



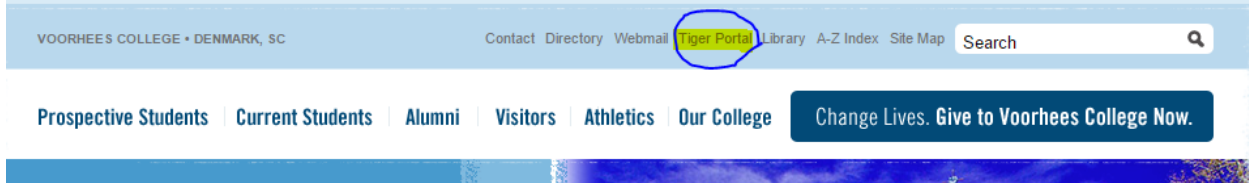
## How to preregister for classes

In order to ensure a smooth registration process, please note the following:

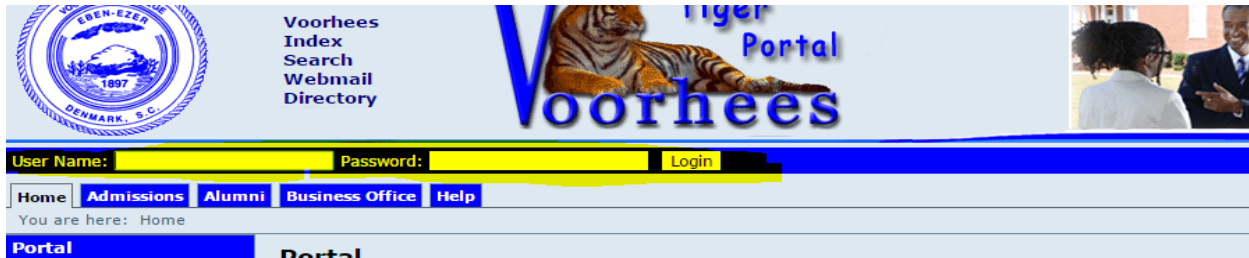
- If you have not already done so, please consult with your **“Academic Advisor”**, prior to preregistering for classes. Failure to do so may delay the approval of your courses.
- When you register for classes your courses will be placed in a **“Reserve”** status. Please email your advisor that you have courses in **“Reserve”** status so they can be approved.
- Your advisor can approve, drop or allow your classes to remain in **“Reserve”** status. You will only be officially enrolled in those courses that have been **“Approved”** by your advisor. It is your responsibility to log back into **“Tiger Portal”** to review the status of class schedule until all classes have been **“Approved”**.
- It is strongly recommended that you consult with your **“Advisor”** before dropping courses, so he/she can advise you of potential consequences to your graduation timeline and/or provide suggestions. Additionally, do not rely solely on your advisor, keep abreast of course needs by reviewing the [Voorhees College Academic Catalog](#).
- **“You”** and your **“advisor”** may drop course(s) from your schedule. It is imperative that you review your schedule after any changes made by you or your advisor. Please insure that you maintain a minimum number of 15 credit hours to maintain a full-time enrollment financial aid package.
- You will not be able to register for higher-level courses if you have not successfully completed the prerequisites for those courses. If you are currently taking a prerequisite class, your academic advisor will not be able to **“Approve”** a higher-level course until you have passed the prerequisite class.

## Registering for classes using Tiger Portal

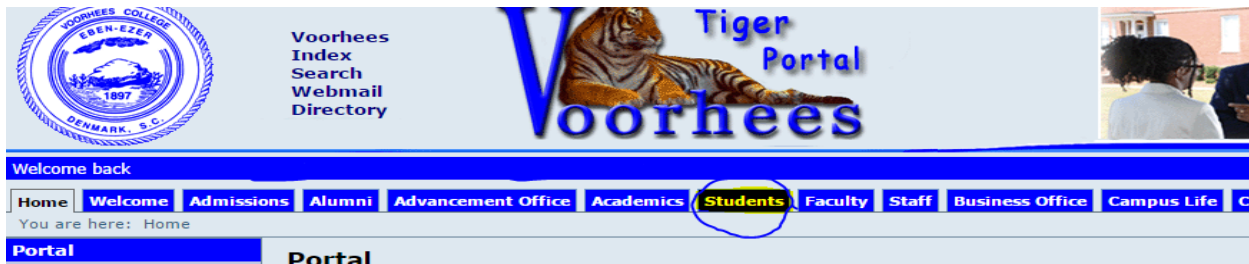
1. Go to [www.voorhees.edu](http://www.voorhees.edu) and click on [Tiger Portal](#)



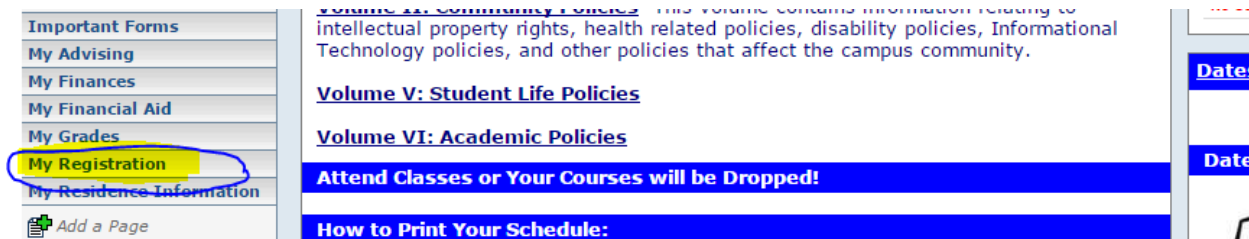
2. Login with your student ID# and password. Your password is your Voorhees System Password. Should you have problems logging in, contact the Help Desk @ (803)780-1201



3. Click the Student Tab.



4. Select "My Registration" From the list of options on the left. **If you are unable to register due to a hold, please see the "Important Info if you have a hold" section on the student page**



5. To register for classes, click the **Add/Drop Courses** or **Course Search** Icon

The screenshot shows a navigation menu on the left with sections for 'My Registration' (containing links for Course Schedules and Student Schedule) and 'My Residence Information' (containing links for Add a Page, Context Manager, and Usage Statistics). To the right, the 'Current Term' is set to 'Spring 2014-2015'. Two buttons are highlighted with yellow circles: 'Add/Drop Courses' (with a green checkmark icon) and 'Course Search' (with a magnifying glass icon).

6. From the drop down list select the **Spring 2014-2015** term.

The screenshot shows a 'Term:' dropdown menu with 'Spring 2014-2015' selected. Below the dropdown, it says 'Add Period Open / Drop Period Open' and 'You are currently registered for 0 credits.'

7. To add a course, click the check box in the Add column. You can move between pages and search for courses by clicking the department page link listed at the bottom of the page.

The screenshot shows a search results table with columns: Add, Textbooks, Course Code, Name, Faculty, Seats Open, Status, and Schedule. The 'Add' column contains four checkboxes, all of which are highlighted with a blue circle. The table lists courses: ACT 232 A, ACT 332 A, ACT 431 A, and BA 330 A.

8. After selecting courses, click the **Add Courses** button to reserve your place in the selected classes.

The screenshot shows a table with two rows of course options. Each row has a checkbox in the first column. The 'Add Courses' button at the bottom left is highlighted with a blue circle. Below the table, there are departmental links: AC - CD | CD - CM | CM - EN | EN - HI | HI - MA | MA - MS | MS - RE | RE -

Your schedule of registered classes will have no current courses listed until they are approved by your advisor. Please remember your advisor can drop unapproved classes. You are allowed to make changes to your schedule. However, any changes you make to your schedule will require your advisor's approval.

Please see video for an additional reference. (No Audio)

<http://www.screencast.com/t/Xsy3fhzqFnt>

