

How to register for classes online, using College Scheduler

Before starting your online registration process, please make sure:

- 1) You are 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



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.**

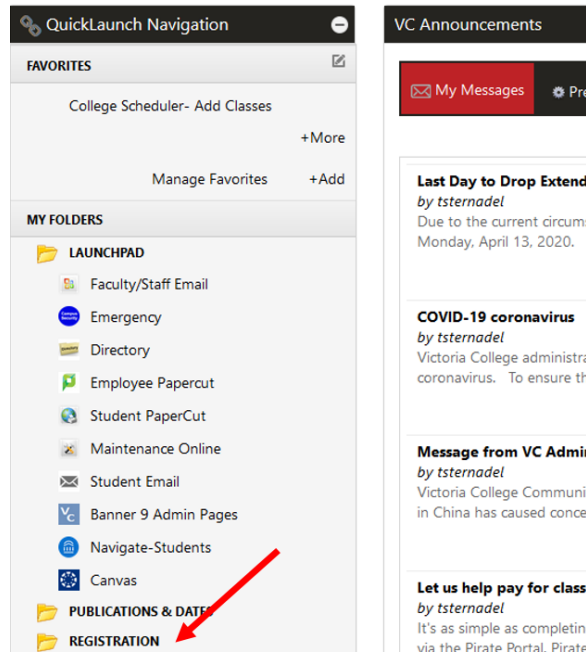
Regular Registration **All Students** *(new and returning students)*

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

DON'T MISS YOUR PAYMENT DEADLINE!

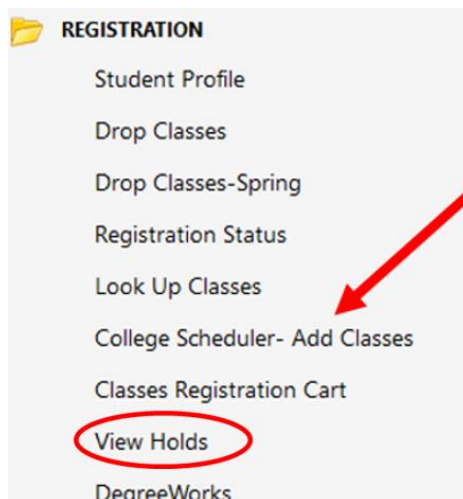
All unpaid classes will be dropped if you have not paid in full or enrolled in a payment plan by the payment deadline.

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.

Schedule Planner Help Sign out

VC VICTORIA COLLEGE
Est. 1925

Course Status: Open Classes Only Change
Campuses: 1 of 3 Selected Change
Term: Spring 2020
Parts of Term: All Parts of Term Selected Change
Instruction Modes: All Instruction Modes Selected Change

Courses + Add Course
Add the courses you wish to take for the upcoming term.

Breaks + Add Break
Add times during the day you do not wish to take classes.

Schedules Advanced Options View Schedules
Generate Schedules

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.

Add Course

By Subject Search by Course Attribute Search By Section Attribute Search By Instructor

DegreeWorks

Subject: English (ENGL)

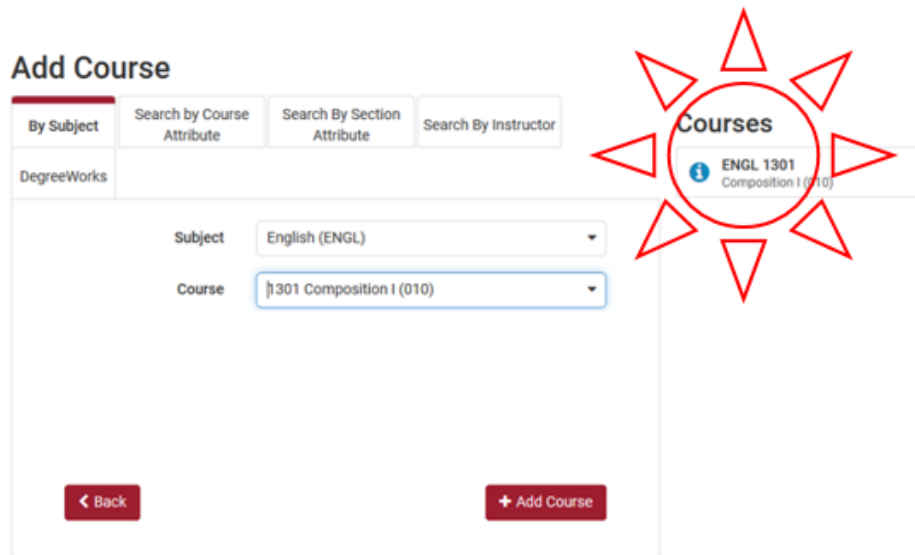
Course: 1301 Composition I (010)

Back Add Course

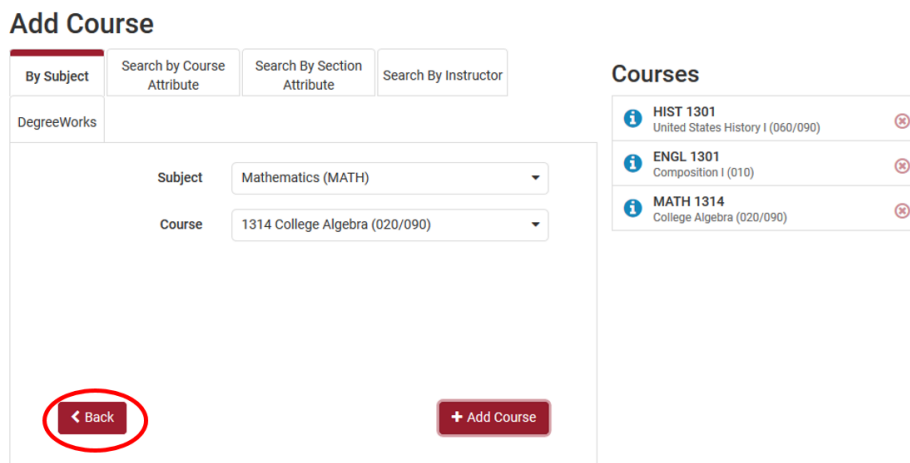
Courses

Choose a Course and click Add Course

After you click the Add course button, confirm you added the right class, in this example ENGL 1301, but checking the class that was added under Courses on the right side.





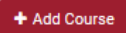
In this example, the classes being added are ENGL 1301, HIST 1301 and MATH 1314.



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  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.

Schedule Planner

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name No class in the afternoon

Start Time 1 : 00 am pm

End Time 11 : 00 am pm


Days Select Weekdays

MON TUE WED THU FRI SAT SUN

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.

Schedule Planner Help Sign out



VICTORIA COLLEGE
Est. 1925

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	1 of 3 Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Term	Spring 2020				

Courses + Add Course

Select All ⊗

- ENGL 1301
Composition I (010) Options ⓘ 🔒 ⊗
- HIST 1301
United States History I (060/090) Options ⓘ 🔒 ⊗
- MATH 1314
College Algebra (020/090) Options ⓘ 🔒 ⊗

Breaks + Add Break

Select All ⊗

- No class in the afternoon
MTWThF - 1:00pm to 11:00pm Edit ⊗

Schedules Advanced Options View Schedules

Generate Schedules

Instruction mode means the method of delivery

Select Instruction Mode

Select All Instruction Modes

Face-to-Face with ITV feed

Hybrid

Interactive Video

Online

Traditional (Face-to-Face)

< Cancel

✔ Save

Classes can be:

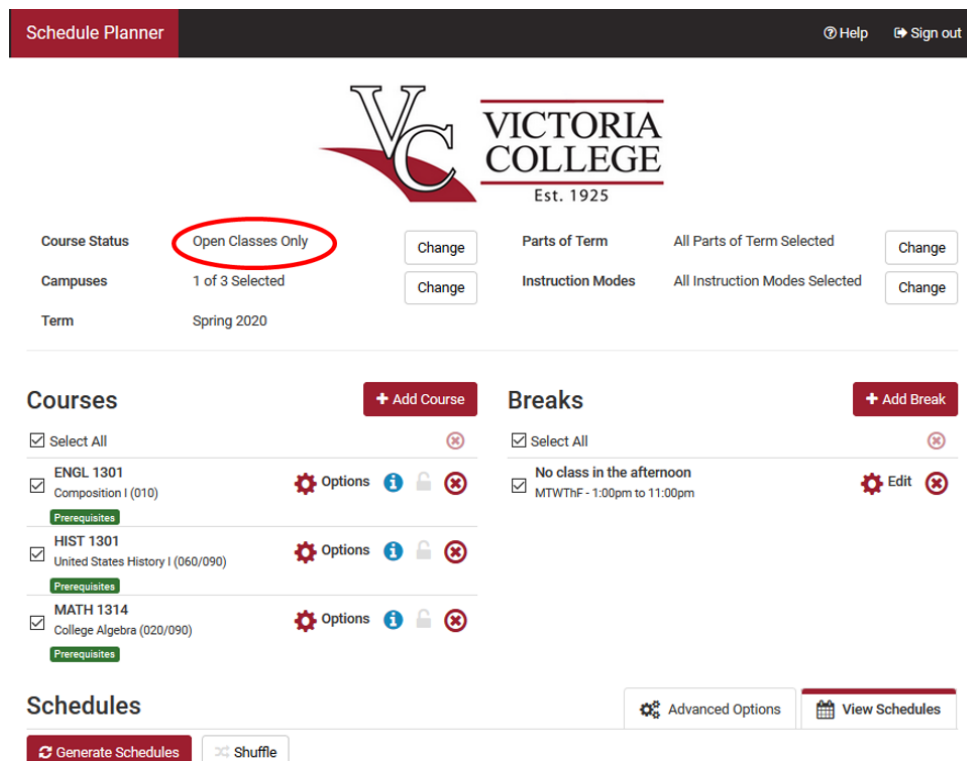
- **Face-to-face with ITV:** you are in the classroom with an instructor in person, but the class is also being - broadcasted to another campus, either Gonzales or Port Lavaca.
- **Hybrid:** a class that is half online, half face-to-face. Most computer classes are hybrid, so if you plan on taking a computer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



The screenshot shows the 'Schedule Planner' interface for Victoria College. At the top, there is a navigation bar with 'Schedule Planner', 'Help', and 'Sign out'. The Victoria College logo is prominently displayed. Below the logo, there are several filter settings: 'Course Status' is set to 'Open Classes Only' (circled in red), 'Campuses' shows '1 of 3 Selected', and 'Term' is 'Spring 2020'. There are 'Change' buttons for 'Course Status', 'Campuses', 'Parts of Term', and 'Instruction Modes'. The 'Courses' section lists three selected courses: ENGL 1301 (Composition I (010)), HIST 1301 (United States History I (060/090)), and MATH 1314 (College Algebra (020/090)). Each course has a 'Prerequisites' link and an 'Options' button. The 'Breaks' section shows 'No class in the afternoon' selected. At the bottom, there are buttons for 'Generate Schedules', 'Shuffle', 'Advanced Options', and 'View Schedules'.

Make sure ONLY Open Classes Only is checked, and 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

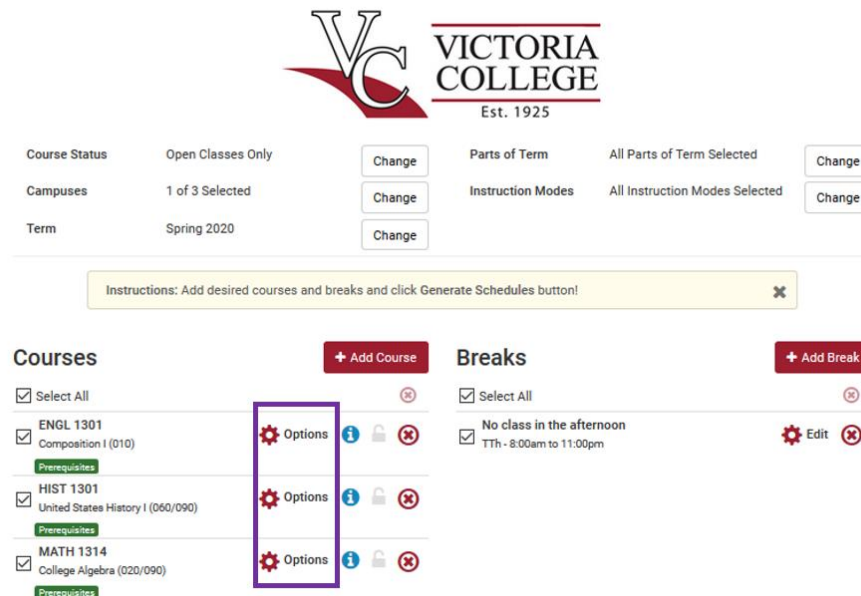
Course Status

Open Classes Only

Open & Full

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.

Schedule Planner Help Sign out

Please select the classes you wish to include.

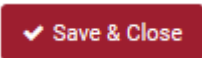
Enabled (12 of 12) Disabled (16) Advanced Filters


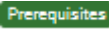
Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
<input checked="" type="checkbox"/> 11	Lecture	3	Clark, April B	TTh 12:15pm - 1:30pm - L 201	Main Campus	3
<input checked="" type="checkbox"/> 5	Lecture	2	Carrasco, Jennifer Leigh	MW 11:00am - 12:15pm - L 206	Main Campus	3
<input checked="" type="checkbox"/> 7	Lecture	3	Pitruzzello, Jason P	MW 1:00pm - 1:50pm - L 203	Main Campus	3
<input checked="" type="checkbox"/> G10	Lecture	1	Sprayberry-Thompson, Dana R	TTh 10:50am - 12:05pm - GVCV 1201	Gonzales Center	3
<input checked="" type="checkbox"/> P1	Lecture	6	Hall, Gary D	MW 10:00am - 10:50am - L 203	Main Campus	3
<input checked="" type="checkbox"/> P2	Lecture	2	Hall, Gary D	MW 12:00pm - 12:50pm - L 203	Main Campus	3
<input checked="" type="checkbox"/> P3	Lecture	6	Robinson, Jacquelyn Faye	MW 9:00am - 9:50am - L 203	Main Campus	3
<input checked="" type="checkbox"/> P5	Lecture	6	Carrasco, Jennifer Leigh	MW 11:00am - 12:15pm - L 206	Main Campus	3
<input checked="" type="checkbox"/> P6	Lecture	4	Pitruzzello, Jason P	MW 10:00am - 10:50am - L 206	Main Campus	3
<input checked="" type="checkbox"/> W2	Lecture	1	Carrasco, Jennifer Leigh		Main Campus	3
<input checked="" type="checkbox"/> WF1	Lecture	4	Marshall, Bridgette S		Main Campus	3
<input checked="" type="checkbox"/> WF2	Lecture	17	Carrasco, Jennifer Leigh		Main Campus	3

Back Save & Close

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  to go back to main screen.

12) Back in the main scree, please note the  and  icons.

Course Status	Open Classes Only	<input type="button" value="Change"/>	Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>
Campuses	1 of 3 Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>
Term	Spring 2020	<input type="button" value="Change"/>			

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

Select All

- ENGL 1301
Composition I (010) Options ⓘ
- ➔ Prerequisites
- HIST 1301
United States History I (060/090) Options ⓘ
- ➔ Prerequisites
- MATH 1314
College Algebra (020/090) Options ⓘ
- ➔ Prerequisites

Breaks

Select All

- No class in the afternoon
TTh - 8:00am to 11:00pm Edit ⓘ

- 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 –

ENGL 1301
Composition I (010) Options ⓘ 🔒 ❌

Prerequisites

Title: Composition I (010)

Notes: Prerequisite: Texas Success Initiative complete in Reading and Writing.

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

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

Courses

Select All

- ENGL 1301
Composition I (010) Options ⓘ 🔒 ❌
- Prerequisites
- HIST 1301
United States History I (060/090) Options ⓘ 🔒 ❌
- Prerequisites
- MATH 1314
College Algebra (020/090) Options ⓘ 🔒 ❌
- Prerequisites

Breaks

Select All

- No class in the afternoon
TTh - 8:00am to 11:00pm

Schedules

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


Looks like you have many scheduling options!
Generated 295 Schedules

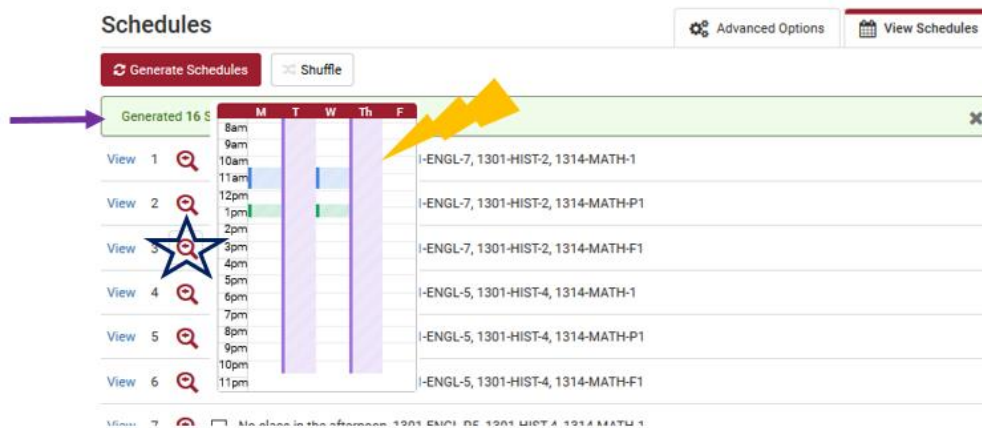
you may get hundreds... 295? Way too many, you don't have time for that!

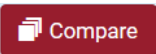
Here are some ways to narrow the numbers down:

- 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 – **ATTENTION**: 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  again to see how it impacted the schedule creation.

- Once you are down to a comfortable number, again, less than 20, if you hover 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  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.

The screenshot shows a course selection interface with several annotations:

- A red starburst highlights the "Send to Shopping Cart" button.
- A blue arrow points to the "Back" button.
- A green arrow points to the "Print" button.
- A pink arrow points to the "Email" button.
- A purple box highlights the "Schedule 3 of 16" button.
- A yellow lightning bolt icon is next to the week 1 grid.

CRN #	Section	Subject	Course	Seats Open	Dates	Day(s) & Location(s)	Campus
20409	7	ENGL	1301	3	01/17/2020 - 05/08/2020 01/13/2020 - 05/06/2020	F MW 1:00pm - 1:50pm - L 203	Main Campus
20221	2	HIST	1301	2	01/13/2020 - 05/06/2020	MW 10:50am - 12:05pm - L 207	Main Campus
20923	F1	MATH	1314	9	03/13/2020 - 05/08/2020 03/09/2020 - 05/06/2020	F 8:15am - 10:40am - JH 204 MW 8:15am - 10:40am - JH 204	Main Campus

Week 1 (01/13/2020 - 01/20/2020)

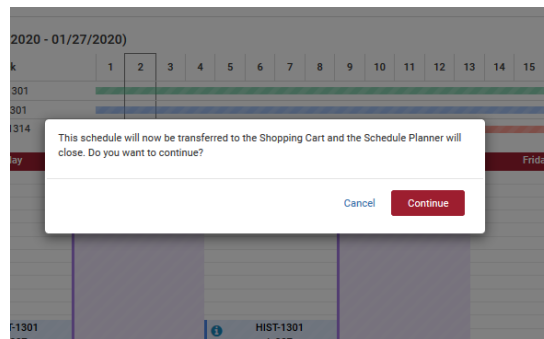
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ENGL 1301																	
HIST 1301																	
MATH 1314																	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		No class in the afternoon		No class in the afternoon	
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am	HIST-1301 L 207 Kapp, Ann Maley		HIST-1301 L 207 Kapp, Ann Maley		
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm	ENGL-1301 L 203 Pitruzzello, Jason P		ENGL-1301 L 203 Pitruzzello, Jason P		
1:15					
1:30					
1:45					

- 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.

Search Go

Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	20221	HIST	1301	2	United States History I	-
<input checked="" type="checkbox"/>	20409	ENGL	1301	7	Composition I (010)	-
<input checked="" type="checkbox"/>	20923	MATH	1314	F1	College Algebra (020/090)	-

RELEASE: 8.0.3.1

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- 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, if you want to 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”.

