

Dear students,

It is very important that you register and pay for your classes on time. Failure to register or pay can cause complications which might prevent you from participating in class.

- a) You can view a video of how to register for classes [here](http://www.tr.txstate.edu/itac/trainingvideos/StudentRegistration/HowToRegisterForClasses/HowToRegisterForClasses.htm)  
(<http://www.tr.txstate.edu/itac/trainingvideos/StudentRegistration/HowToRegisterForClasses/HowToRegisterForClasses.htm>),  
or...
- b) you are welcome to come to the TSIE office to register with one of the TSIE staff,  
or...
- c) you can register and pay online by following the steps below.

### Registration

1. Go to **CatsWeb** (<http://catsweb.txstate.edu/catsweb/catsstud.htm>)
2. Select “**My Registration and Class Schedule**”
3. Enter your **NetID (the first part of your @txstate.edu email address)** and your **password** (if you have forgotten your Pin Number, you should follow the steps to retrieve it [here](https://tim.txstate.edu/onlinetoolkit/CustomLogin/tabid/1627/Default.aspx?returnurl=%2fonlinetoolkit%2fHome%2fSetBannerPin.aspx)  
(<https://tim.txstate.edu/onlinetoolkit/CustomLogin/tabid/1627/Default.aspx?returnurl=%2fonlinetoolkit%2fHome%2fSetBannerPin.aspx>))
4. Click “**Student**”
5. Click “**Registration**”
6. Click “**Registration/Schedule Changes**”
7. Select the current term (semester).
8. **If you have any registration holds listed here, including any payments not made to Texas State, please take care of them as soon as possible.** If you have any delinquent payments (payments not made yet), you need to pay them immediately or else you won't be able to register. You need to contact the [Student Business Services \(SBS\) Office](http://www.sbs.txstate.edu/) (<http://www.sbs.txstate.edu/>) to remove your payment-related holds immediately.
9. **Register for the courses you have been approved for by typing in the Course Index Numbers (CRN) into the “Add Course” boxes** at the bottom of the screen and click submitting. If you are unsure on which classes you can register for, either stop by, email, or call the TSIE office – or do a search for any “ESL ...” classes found on the Schedule of Classes page [here](http://www.txstate.edu/current/schedule_classes.html) ([http://www.txstate.edu/current/schedule\\_classes.html](http://www.txstate.edu/current/schedule_classes.html)).
10. When you have finished adding all of your courses, click “**Submit Changes**”
11. To view your class schedule, click the “**View Schedule**” button at the top of the screen.

If you see that you are not allowed to register for a certain TSIE class, but you want to, please contact us as soon as possible. We will discuss the options available to you and may be able to give you approvals to register for the classes you want (this especially applies to students that have permanent residency status).

### Tuition Payments

After you have finished registering for courses, you can pay your tuition bill by logging in to the Student Business Services website [here](https://secure.touchnet.com/C24322_tsa/web/login.jsp) (https://secure.touchnet.com/C24322\_tsa/web/login.jsp) using your Texas State ID number and PIN number again. Select “Make a Payment” and follow the on-screen instructions to pay your tuition bill. Please note that if you are paying online, you will not be able to use a Visa brand credit or debit card. If you have a check book, or if you know your bank account numbers, you can use those instead to pay your bill online using the “e-check” method instead.

If you have any questions, please come to the TSIE office. We are open from 8:00am-5:00pm Monday-Friday.

Also, if you have not already picked up your grades from the fall, you can do so at any time we’re open.

Thank you and I look forward to another fun semester with you all!

Sincerely,

Rosario Davis  
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Texas State Intensive English (TSIE)  
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