



Concurrent Enrollment Online Registration Directions

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Students enrolling to **"Audit"** any course(s) offered for concurrent enrollment need to complete a paper registration form found at www.TC3.edu/CollegeNow by selecting the **"Forms"** link in the **"Registration Process"** box on the right side of the page.

REQUIRED: Your email address and Social Security Number are required for online registration. If you do not have your own email account or if you don't know your Social Security Number, you will need to register using the paper registration form, available on our website by selecting the **"Paper Process"** link in **"Registration Process"** box on the right side of the page. Submit the completed form to your high school guidance office or teacher.

1. Go to www.TC3.edu/collegenow.
2. Select the **"Registration Process"** link in the **"Concurrent Enroll. Registration"** box on the right side of the page.
3. Scroll down and select **"Continue to Registration."**
4. If you're new to registering online then you will need to read the information in the **"First Time Students"** column about creating a myTC3 account. If you have used the online registration process before skip to **Step 6**.
 - a. Select **"First Time Students Start Here."**
 - b. Provide all required information – including choosing your own password - then select **"Submit."**
A screen will appear with your TC3 ID# and myTC3 username.

Print this page and keep it in a safe and secure location – you will need this login information.



Your myTC3 account will not be immediately available. It will take between three to five minutes for your account to be activated.

5. Five minutes after you create your account you can attempt to sign into your myTC3 account by visiting www.TC3.edu and selecting on **myTC3** (center top of the page).
6. Select **"Go to CollegeNow Registration Start Page"**
7. **Log into myTC3.**
Read the information provided. Take note of your Certificate of Residence status and charges.
After reading all information carefully, select **"Proceed to Registration."**
8. Select **"Section Search"** in the menu on the left to open the search criteria window.
 - a. Select **"Advanced Search"** to locate the course(s).
 - b. Select **"2015 Spring"** to search only courses offered this semester.
 - c. Search for your school from the **Campus** drop down box then select **"Search."**

A complete listing of courses that are offered at your school should appear.

CAREFULLY review the list of course offerings, paying close attention to the **Schedule** column.

Note: While reviewing the **Schedule** column, check the **time** that the course is being offered and that the correct **instructor** appears. The days (MWF, A Days, B Days, etc.) may not reflect the actual days that your course meets in your high school, but the **time** and **instructor** are the important pieces.

Once you locate the correct section, add this course to your Cart by selecting the “**Add**” button.

- d. A screen will appear displaying the course you have added to your Cart.
9. If you have finished adding courses to your cart, select “**View Cart.**”
If you need to register for additional concurrent enrollment courses, select “**Proceed to Registration**” and **repeat Step 8.**
10. Once you have selected **View Cart**, review each item in your **cart** to make sure you have selected the correct course, section, teacher, school, etc., then select “**Register.**”
11. Select “**Next**” to review an updated schedule.
12. Select “**Next**” to finalize your registration.

Important Note: Disregard any mention of “charges” or “payment plan.” There is no cost for concurrent enrollment students.

13. Now you will see *Congratulations! You have completed your Registration for: 2015/Spring*
14. Select “**View Schedule**” in the menu on the left.

Note: Print and retain a copy of this schedule for your records; it is the only verification of successful registration.

15. Select “**Log Out**” in the menu at the top of the page.

Once you log out you will be redirected to the myTC3 homepage. Take a moment to review the myTC3 services that are available to you.