Add or Drop Classes Path

1. Log into Texas State Self-Service by entering your Texas State NetID and password.

2. Click Student.

3. Click Registration.
4. Click Add or Drop Classes.

5. Select the Correspondence term.

6. Click Submit.
7. Type the CRN of your desired course and then go to step 13.

8. If you do not know the CRN, find your course through Class Search.
9. Select your desired subject and then click Course Search.

10. Click View Sections for your desired course.

11. Click the check box below Select.

12. Click Add to WorkSheet.
13. Click Submit Changes.

14. Enter your desired start or end date for your course.

15. Click Submit Changes.
Bobcat Schedule Builder Path

1. Log into Texas State Self-Service by entering your Texas State NetID and password.

2. Click Student.

Main Menu

Personal Information  Student  Financial Aid

Search  Go

Student

Admissions Status
Check your registration status, class schedule and add or drop classes
Registration
Student Records
View your holds, grades, transcripts, and apply for graduation
Student Account
View your account summaries, statement/payment history and tax information
Summer 2021 Tuition and Fee Estimate
View an estimate of your tuition and fees. Does not include housing, meals or other non-mandatory charges.
Tuition and Fee Information
Make payments, view account details, sign up for direct deposit, authorize 3rd party users
Registration Payment Confirmation
View if sufficient payment has been made to your account to prevent cancellation of your classes
Housing and Meal Plans
Submit/Review Contract and Preferences
Parking Services Permits and Citations
Buy parking permits and pay for parking related citations
Degree Audit
Meningitis Immunization
This link is ONLY for those students who have received a notification regarding their meningitis vaccination!
Student Profile
Additional login required.

RELEASE: 8.9.1
4. Click Bobcat Schedule Builder

5. In Bobcat Schedule Builder, select the Correspondence term and then click Save and Continue.

6. Ensure Select All Campuses is selected and then click Save and Continue.
7. Ensure Select All Parts of Term is selected and then click Save and Continue.

8. Ensure Open Classes Only is selected and then click Save and Continue.

9. Confirm your information and then click Continue.
10. Click “+ Add Course.”

11. Select your desired Subject.

12. Select your desired Course.
13. Click Add Course.

14. Click Back to view added courses.

15. Click Generate Schedules.
16. Click View.

![Screenshot of Schedules]

17. Click Send to Shopping Cart.

![Screenshot of Potential Schedule for Correspondence 2020 - 2021]

18. Click Register.

![Screenshot of Shopping Cart for Correspondence 2020 - 2021]
19. Click Agree.

20. Click Continue.
1. Go to the student payment portal.

2. On the payment portal page, select Students: Click here to login.

3. Select I would like to pay … Other Amount and Go!
4. Select Pay by term, Correspondence term, and Continue.

Account Payment

Payment Date 10/7/20

- Current account balance $414.90
- Pay by term $414.90
- Correspondence 20-21

Payment Total: $414.90

Personal Note

5. Select Method of payment and follow the prompts to complete payment.

Account Payment

Amount $414.90

Method

- Select Method
- Credit Card
- Credit Card via PayPath
- Other Payment Methods
- Electronic Check (checking/savings)
- Bank Wire

Electronic Check - Payments can be made from a personal checking or savings account.

Bank Wire - We accept payments in your local currency or US $ through Western Union Business Solutions.

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