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.

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

6. To Drop - click the Action box beside the course.
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.

![Subjects Dropdown]

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”

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
<th>WL</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>21602</td>
<td>PSYC 177</td>
<td>001 K</td>
<td>3.000 Honors: General Psychology</td>
<td>TR</td>
<td>02:10-03:25 pm</td>
<td>13</td>
<td>7</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>Sarah K. Fischer (P)</td>
<td>01/12-04/29</td>
<td>TBA</td>
<td>GenEd - Social Sciences</td>
<td></td>
</tr>
<tr>
<td>21603</td>
<td>PSYC 177</td>
<td>002 K</td>
<td>3.000 Honors: General Psychology</td>
<td>TR</td>
<td>11:10-12:25 pm</td>
<td>19</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>Kyle M. Badermann (P)</td>
<td>01/12-04/29</td>
<td>TBA</td>
<td>GenEd - Social Sciences</td>
<td></td>
</tr>
</tbody>
</table>

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](http://registrar.tennessee.edu/bannermyutk.html)