

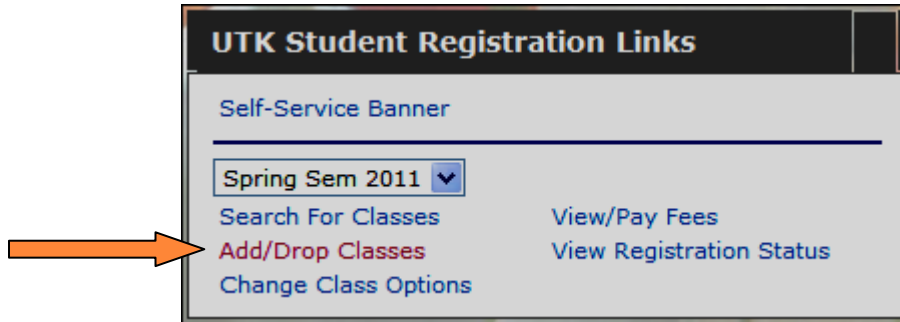
Registration Quick Guide

Log on to MyUTK, <https://my.utk.edu>

Username: utk\NetID (no spaces)

Password: NetID Password

1. Find the "UTK Student Registration Links" web part.
 - Select the desired term.
 - Select the "Add/Drop Classes" link.



2. Advising - if advising has not been cleared, you will receive a message to contact your advisor before you can register.
3. Holds - if you are unable to register due to a hold, click View Holds from the Student menu.
4. To Add - use the worksheet to enter Course Reference Numbers (CRN). If you are adding a course that has a co-requisite, you should enter both course CRNs in the worksheet.

CRNs									
23809	20287	27846							

5. To search for CRNs, click the Class Search button.

Submit Changes	Class Search	Reset
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6. To Drop - click the Action box beside the course.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered via Web on 01/oct/2010	None	28841	FYRS	129	099 Undergraduate	1.000	Satisfactory/No Credit	Banner 101

7. **Multiple Subject Search** - you can search on multiple Subjects by holding the Shift key down and clicking more than one Subject. To select all Subjects, hold Shift + Ctrl, scroll to the bottom of the subject list and click the last subject. This feature is useful for searching all courses with a particular attribute, such as GenEd-Arts/Humanities.

Subject:	<div style="border: 1px solid gray; padding: 2px;"> Accounting Advertising Aerospace Engineering </div>
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8. **To register for classes**

- click the box in front of the course to select your course (C=Closed)
- click "Register" or "Add to Worksheet"

Sections Found																						
Psychology																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	21602	PSYC	117	001	K	3.000	Honors: General Psychology	TR	02:10 pm- 03:25 pm	20	13	7	100	0	100	0	0	0	Sarah K. Fischer (P)	01/12- 04/29	TBA	GenEd - Social Sciences
<input type="checkbox"/>	21603	PSYC	117	002	K	3.000	Honors: General Psychology	TR	11:10 am- 12:25 pm	20	19	1	100	0	100	0	0	0	Kyle M. Bandermann (P)	01/12- 04/29	TBA	GenEd - Social Sciences

9. **Error Message examples:**

- student level restriction
- requires permission of department or instructor
- pre-requisite, co-requisite or test score mandatory to take this course

10. **Waitlists** - Departments can choose to have a Priority or a First-In/First-Out Waitlist.

- Students are not automatically enrolled from the Waitlist.
- You will be notified by email that a seat is available and will have 24 hours to add the course.
- You will need to get required permissions prior to adding during the 24-hour period.

Banner/MyUTK 'Where Do I?' <http://registrar.tennessee.edu/bannermyutk.html>