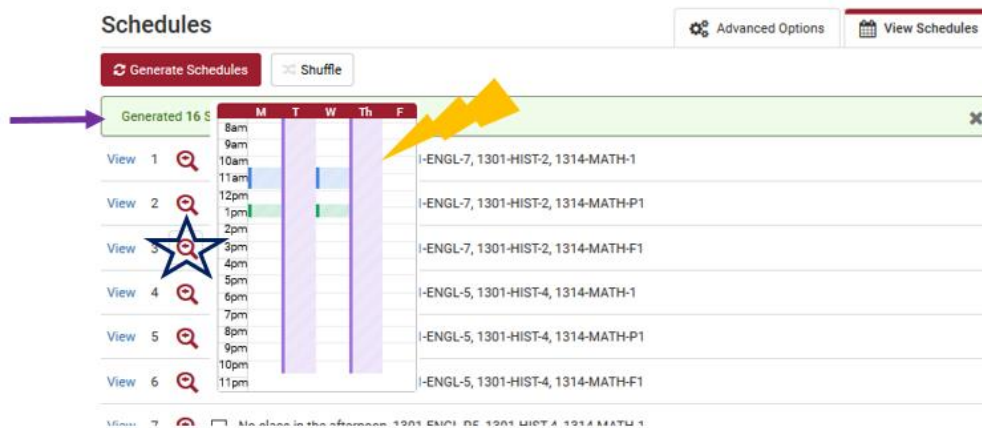
- If you click on **View**, it will give you a full, detailed view of that schedule (see screenshot below)
- You can select 4 schedules at a time and click on **⧉ Compare** to look at all 4 side-by-side.

Compare Schedules

To see your favorite schedule, let`s say #3, click on "Open #3" to see the full view. If none of those look good, or you like 2 but want to look at other options, just click away from the comparing screen and you go back to the list of all possibilities.

- In the **full, detailed view above**, you will be exposed to a lot of important information about that specific schedule:
    - First arrow on the left-side margin (top –down) indicated a the summary box, where detailed information about each specific class is shown
    - Second arrow on the left-side margin (top –down) gives you a visual of how long each class is. English and history go from week 1 to the last, so this means it is a full-term class. However, math starts on week 9, indicating it is a fast-track, 8-week class (also indicated by "F1" under section, as well as by the beginning and end date under "Day(s) and Location(s)"). Because math does not start until week 9, it does not show on the schedule starting on week 1. However, if you click on top of the red bar (lightening strike), anywhere, then the class shows up in the schedule
    - Third arrow on the left-side margin (top –down) is a weekly calendar view of what your schedule will look like.
    - The rectangular box on top-right gives you the option of seeing other schedule options.
    - If this is your favorite options, you can email or print this schedule (2 arrows on top left) so you have a copy of it. Once the decision of the right schedule for you has been made, click on

    ![Send to Shopping Cart]. You will then see the screen below, click "Continue"!
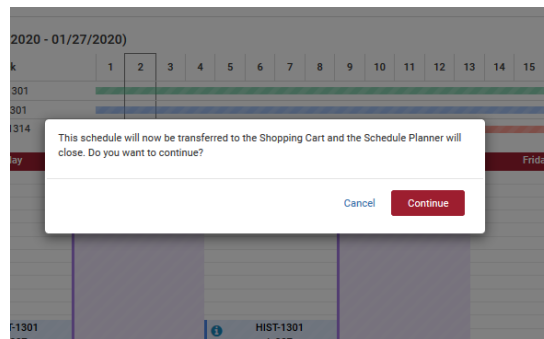
14) Time to complete the final step in the registration process!

- In the next screen, review that the classes showing are correct, then click **Register** if everything checks out.

- If classes are wrong, click Clear Cart and start process again
- If, under the Status column says "full" for any classes, it means that section for that class has no seats open. You can register for the other open classes and then go back to College Scheduler to choose another option for the full class, of you wean wait to register for all classes, and just do another selection in College Scheduler.
- If you are registering for summer and fall together, after you register for the first term, click Select new Term to register for the other term.
- If you are doing the schedule section before registration opens, click on Save Cart. Once registration opens up for you, log into your Portal, then on the "Registration" folder, and finally on "Class Registration Cart".