Course Registration through your TTU Student Portal

1. Go to the TTU website at www.tntemple.edu. (Popup blockers must be disabled to register online.) On the lower right hand column of the page, click the link that reads "Ecams for Students".

2. When the “Student Login” page opens, type in your username and password. The password is case sensitive. Your username is your last name with a capital letter followed by the last six numbers of your CAMS ID number (Smith002001). Initially, the password is exactly the same as your username. You will need to change the password to one of personal preference after you log in the first time. Contact Records if you are unable to access your portal.

3. From the drop down, select the term for which you are registering. The appropriate term will be designated as FA for fall, SP for spring, or SU for summer; followed by a dash and the year of the term. Click “Login” to enter the portal.

4. Once you have successfully entered the “Student Portal”, you will see several options in your navigation menu under “Administrative Services.” If you only want to survey the course offerings but not register, select “Residential Course Offerings” to view courses held on campus or “Online Course Offering” to view only online courses. If you click the “Registration” link, you will see all the courses and will be able to register for courses as well.

6. If you see the popup like the figure below after clicking on “Registration,” you will need to contact your advisor to determine why he or she has not removed the Stop Registration on your portal.

7. If there is no Stop Registration then a listing of all available courses will open.
8. You can find a course by scrolling through the pages of courses or take a short cut to the courses by clicking the “Show Filter” button. This will allow you to have the option to display the courses by Dept, days, and times.

After you select your filter options, click the “Apply Filter” button in the lower left.

9. The courses are listed in alpha-numeric order by title: for example, **BIBLICAL RESEARCH AND WRITING [BIBL6723D]**.

Note the “Section” designator at the end of the course number (BIBL6723D). **Online Learning Only** courses will have a section of A, B, C, or D. (Campus students must have a Resident Student Approval Form completed to register for Online Learning courses.) Any course with an “R” section is a residential only course. Courses with a “Z” are independent studies and have restricted enrollment.
Also note that undergraduate courses are 0000-4000 numbers and graduate level courses are 5000-8000 numbers. Be sure you are registering for the correct level.

Courses for which you have not met prerequisites will display with PreReq and you will not be allowed to register for them. Courses with FacAppReq require approval of the instructor to enroll in the course. Courses with DegAudit are courses that are outside your college level (undergraduate, graduate, seminary, doctoral). Courses for which you may register have the Credit button. These courses will count toward your credit hours and GPA calculation.

The title banner for the course will indicate the number of seats remaining in the course and flag the course as "full" if no more seats remain. To register for a course that is full, you must have the professor’s approval. Also in the title banner is a link to the book list that will enable you to view and order the textbooks for this course.

To register for a course, click the “Credit” box Credit to the left of the course instructor’s name.

10. When you have selected all the courses for which you wish to register, click the “Process Registration” button at the bottom right or top right of each page.

NOTE: Do not leave the Registration window without hitting “Cancel” or “Process Registration.” Doing so will put a lock on your Registration and you will not be able to return. Either cancel or process what you want to keep but do not log out without doing one or the other.

11. When you click the “Process Registration” button, a pop-up box will appear, asking you if you are sure that you want to process your registration. Click “OK”. Additional courses may be added by repeating steps 8-10 listed above.

12. Once you have submitted your registration for processing, your schedule of courses will appear. To the right, above your schedule, there is a picture of a printer. If you click the icon, a “Printer Friendly Version” will be accessed so that you may print a copy of your schedule for your personal records.
13. Dropping and Adding a Course:
Until a course is made official, you may drop the course from your schedule. Click the “Registration” link under “Administrative Services” in the navigation menu on the left hand portion of the screen.” The course list will open with your current schedule at the top. Under "This is your current schedule for the SP-12 term" is a □ Drop button. Click on the box next to the Course ID for the course you wish to drop. To add another course, repeat steps 8-10 above. If you are finished, click “Process Registration” to save the change. You may now print a new schedule.

14. Locating Your Textbooks:
On your menu you have three options to locate textbooks: “Residential Course Offering,” “Online Course Offering,” and “Registration.”

“Registration” will take you directly into the full course list where you can view your textbooks in a pop up without going to the bookstore. After locating your course using Step 8, click on the “Book List” link in the course title bar.

Clicking on the “Book List” link will open a pop up giving all the books for that course. Close the pop up by clicking on “Book List” again.
If you are ready to order your textbooks or want more information about them, select either "Residential Course Offering" or "Online Course Offering" in the menu and then locate the course for which you want to view the textbook list. Click on the “Book List” link next to the course number and a pop up will take you directly to the eCampus Virtual Bookstore.

When you have finished in the eCampus Virtual Bookstore, be sure to return to your Student Portal by closing the Virtual Bookstore window. This will return you to your “Residential Course Offering” or “Online Course Offering” page from which you entered the Virtual Bookstore.

15. Payment:
Select the “My Ledger” tab under “Administrative Services” on the menu. Your Billing Ledger page will appear with charges applied for this term. If you wish to pay by credit card, select the “Pay by Credit Card” tab and follow the prompts. If you wish to pay by electronic funds transfer from your checking account, select the “Pay by Check” tab and follow the prompts.
If you wish to pay through Financial Aid, please contact their office at 423-493-4207 to ensure you have the funds available. If you would like to set up a payment plan or are planning to pay by any other means than credit card, check or Financial Aid, please contact our Business Office at 423-493-4417.

**Congratulations, your online registration is complete!**

If you have problems with using your Student Portal, please contact the Records Office at 423-493-4208/4216 for assistance.