LOGGING ON TO THE REGISTRATION SYSTEM

In a web browser, navigate to TXST Self-Service at:
https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin
1. Click, "Student"
2. Click, "Registration"
3. Click, "Registration – Add/Drop Courses

REGISTRATION RESOURCES

REGISTRATION WEBSITE
www.registrar.txst.edu/registration

UNDERGRADUATE ADVISING
www.advising.txst.edu

GRADUATE ADVISING
www.gradcollege.txst.edu/programs

REQUESTING OVERRIDES
https://www.registrar.txst.edu/registration/reg-home/override.html

CLASS SCHEDULING TERMINOLOGY

PARTS OF TERM CODES

Code	Description
1/101	• Full Term – 16 weeks fall/spring • Full Term – 10 weeks summer
81/181	• First 8 weeks • Starts on the first week of the semester
89/189	• Second 8 weeks • Starts on the 9th week of fall/spring
51/151	• First 5 weeks – Summer 1 • Starts on the first week of summer
56/156	• Second 5 weeks – Summer 2 • Starts on the 6th week of summer
201	• Study Abroad Sections • Students must be admitted to the **Education Abroad program** to register for these sections
301	• Full Term developmental sections • **FILTER OUT THIS PART OF TERM** • Students are **NOT** able to register for these sections on their own • Registration is determined by the **TSI Office** and fulfilled by Registrar staff
401	• Full Term Living Learning Community sections • Students MUST be admitted to the specific **Learning Community cohort** to register for these sections

CLASS SCHEDULING TERMINOLOGY (CONT.)

INSTRUCTIONAL METHOD

FTF	Face to Face
INT	• Online (Fully Distance Education) • May require up to 7% FTF meetings at specified locations
HYB	• Majority online • Maximum of 49% FTF meetings at specified locations
ITV	Interactive two-way video between San Marcos and Round Rock Campuses

CAMPUS

M	San Marcos Campus
RRC	Round Rock Campus
O	Off Campus

SECTION NUMBERS

Section Numbers	Description
001-250	Fall section numbers
251-500	Spring section numbers
501-750	Summer 1 section numbers
751-999	Summer 2 section numbers
LXX	Linked Lab sections (0 credit hours)
EXX	Reserved for non-business majors
DXX	Extension sections through the **Office of Distance and Extended Learning**
HXX	• Honors sections • Students must be admitted to the **Honors College** to register for these sections
JXX	Major specific US 1100 sections
MXX	Reserved for MBA cohort
NXX	NCBO developmental sections
PXX	Paired developmental sections
RXX	Living and Learning Community Sections
SXX	Study abroad sections
WXX	Pathway Program specific US 1100 sections

TEXAS ★ STATE

Info Sheet

Planning & Registration Quick Start Guide

SEARCH FOR CLASSES

Subject	• Choose from the list of subject titles. • Search by typing in a subject title. • Search by typing in a subject code [ENG]
Course Number	• 4-digit catalog number system • Can use % as a wild card • 4% will show all 4000 level courses
Keyword	• Enter one or more words (partial words allowed). • Results will show courses that contain the word(s) or partial words in the subject, title or description.
Open Sections Only	• Choose to show only classes that are open and accepting registration. • If not checked, will show all classes, regardless of status.
Part of Term	• The date range in a semester a class is scheduled to occur.
Campus	• The campus a section is offered
Instructional Method	• The method by which a course is delivered.
Instructor	• The person responsible for teaching, evaluating, and assigning final grades for a class.
Attribute	• Search from list of section attributes • Search by typing in a specific attribute [Writing Intensive]; [090]
Course Range Number	• Search by entering specific course number ranges. [3000 to 3999] • Search with % as a wild card [3% to 5% will show all 3000 – 4000 level courses]
Level	• Undergraduate, Graduate, Doctoral
Departments	• All class offerings by academic department
Session	• Evening session – classes that start on or after 5:00pm. • Weekend session – classes offered on Saturday and/or Sunday.

Meeting Days	• Searching by days in a **meeting pattern**
	• Examples of correct search criteria include:
	  o Monday, Wednesday & Friday
	  o Monday & Wednesday
	  o Tuesday & Thursday
	  o Singular days of the week

Start Time	• Search by the earliest preferred start time of sections
End Time	• Search by the latest preferred end time of class sections

REGISTRATION ADD ERRORS

Prerequisite or Test Score Error	Missing prerequisite requirement(s) to desired course
Department Approval Needed Error	Department approval (APPR) required. **Contact department offering class** for approval.
Cohort Restriction	Must be in a specific population of students to register for this section. Ex. Learning communities.
Time Conflict	You are attempting to register for a course during a time in which you have already scheduled a class.
Closed Section	The section of the course you are registering for has no remaining seats available.
Instructor Approval Needed	The course you are attempting to register for requires instructor approval prior to registration
Class Restriction	• Restricted for specific classifications. • Student classification is based on the number of credit hours completed.
Attribute Restriction	Must have a specific student attribute to register for this section. Ex: Honors
Major or Minor Restriction	Section is restricted to a specific field of study (major, minor, concentration, etc..)
Maximum Hours Exceeded	• UG students in good academic standing may register for up to 18 credit hours. • GR+ students may register for up to 15 credit hours in a fall or spring semester.