

ENROLL ONLINE!



Student Information System
www.tcc.edu/sis

How do I enroll in a class?

- > Complete an Enrollment Worksheet, selecting the classes you want to include in your schedule.
- > **Login to SIS**
- > **Click on Self Service**
- > **Click on Student Center***
- > **Click on Add a Class**
- > **Click on the Term** to enroll from the list shown, then **click on Continue.**
- > Enter the five-digit Class Number of the first lecture class from the enrollment worksheet. **Click on Enter.** If the course requires a Permission Number, enter your permission number in the box. **Click on NEXT.**
- > Continue to enter class numbers until you have selected all your classes. When complete, move your mouse below your Shopping Cart list and **click on PROCEED TO STEP 2 of 3.**
- > Review and confirm your classes, then **click on FINISH ENROLLING.**

On the **View** results screen, check the status column and review the enrollment messages. If you have errors, **click on FIX ERRORS.**

To remove classes with errors, **click on the trash can icon** in the delete column.

- > To enroll in a class with a required lab, enter the Class # for the Lecture section and **click on Enter.** A **Related Class Sections** screen will open, providing a list of the available lab sections. **Click on the circle** in the **left column** to select your related lab section. **Click on NEXT** and follow the steps above from this point.

*NOTE: Please ensure that your user preferences are set to the institution and term for which you wish to enroll and/or pay tuition.



QUICK GUIDE TO ENROLL

HOW TO READ THE SCHEDULE

COURSE SUBJECT Indicates area of study.	COURSE NUMBER Number assigned to a course.	COURSE TITLE Name of course.						
ACC	211	Principles of Accounting I						
11058	N01C	3	M	5:45P 10:00P	CHES	0139	STAFF	
CLASS NUMBER Used in online and telephone registration.	SECTION One of several offerings of the same course, reflecting different days, times, instructors and locations.	UNIT(S) Number of credits earned after passing the course.	DAYS Days the class meets. M: Monday T: Tuesday W: Wednesday R: Thursday F: Friday S: Saturday U: Sunday	START - END Times the class meets.	LOCATION Campus or off-campus site at which class meets.	ROOM Room and building - if applicable - in which class meets.	INSTRUCTOR Name of the teacher of the class.	

Example:

Course Subject		Course #		Course Title				
Class #	Section	Unit(s)	Days	Start	End	Location	Room	Instructor

ACCOUNTING

Regular Academic Session

ACC 211 Principles of Accounting I

11058	N01C	3	M	5:45P	10:00P	CHES	0139	STAFF
11098	077C	3	VIRT	VIRT	VIRT	VIRTUAL	VIRT	BROWN
ACC 211 077C is an Internet Based course requiring proficiency with and access to email and the web. See www.ccc.edu/students/drls .								
12338	078C	3	VIRT	VIRT	VIRT	VIRTUAL	VIRT	BROWN

ACC 212 Principles of Accounting II

Prerequisite: ACC 211

11113	N01C	3	T	5:45P	10:00P	CHES	0136	STAFF
11084	077C	3	VIRT	VIRT	VIRT	VIRTUAL	VIRT	BROWN