

# Course Registration through your TTU Student Portal

## Easy Online Registration:

**STEP 1:** Go to the TTU website at [www.tntemple.edu](http://www.tntemple.edu). Popup blockers must be disabled to register online.

**STEP 2:** On the left hand column of the page, click the tab that says “**Current Students**” and then click the link that says “**eCAMS Student Login**”

The image shows a screenshot of the TTU website. On the left is a vertical navigation menu with links: Prospective Students, Current Students, Faculty and Staff, Alumni and Friends, Parents and Visitors, TTU Webmail, TTU Event Calendar, Blackboard, Academic Calendar, TTU Academic Catalog, Temple Baptist Seminary, Distance Education, Business Office, Employment, and Graduation Application. Below the menu is the TTU logo. To the right, under the heading 'Current Students', there is a paragraph of text and a list of resources for current students: Academic Calendars, Academic Catalogs, Academic Programs, Athletics, Blackboard, Business Office, eCAMS Student Login, Spring 2009 Registration, Information Technology Services, Library, TTU Handbook, and TTU Webmail.

**STEP 3:** On the “**Student Login**” page, type in the username and password (available from the Records Office). Please note the Username and Password are case sensitive and you will need to change the password to one of personal preference after you log in the first time. 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. (Fall 2009 would be **FA-09**)

The image shows a screenshot of the 'Student Login' page. It features a lock icon and the title 'Student Login'. Below the title is a blue box with the text: 'Please enter your Username, Password, and select the Term you wish to view.' A note below that states: 'Note: Required fields are marked with an asterisk (\*)'. The login form includes fields for 'Username\*', 'Password\*', and a 'Term' dropdown menu currently set to 'FA-09'. There is a link for 'Forgot Username/Password?' and a 'Login' button.

**STEP 4:** Once you have successfully entered the “**Student Portal**”, click the “**Registration**” link under “**Administrative Services**” in the navigation menu on the left hand portion of the screen.”

The image shows a screenshot of the 'Administrative Services' navigation menu. The menu items are: Administrative Services, Course Offering, Degree Audit Options, Registration, My Transcript, My Schedule, My Ledger, My Financial Aid, My Grades, and Course Measurement.

**STEP 5:** A listing of **all** available courses will open.

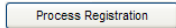
By clicking on the “Show Filter” button, you can have the option to limit the courses that will be displayed by Dept, days, and times. Select the filter options and click “Apply Filter”.

The courses are listed in alpha-numeric order by title: for example, ACADEMIC STUDY HALL (ACAD0100RA). Note the “Section” designator at the end of the course number (ACAD0100**RA**). Any course with RA, RB, RC, RD, etc. is a *residential only* course. Distance Education *only* courses are noted with a DE, DE1, and DE2. Enter DE, DE1, or DE2 in “Section” to view only courses for Distance Education. (Campus students must have a *Resident Student Approval Form* completed to register for DE courses.) 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 not display.

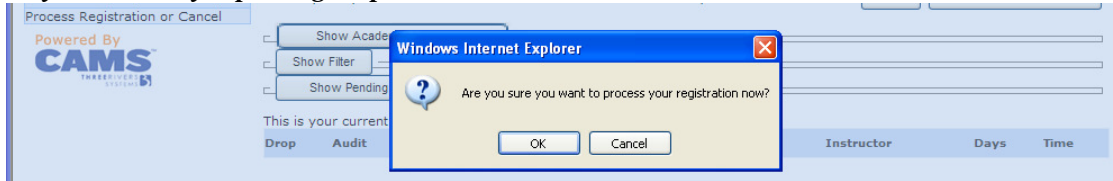
Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
	<input type="checkbox"/>	ACAD0100RA	ACADEMIC STUDY HALL	0	SECORD, DEBORAH MRS.	MWF	1:00 PM - 1:50 PM
	<input type="checkbox"/>	ACAD0100RB	ACADEMIC STUDY HALL	0			

To register for a course, click the appropriate box to the left of the course instructor’s name. There are two options, audit (which means you get no credit for the course) or credit (which means the course counts towards your credit hours and GPA calculation).

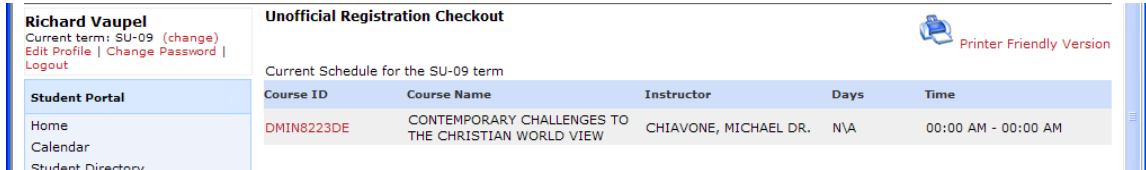
**STEP 6:** When you have selected all the courses for which you wish to register, click the “Process Registration” button at the bottom right or top right of each page.



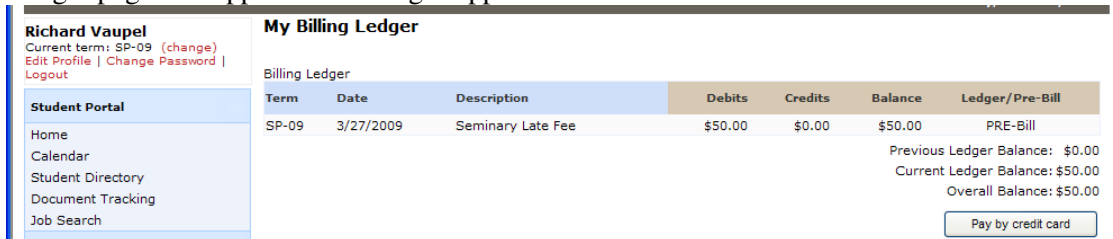
**STEP 7:** When you click the “Process Registration” button, a pop-up box will appear, asking you if you are sure that you want to process your registration. Click “OK”. *Additional courses may be added by repeating Steps 4-6 listed above.*



**STEP 8:** 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 picture, a “Printer Friendly Version” will be accessed so that you may print a copy of your schedule for your personal records.

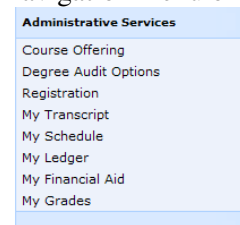


**STEP 9: Payment:** Select the [My Ledger](#) tab under “Administrative Services”. Your Billing Ledger page will appear with charges applied for this term.



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 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 or Financial Aid, please contact our Business Office at 423-493-4417. ***Congratulations, your online registration is complete!***

**STEP 10: 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. Click on the box under “Drop” next to the Course ID for the course you wish to drop.

**TENNESSEE TEMPLE UNIVERSITY**  
— Temple Baptist Seminary

**STUDENT PORTAL**

Wednesday, October 28, 2009

**Richard Vaupel**  
Current term: FA-09

**Student Portal**  
Process Registration or Cancel

Powered By  
**CAMS**  
THREE YEAR SYSTEM

**Unofficial Registration**

Registration for multiple sections of the same courses is not allowed.  
You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the FA-09 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DMIN8972AM	RESEARCH DESIGN AND PROCEDURES		OWENS, HOWARD DR.	MTWRF	8:00 AM - 5:00 PM
					WOODRUFF, KEVIN MR.	MTWRF	8:00 AM - 5:00 PM

To add a course, follow Step 5 above. Once you are finished dropping and adding courses, repeat Steps 6-9 above and your changes will be processed. You may now print a new schedule.

If you have problems with using your Student Portal, please contact the Records Office at 423-493-4215 for assistance.