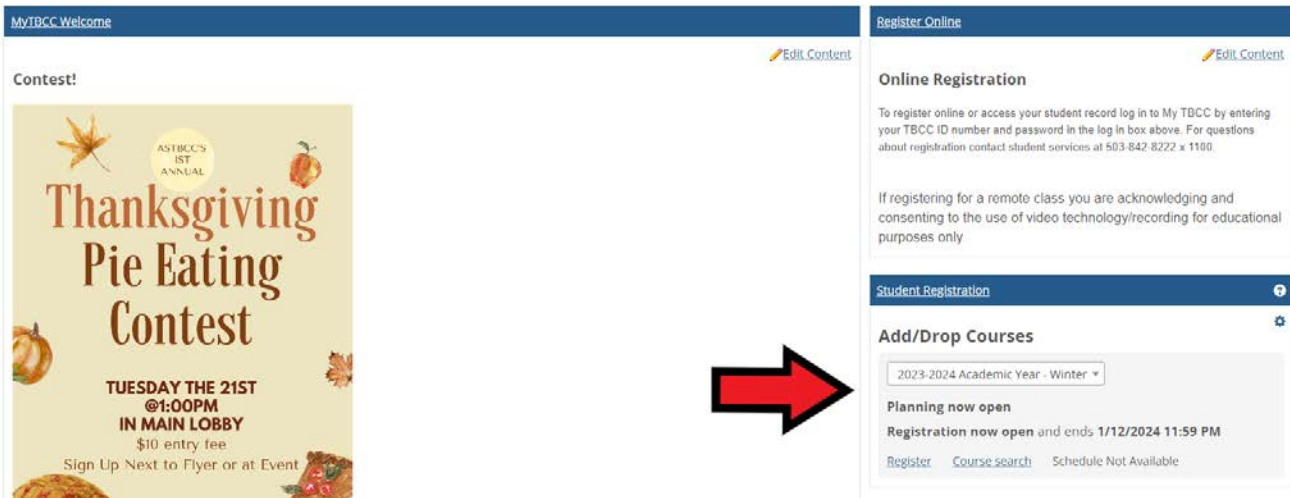


## How to Register for Classes in MyTBCC

**Step 1:** You will find the Registration portlet on the home page of MyTBCC.

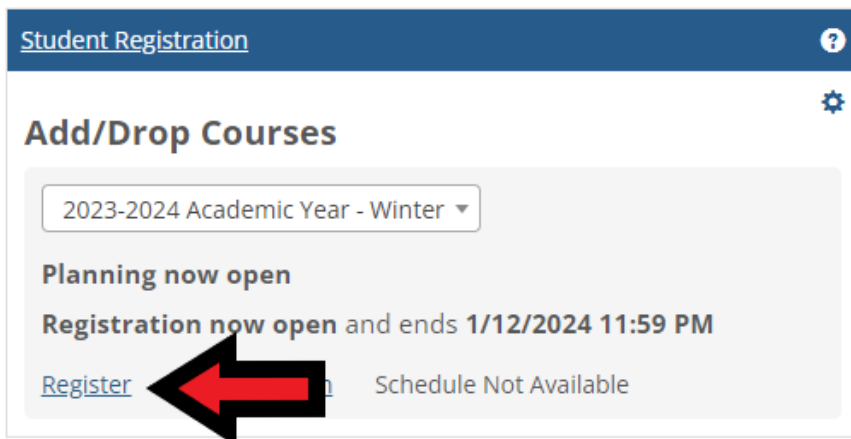
Home page:

[MyTBCC Home](#)



The screenshot shows the MyTBCC home page. On the left, there is a 'Contest!' portlet with a flyer for the 'Thanksgiving Pie Eating Contest' on Tuesday, the 21st, at 1:00 PM in the main lobby. On the right, there are two portlets: 'Online Registration' and 'Student Registration'. The 'Student Registration' portlet is highlighted with a red arrow pointing to it from the 'Add/Drop Courses' section below it. The 'Add/Drop Courses' portlet shows the '2023-2024 Academic Year - Winter' term, 'Planning now open', and 'Registration now open and ends 1/12/2024 11:59 PM'. There are links for 'Register', 'Course search', and 'Schedule Not Available'.

**Step 2:** Select Student Registration. If there is a red box that says, 'Registration Clearance', you will need to contact your Success Coach for Clearance.



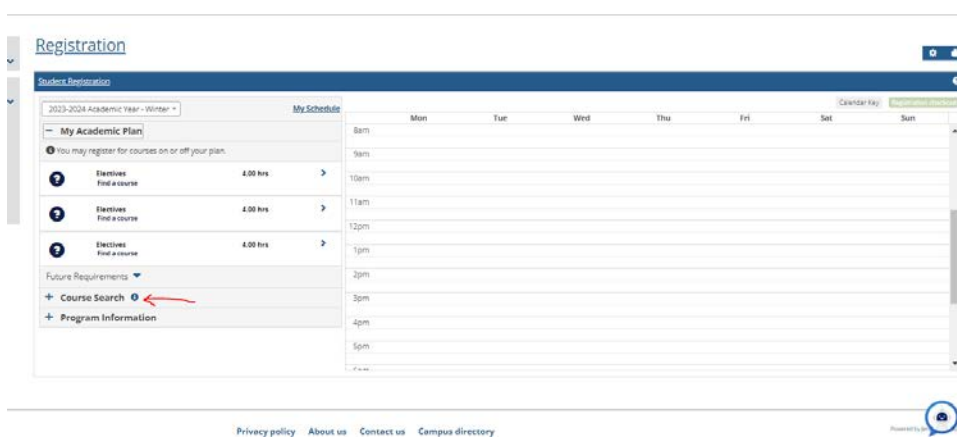
This is a close-up of the 'Add/Drop Courses' portlet. It shows a dropdown menu for '2023-2024 Academic Year - Winter'. Below that, it says 'Planning now open' and 'Registration now open and ends 1/12/2024 11:59 PM'. There are three links: 'Register', 'Course search', and 'Schedule Not Available'. A red arrow points to the 'Register' link.

If you have not registered yet, the 'My Schedule' option will not be available, once you register you will be able to select 'My Schedule' to view your class times and locations.

*\*If your schedule is available, you may need to check that you are in the correct year and term.*

You may see "My Academic Plan" this is a new feature, and your academic plan may not be available to you yet. If you have created an education plan with your advisor, use that as a reference when selecting classes.

**Step 3:** Use Course Search to find the classes you need to take.



You can use the filters available to narrow down the class search.

You can filter by **Course Code**, **Course Title**, **Instructor**, **Division** (Credit or Non-Credit), and **Days of the week**.

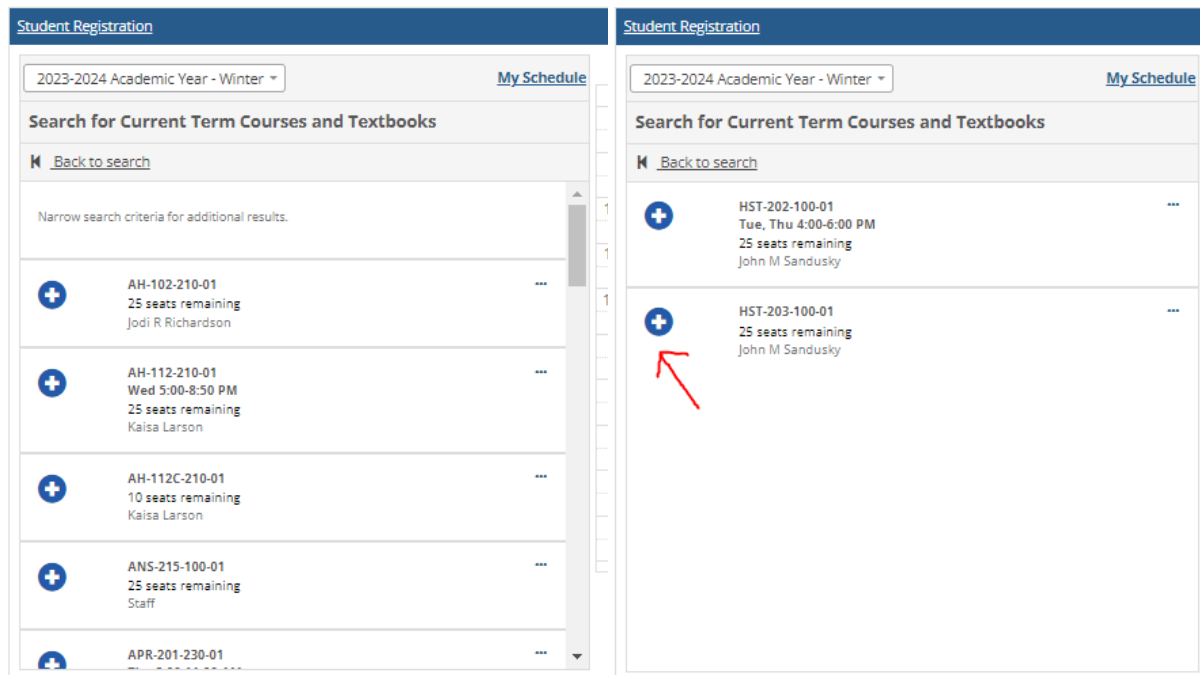
**NOTES:**

If you do not use any filters, the window may not populate the course(s) you are looking for.

To search by instructor, begin typing the instructor's name, and select an instructor from the list that appears.

If you search by day, the search will return only courses that meet on exactly the days you have selected. For example, if you search for courses that meet on Monday, you will not see courses that meet on Monday and Wednesday.

**Step 4:** Click the blue plus next to the classes you would like to register for. Your online classes will populate at the top of the schedule box next to the course search box, and you're in-person classes will fill in a weekly schedule as shown below.



Non-scheduled courses (5 hrs) [Less](#) Calendar Key [Registration checkout](#)

HST-203-100-01 LIB-101-100-01

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm			GS-108-100-01 4.00 hrs - 25 seats				
4pm	GS-108-100-01 4.00 hrs - 25 seats						
5pm							

When you have selected all your classes, click the green button at the top that says 'Registration Checkout'

**Step 5:** Click on the empty white boxes to confirm class selection, they will fill in with a blue checkmark.

My Schedule Non-scheduled courses (5 hrs) [Less](#)

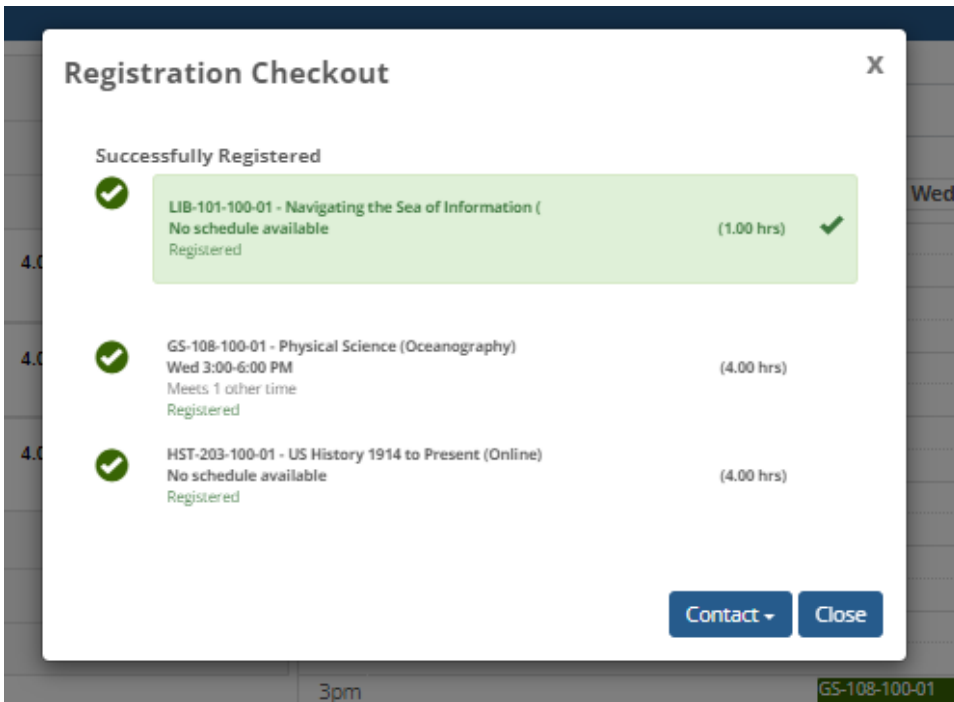
### Registration Checkout

**Available to Register**

- GS-108-100-01 - Physical Science (Oceanography)  
Wed 3:00-6:00 PM (4.00 hrs)  
Meets 1 other time  
25 seats remaining
- HST-203-100-01 - US History 1914 to Present (Online)  
No schedule available (4.00 hrs)  
25 seats remaining
- LIB-101-100-01 - Navigating the Sea of Information (  
No schedule available (1.00 hrs)  
25 seats remaining

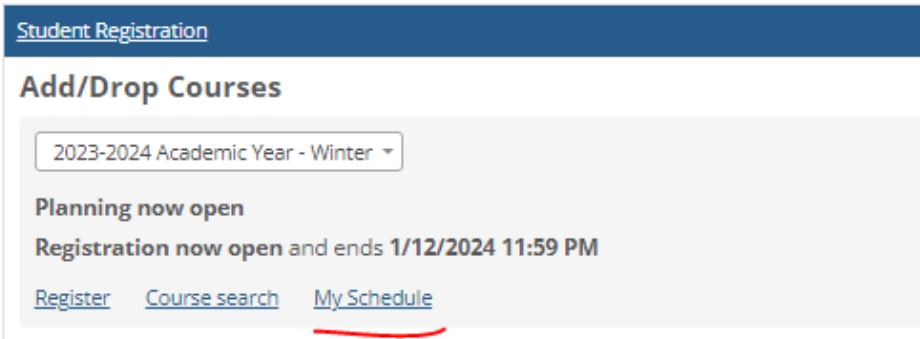
[Contact](#) [Register](#)

**Step 6:** After confirming your selection, click the green 'Register' button at the bottom, then you can close the window.



When you return to the Registration window, you can select 'My Schedule' to view your class your class schedule.

## Registration



## Registration

Student Registration

### My Schedule

Course Code	Title	Status	Schedule
+ GS-108-100-01	Physical Science (Oceanography)	Registered	See all schedules <a href="#">More</a>
+ HST-203-100-01	US History 1914 to Present (Online)	Registered	1/8/2024 - 3/23/2024 TBCC Online - ONLIN
+ LIB-101-100-01	Navigating the Sea of Information (	Registered	1/8/2024 - 3/23/2024 TBCC Online - ONLIN

[Print my schedule](#)

Feel free to contact your Success Coach or Student Services if you need assistance.

[judeschlotzhauer@tillamookbaycc.edu](mailto:judeschlotzhauer@tillamookbaycc.edu) ext. 1150

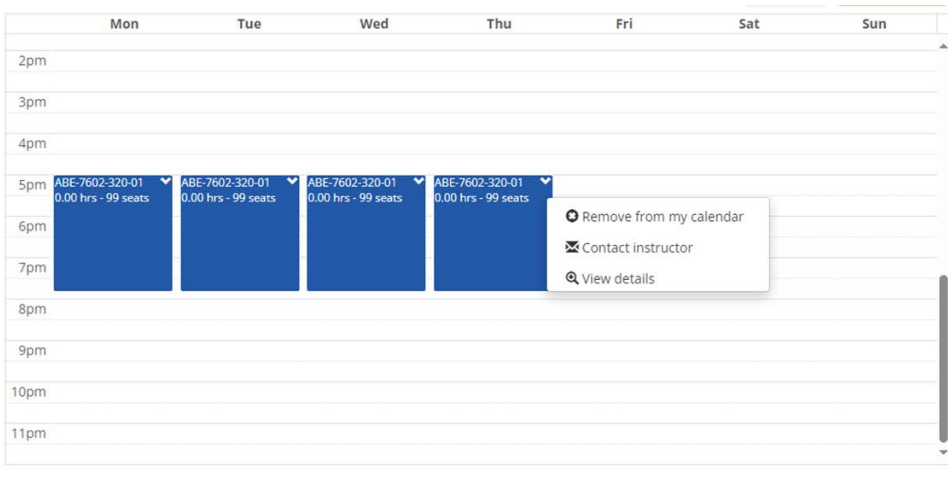
[bayleebeutel@tillamookbaycc.edu](mailto:bayleebeutel@tillamookbaycc.edu) ext. 1151

[Clarablaser@tillamookbaycc.edu](mailto:Clarablaser@tillamookbaycc.edu) ext. 1152

[studentservices@mail.tillamookbaycc.edu](mailto:studentservices@mail.tillamookbaycc.edu) ext. 1100

### ADDENDUM: Course Removal

To remove a course from your calendar before registration, click on the course and select “remove from my calendar”



To drop a course you’ve registered for, select the course you wish to drop from your calendar and click drop.

