



## **REGISTER/SCHEDULE/ADD or DROP CLASSES USING TITAN CONNECT**

### **ACCESS TITAN CONNECT**

You can get to the log in screen by:

- ◆ Entering the following URL: TC.UDMERCY.EDU; or by
- ◆ Accessing the UDMERCY.EDU home page, and selecting TitanConnect which appears above the Search Box at the top navigation.
- ◆ Log in to TitanConnect using your UDM user code and password.

**Note:** If this is your first time logging in, your user code is the first portion of your e-mail address (the part before the @ symbol) and your password is your birthday using only 6 numbers MMDDYY. First time users will also have to establish two security questions and answers.

### **REGISTER FOR CLASSES**

- ◆ From your home page of your Titan Connect account, select TitanConnect Self Service. It is often in the middle of the page in blue lettering.
- ◆ Select the Student menu (Other information is there for you to check things such as your personal information, financial aid account, etc.)
- ◆ Select Registration.
- ◆ Select Add or Drop Classes.
- ◆ If you attempt to register before your designated time begins, you will receive a message that you cannot register at this time.
- ◆ If you have a hold that prevents registration, contact the office indicated to resolve the issue so that you can register.
- ◆ If you receive a message “alternate pin required,” you must meet with an advisor prior to registering. Contact your academic advisor for an appointment.
- ◆ Select Term (for the semester you are registering) and select Submit.
- ◆ There are two ways to register for a course:
- ◆ Enter the 5-digit Course Reference Number (CRN) for the section you want to select in the blocks at the bottom of the page and select Submit Changes; or
- ◆ Select Class Search on the bottom of the page and follow the selections for subject and any other attribute.
- ◆ Select the course, find the section, and select the section by checking off the small box to the left of the section; Select Register on the bottom of the page.
- ◆ Repeat this method for each course.
- ◆ The sections that you were able to register for will appear and will be listed as “Web Registered” with the date. If there is an error, look for a message in red lettering near the bottom of the page.

### **ERRORS YOU MAY ENCOUNTER**

Sections for which you were unable to register will appear as schedule errors. Examples of schedule errors are:

- closed sections
- student-level errors (UG, GR, PR)
- college or program error
- time conflicts
- class level errors
- prerequisites and co-requisites
- duplicate sections
- permission needed
- campus restriction

You cannot override these error messages. You will need to go to the appropriate person or office to clear the error or choose another course if you are not eligible for an override.

### **PRINTING YOUR SCHEDULE**

Print the schedule by going to the original menu under Student.

- ◆ Select Week at a Glance to print in a calendar format.
- ◆ Select on Student Detail Schedule to print as a detailed listing.

### **DROPPING A CLASS**

Follow the steps for registering above, and from the Add/Drop screen:

- ◆ Open the drop down window next to the course you want to drop; Select Web Delete.
- ◆ Select Submit Changes at the bottom of the page.