

## VOORHEES COLLEGE FALL 2008 PRE-REGISTRATION INSTRUCTIONS

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

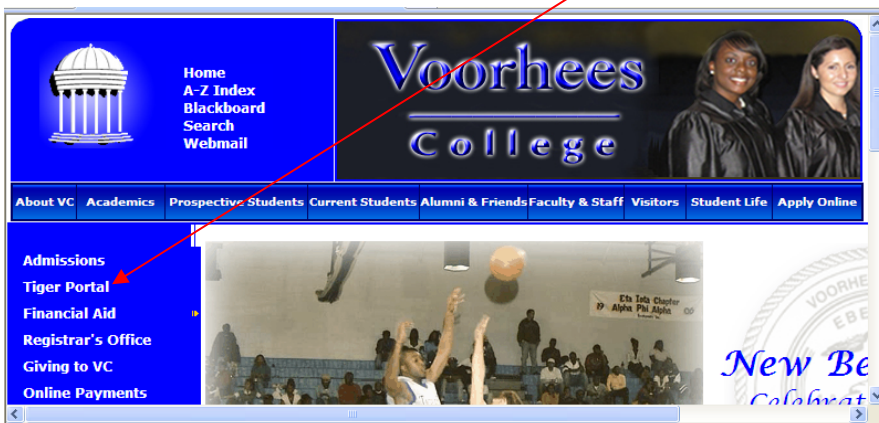
- If you have not already done so, please consult with your academic advisor, prior to pre-registering for classes. Failure to do so may delay the approval of your courses.
- When you pre-register for classes your courses will be placed in reserve status. Please email your advisor that you have courses in reserve status until your advisor approves them in the system.
- 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 or 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 Academic Catalog.
- You and your advisor may drop a course(s) from your schedule. It is imperative that you review your schedule after any change has been made by you or your advisor. Please ensure that you maintain a minimum number of 12 credit hours in order to remain eligible to live on campus and maintain a full-time enrollment financial aid package.
- You will not be able to pre-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. It will remain in reserve status.
- All reserved status courses that have not received advisor approval by August 22, 2008 will be dropped. Additionally, failure to attend class by the aforementioned deadline will result in courses being dropped. Students whose courses have been dropped and wish to register again will be subject to the stated late registration fee.
- Preregistration for returning students will remain open until August 8, 2008. A \$50.00 fee will be applied to your account after August 8, 2008 for your failure to pre-register. Additionally all students who have not registered as of August 17, 2008 will be assessed a late fee of \$75.00
- Students who are self-financed can finalize their registration payment for the 2008 Fall semester by using any of the following methods:
  - a. You may pay online using a credit card/debit card by going to [www.voorhees.edu](http://www.voorhees.edu), and clicking on 'Online Payment'

- b. You may call the Cashier at **803-780-1444** to make your credit card or debit card payment over the phone.
- c. You may pay at the Cashier's window, located on the first floor of Wright Hall. Cash, Credit/Debit, Money Orders and Cashier Checks accepted.

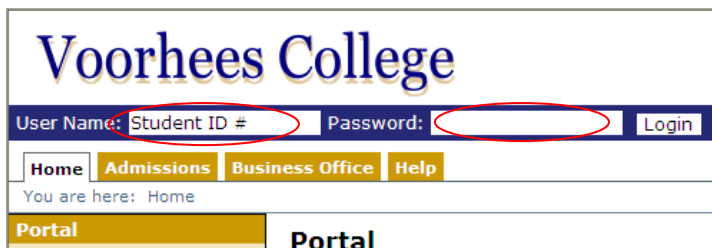
NOTE: Non-traditional students can also register online for courses at their respective sites. Please contact your site coordinators for online registration dates.

**FOLLOW THE STEPS BELOW TO USE TIGER PORTAL TO SELECT YOUR COURSES:**

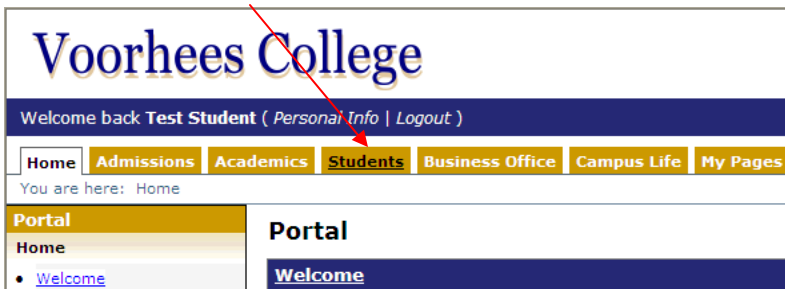
1. Go to [www.voorhees.edu](http://www.voorhees.edu) and click on 'Tiger Portal'.



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 at 803-780- 1220.



3. Click the **Students Tab**. This tab is also used to go back and forth, as well as refresh the page.



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 **Students** page.

The screenshot shows the top navigation bar with tabs for Home, Admissions, Academics, and Students. Below the tabs, a breadcrumb trail reads "You are here: Students > Student Home". On the left, a vertical menu lists various options: Student Home, Online Registration Instructions, Student Schedule, Unofficial Transcript, Announcements, Calendar, Important Forms, My Advising, My Finances, My Financial Aid, My Grades, and My Registration (circled in red). The main content area on the right is titled "Students" and includes sections for Online Registration, Student Schedule, Course Schedules, and a "Summer 2008 Course" section with the text "No Courses to display".

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

The screenshot shows the "My Registration" page. The top navigation bar includes tabs for Home, Admissions, Academics, Students, Business Office, Campus Life, and My Pages. A breadcrumb trail reads "You are here: Students > My Registration". On the left, a vertical menu lists options: Student Home, Important Forms, My Advising, My Finances, My Financial Aid, My Grades, My Registration (highlighted), My Residence Information, and Surveys. The main content area is titled "My Registration" and includes a "Printer Friendly" link. Below the title, there is a "Course Schedules" section with a search icon and a question mark. Underneath, there is an "Add/Drop" section with the text "Current Term: Summer 2008" and "Add Period Closed / Drop Period Closed". Two icons are present: a checkmark icon for "Add/Drop Courses" and a magnifying glass icon for "Course Search". Both icons are circled in red with arrows pointing to them.

6. From the drop down list select the **Fall 2008-2009** term. You can refine your search before clicking the **Search** button.

The screenshot shows the "My Registration" page with the "Add/Drop Courses" section. The breadcrumb trail reads "Add/Drop > Add/Drop Courses". The "Add/Drop" section contains a form with a "Term:" dropdown menu set to "Fall 2008-2009" (circled in red) and a "Division:" dropdown menu set to "All".

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.

<input checked="" type="checkbox"/>	<a href="#">BIO 130 C</a>	Fun of Bio	Eissa, Fahd Z	16/20	O	MWF 8:00 AM-8:50 AM
<input checked="" type="checkbox"/>	<a href="#">BIO 130 CL</a>	Fund of Biology	Eissa, Fahd Z	16/20	O	H 1:00 PM-2:20 PM
<input type="checkbox"/>	<a href="#">BIO 130 SA</a>	Fun of Bio	Williams, Willette	35/35	O	S 7:30 AM-10:20 AM
<input type="checkbox"/>	<a href="#">BIO 241 A</a>	Zoology	Osano, Anne	22/25	O	MWF 2:00 PM-2:50 PM
<input type="checkbox"/>	<a href="#">BIO 241 AL</a>	Zoology Lab	Osano, Anne	22/25	O	H 2:00 PM-3:50 PM
<input type="checkbox"/>	<a href="#">BIO 245 A</a>	Human Anatomy	Tyler-Stukes, Gayle	20/25	O	MWF 11:00 AM-11:50 AM

[AC - BI](#) | [BI - CH](#) | [CH - EC](#) | [EC - FI](#) | [FI - HU](#) | [HU - MA](#) | [MA - MG](#) | [MK - MU](#) | [MU - PS](#) | [RE - SO](#) | [SC Page -->](#)

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

<input checked="" type="checkbox"/>	<a href="#">BIO 245 A</a>	Human Anatomy	Tyler-Stukes, Gayle	20/25	O	MWF 11:00 AM-11:50 AM	4.00
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[AC - BI](#) | [BI - CH](#) | [CH - EC](#) | [EC - FI](#) | [FI - HU](#) | [HU - MA](#) | [MA - MG](#) | [MK - MU](#) | [MU - PS](#) | [RE - SO](#) | [SO - SW Page -->](#)

9. Since your advisor's approval is needed before your schedule becomes official, you will receive the following messages after adding your courses.

**Course Schedules - Add/Drop Courses**

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

**Term:**  **Division:**

The Add Period is open from 8:00 AM on 6/12/2008 until 6/13/2008 and the Drop Period is open from 8:00 AM on 6/12/2008 until 6/13/2008.

You are currently **registered for 0 credits.** You are **pending registration for 7 credits.**

**Messages**

BA 332 A - Successfully added to registration record.  
 BIO 130 C - Successfully added to registration record.  
 BIO 130 CL - Successfully added with warnings: This course is a repeat course

10. 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. To review your reserved courses, scroll down the page.

Your Schedule (Registered)						
Drop	Code	Title	Schedule	Location		Credits
No Current Courses for the selected Term and Division.						

Awaiting Advisor Approval						
Drop	Code	Title	Schedule	Location		Credits
<input type="checkbox"/>	<a href="#">BA 332 A</a>	Bus Stats	MWF 9:00 - 10:50 AM	Voorhees Campus Bedford Hall	2	3.00
<input type="checkbox"/>	<a href="#">BIO 130 C</a>	Fun of Bio	MWF 8:00 - 8:50 AM	Voorhees Campus Science Building	116	3.00
<input type="checkbox"/>	<a href="#">BIO 130 CL</a>	Fund of Biology	H 1:00 PM - 2:20	Voorhees Campus Science Building	122	0
<input type="checkbox"/>	<a href="#">CDCE 110 A</a>	Col Dynamics	W 3:00 PM - 3:50	Voorhees Campus Humanities Building	130	1.00

! Advisor's approval is required for these courses before registration can be completed.

Cancel Selected Approval Request(s)

11. You are allowed to make changes to your schedule. However, any changes you make to your schedule will require your advisor's approval
12. When ready to leave **Tiger Portal**, do not forget to logout

Voorhees College

Welcome back **Test Student** ( [Personal Info](#) | [Logout](#) )

[Home](#) | [Admissions](#) | [Academics](#) | [Students](#) | [Click here to log out of the site](#) | [Life](#) | [My Pages](#)

You are here: [Students](#) > [My Registration](#)