## **JICS Online Course Registration Procedure**



#### Step 2: Log in with User ID and Password issued by IT department.



texas College is an historic post-secondary institution located in the heart of the East fexas city of Tyler, which provides a unique college experience for the students it serves. The College was founded in 1894 by a group of ministers of the Christian Methodist Episcopal (CME) Church who were interested in offering a quality education to African American youth. In the spring of 1894, Texas College received its original charter from the State of Texas and the teaching and learning process became a reality. The first class began in a four-room frame house with six students. From these meager beginnings, Texas College has evolved for 120 years into an institution with a rich heritage that is committed to its mission. The mission of

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While the number of national coronavirus (COVID-19) cases continues to rise, the safety of

the Texas College family is our primary concern. Proactive steps should be taken by all of

us to prevent the spread of contagious diseases by practicing personal health and hygiene

each day. We urge faculty, staff, and students who have plans to travel either

#### Step 3: Click on "Students" tab. Ø 🗴 🗾 Main Page | Students | Portal 🛛 🗙 🍥 nav-26-5e7263ede0db8.pdf 🛛 🗙 🕇 🕂 \_ $\times$ Mail - Taylor, Lisa - Outlook 🗙 📔 🛞 Texas College | Tyler, TX ← → C 🌲 jicsweb.texascollege.edu/ICs/Students/ ☆ ŭ 💹 | 👩 🗄 Q ADMISSIONS STUDENT AFFAIRS ACADEMIC AFFAIRS **TECHNOLOGY HELP** FINANCIAL AID ACADEMICS TC ATHLETICS CAREER SERVICES MORE 🗸 HOME STUDENTS STEM If you are using a mobile device click HERE You are here: <u>Students</u> > <u>Main Page</u> Students Students 🌩 💧 Main Page ~ Student News Academic Information 0 **Course Information Transcripts and Grade Reports UNDERGRADUATE** Updated 2020 Academic Calendar Balance and Billing Statement Faculty Advisors: Deloise Carr **Student Forms and Applications** Wed, Apr 22 2020 at 4:20 PM Mia Ruffin Student Loan Information Updated 2020 Academic Calendar Intended Majors: Criminal Justice 1098-T 2019 Long Form April 27 – May 1 Final Exams for Spring 2020 1098-T 2018 Long Form April 22 – May 15 Registration for Online Summer I Classes May 1 Last Day to Remove "I" grades for Fall 2019 Financial Aid **Advising Checklist** May 4 &... Quick Links Read more **Advising Checklists for All Majors** My Pages ~ View more posts Students, below please find your advising checklist. Select your major and download the My Courses ~ document. Use this document to check your progress towards graduation. Student Learning Center 8 Student Information S TC Library <u>Edit Content</u> Associate of Arts S Texas College Student Email **Biology Business Administration** Computer Science **Criminal Justice**

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**Step 4:** On the right side of the page, scroll to the **Advising Checklists** to locate handouts for each major. Select the link for your major to plan your courses.

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Transcripts and Grade Reports Balance and Billing Statement	Updated 2020 Academic Calendar	UNDERGRADUATE					
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1098-T 2018 Long Form	April 22 – May 15 Registration for Online Summer I Classes						
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	report.	Social Work					
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### **Step 5:** Locate the link for **Transcripts and Grade Reports** on the left side of the page.

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Student Learning Center 🔗 TC Library 🔗 Texas College Student Email 🔗	Student Information          Edit Content         Welcome to Texas College Information Portal	document. Use this document to check your progress towards graduation.         Associate of Arts         Biology.         Business Administration         Computer Science         Criminal Justice         English         Liberal Studies					
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**Step 6:** Click on View **Unofficial Transcript** to complete the advising checklist. *You should record your grades for all completed courses on the advising checklist.* 

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# **Step 7:** Use the **Unofficial Transcript** to complete the advising checklist. *You should record your grades for all completed courses on the advising checklist.*

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### **Step 8:** Scroll to the bottom of page for a **printable PDF** version of your transcript.

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**Step 9:** After viewing or printing your transcript, scroll to the top of the page to select the **Course Information** tab on the left side.

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# **Step 10:** Click the **ADD/DROP** to view Course Schedules and select classes.

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### Step 11: Use the drop-down menu to select the correct term. After selecting the term for enrollment, click "Search."



### **Step 12:** Check the boxes to select your classes. Click the "**Add Courses**" tab to complete the registration process.

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			Ŧ	CRJU 4391 01	The Abn & Crime		Vernier, Stacy	20/20	Oper	1	3.00	5/18/2020	6/29/2020	
			Ŧ	CRJU 4393 01	Law En Leg Pro		Nichols, Airron	20/20	Oper	1	3.00	5/18/2020	6/29/2020	
			Ŧ	CRJU 4394 01	Org & Ad Cri Ju		Ross, Kristina	20/20	Oper	1	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 1302 01	Engl Comp II		Cade, Barbara	29/30	Oper	ı	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 2302 01	Wrold Lit		Cade, Barbara	20/20	Oper	1	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 4303 01	Spe. Top		Isaacs, d'Andra White	30/30	Oper	ı	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 4304 01	Classical Lit		Usongo, Kenneth	20/20	Oper	ı	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 4307 01	Stud Af Am Lit		Usongo, Kenneth	20/20	Oper	۱	3.00	5/18/2020	6/29/2020	
			Ŧ	ENGL 4322 01	Adv Engl Gramma		Isaacs, d'Andra White	20/20	Oper	1	3.00	5/18/2020	6/29/2020	
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