



Teachers College
COLUMBIA UNIVERSITY

**Guidebook: Registering for Courses
On Your myTC Portal**

Office of the Registrar

An Overview and Table of Contents

- This guide will provide you with general steps on navigating the myTC portal so you can register for courses. Before registering for courses, we recommend always checking in with your program advisor to know which courses to register for every semester.
- This guide will review the following:
 - 1. Searching for courses on the myTC portal
 - 2. Registering for courses
 - 3. Adding/Dropping/Withdrawing Courses
 - 4. Changing Number of Credits

Navigating the myTC Portal

- You can access the portal using this link: <http://my.tc.columbia.edu>
- Under “Student Resources” you will find the Student Self-Service section of your portal where you can access any registration related information
- Take your time to read through each function for each link. A description is provided on the screenshot.

The screenshot displays the 'Student Self-Service' section of the myTC portal. At the top, there is a 'Student Resources' header. Below it, the 'Student Self-Service' section is titled 'Self-Service (SSB9)'. This section contains several links with brief descriptions:

- Register for Summer/Fall 2023**: Agree to the Registration Agreement and Student Code of Conduct, and Add/Drop courses. Registration Instructions
- Personal Information**: View and edit personal details including email and mailing addresses, phone numbers, and emergency contacts.
- Student Profile**: View registered courses and hours, search TC courses, view registration notices, holds, and access transcripts, grades, and graduation applications.
- Account Summary**: View your summary of fees, account balance, amount due, make a payment, and more.
- Registration Dashboard**: View registration status, pre-registration requirements, and current and past schedules.
- Financial Aid**: View status of aid requirements, award offers, aid history, and other resources and notifications relating to financial aid.

Searching for courses on the myTC portal

- To search for courses, you will click on “Register for Summer/Fall 2023”
- Enter the term you want to register for
- You can search for classes multiple ways:
 - Find classes: You can enter the subject and course number and click search. You can also click on “Advanced Search” to filter out courses by time, dates offered and more.
 - Enter CRN’s: A CRN is a unique pin assigned to each course offered in a semester. You can find the CRN through the course catalog
 - **If you enter CRN. You can just click “Add to Summary” and it will get added to your cart so you can register for the course

The screenshot shows the 'Register for Classes' page on the Teachers College portal. At the top, the navigation bar includes 'TEACHERS COLLEGE COLUMBIA UNIVERSITY' and a breadcrumb trail: 'Student • Registration • Select a Term • Register for Classes'. Below this, the page title is 'Register for Classes'. A sub-navigation bar offers three options: 'Find Classes' (highlighted), 'Enter CRNs', and 'Schedule and Options'. The main section is titled 'Enter Your Search Criteria' and shows the selected term as 'Autumn Term 2023'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. At the bottom of the search area are three buttons: 'Search', 'Clear', and 'Advanced Search'.

Searching for Courses Cont.

- Once you enter all information about the course you want to add, click “Search” and all courses with that criteria will populate.
- Click “Add” on the right hand to register for the course

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 35 Classes
Term: Autumn Term 2023 Subject: Higher Postsecondary Educ Search Again

Title	Subject Descrip	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Purposes and policies of... Lecture	Higher Pos...	4010	001	3	37239	Autu...	Leslie Williams (Pri...	S M T T F S 07:20 PM - 09:00 PM Typ	Teac...	8 of 25 seats r...	West Point course		Add
Curriculum and instructio... Lecture	Higher Pos...	4011	001	3	37866	Autu...	Anna Neumann (Pri...	S M W T F S 05:10 PM - 06:50 PM Typ	Teac...	9 of 25 seats r...	West Point course		Add
College and university of... Lecture	Higher Pos...	4020	001	3	38308	Autu...	Katharine Conway (...)	S M T T F S 05:10 PM - 06:50 PM Typ	Teac...	4 of 20 seats r...			Add
The American college stu... Lecture	Higher Pos...	4040	001	3	37867	Autu...	Staci Ripkey (Primary)	S M T W T F S 05:10 PM - 06:50 PM Typ	Hybrid	9 of 25 seats r...	West Point course		Add
Policy in High Ed: Theory... Topics Course	Higher Pos...	4199	001	3	37945	Autu...	Leslie Williams (Pri...	S M W T F S 07:20 PM - 09:00 PM Typ	Teac...	15 of 25 seats...			Add
Research and independe... Independent Study/Rese...	Higher Pos...	4900	001	1 TO 8	36861	Autu...	Janice Robinson (Pr...	S M T W T F S - Type: Class Building: I	Teac...	10 of 10 seats...			Add
Research and independe... Independent Study/Rese...	Higher Pos...	4900	007	1 TO 8	36868	Autu...	Anna Neumann (Pri...	S M T W T F S - Type: Class Building: I	Teac...	10 of 10 seats...			Add
Research and independe... Independent Study/Rese...	Higher Pos...	4900	008	1 TO 8	37196	Autu...	William Baldwin (Pri...	S M T W T F S - Type: Class Building: I	Teac...	10 of 10 seats...			Add
Research and independe... Independent Study/Rese...	Higher Pos...	4900	009	1 TO 8	37336	Autu...	Noah Drezner (Prim...	S M T W T F S - Type: Class Building: I	Teac...	10 of 10 seats...			Add
Research and independe... Independent Study/Rese...	Higher Pos...	4900	010	1 TO 8	37514	Autu...	Katharine Conway (...)	S M T W T F S - Type: Class Building: I	Teac...	10 of 10 seats...			Add

Page 1 of 4 | 10 Per Page | Records: 35

Registering for courses

The screenshot displays a web interface for course registration. On the left, a 'Class Schedule for Autumn Term 2023' is shown as a grid with columns for days of the week (Sunday to Saturday) and rows for time slots (6am to 11am). On the right, a 'Summary' panel is visible, containing a table with the following data:

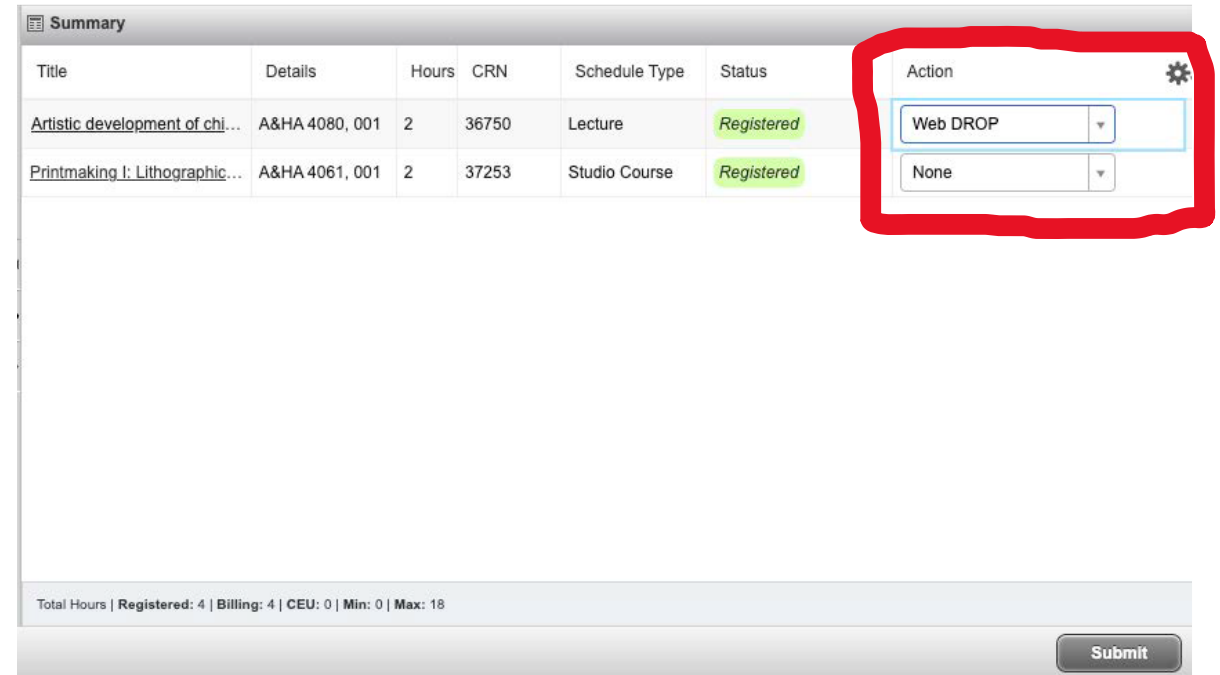
Title	Details	Hours	CRN	Schedule Type	Status	Action
Purposes and policies of...	ORLH 4010, 001	3	37239	Lecture	Pending	**Web Registered**

Below the table, there is a status bar: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'. At the bottom right of the interface, a 'Submit' button is highlighted with a red rectangle.

- Once you click “Add”, the summary and schedule will pop up at the bottom of your screen.
- Click “Submit” to officially register

Dropping/Withdrawing Courses

- What is the difference between dropping and withdrawing from a course?
 - There is a deadline every semester to add and drop courses listed on the academic calendar. You can “drop” a course until the deadline. After the deadline, you will have to “withdraw” from a course.
 - To drop or withdraw from a course, go to your summary and under “Action” a dropdown menu will appear where you can make the change



The screenshot shows a 'Summary' page for a course. It features a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. Two courses are listed: 'Artistic development of chi...' (A&HA 4080, 001) and 'Printmaking I: Lithographic...' (A&HA 4061, 001). Both are marked as 'Registered'. The 'Action' column for each row has a dropdown menu. The first dropdown is set to 'Web DROP' and the second to 'None'. A red box highlights the 'Action' column headers and the two dropdown menus. A 'Submit' button is located at the bottom right of the page. At the bottom of the page, there is a summary: 'Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18'.

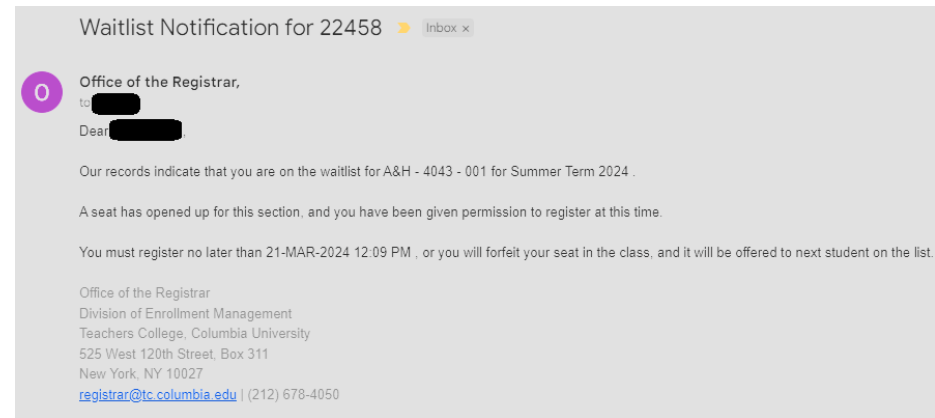
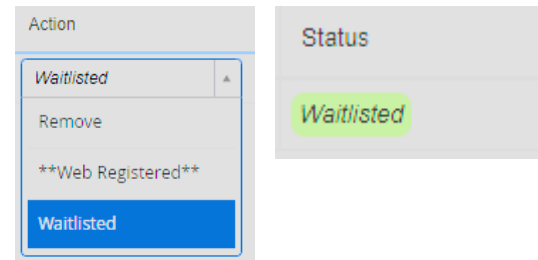
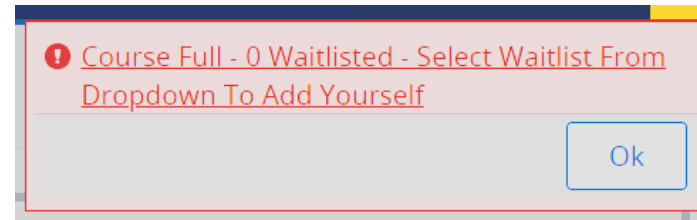
Title	Details	Hours	CRN	Schedule Type	Status	Action
Artistic development of chi...	A&HA 4080, 001	2	36750	Lecture	Registered	Web DROP
Printmaking I: Lithographic...	A&HA 4061, 001	2	37253	Studio Course	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Submit

Waitlisting Courses

- What happens when the course you are trying to register for is full and has a waitlist?
 - Some sections have a waitlist. When attempting to register for a course that is full and waitlist eligible, you will get the following prompt informing how many students are in a waitlist.
 - To waitlist for a course, go to your summary and under “Action” a dropdown menu will appear where you can select “Waitlisted” to update your status
 - When a seat opens for you, you will receive an email informing you the course is open. You will have a 24-hour deadline to register yourself before you forfeit the seat.



Changing Number of Credits

- For some courses, you can choose the number of credits you would like to take it for. Please consult with your advisor about this.
- By going back to the beginning of the registration screen, you can click “Schedule and Options” to update the number of credits you would like to take a class for.
- Always make sure to click “Submit” to save any changes

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary
Term: Autumn Term 2023

Title	Details	Hours	CRN	Sch
<u>Printmaking I: Lithographic processes</u>	A&HA 4061, 001	2	37253	Stur

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 18

Quick Tips for Registration

- Always consult with your advisor or program for any support on making academic decisions regarding your schedule
- If you have any holds, you will be notified when you try to register for courses. For support on removing the holds please reach out to registrar@tc.Columbia.edu or call us at (212)678-4050
- For any deadlines, please visit the academic calendar here: <https://www.tc.columbia.edu/academics/academic-calendar/2023-2024/>
- To see the progress, you have made every semester, access your degree audit through your myTC portal



Thank you!