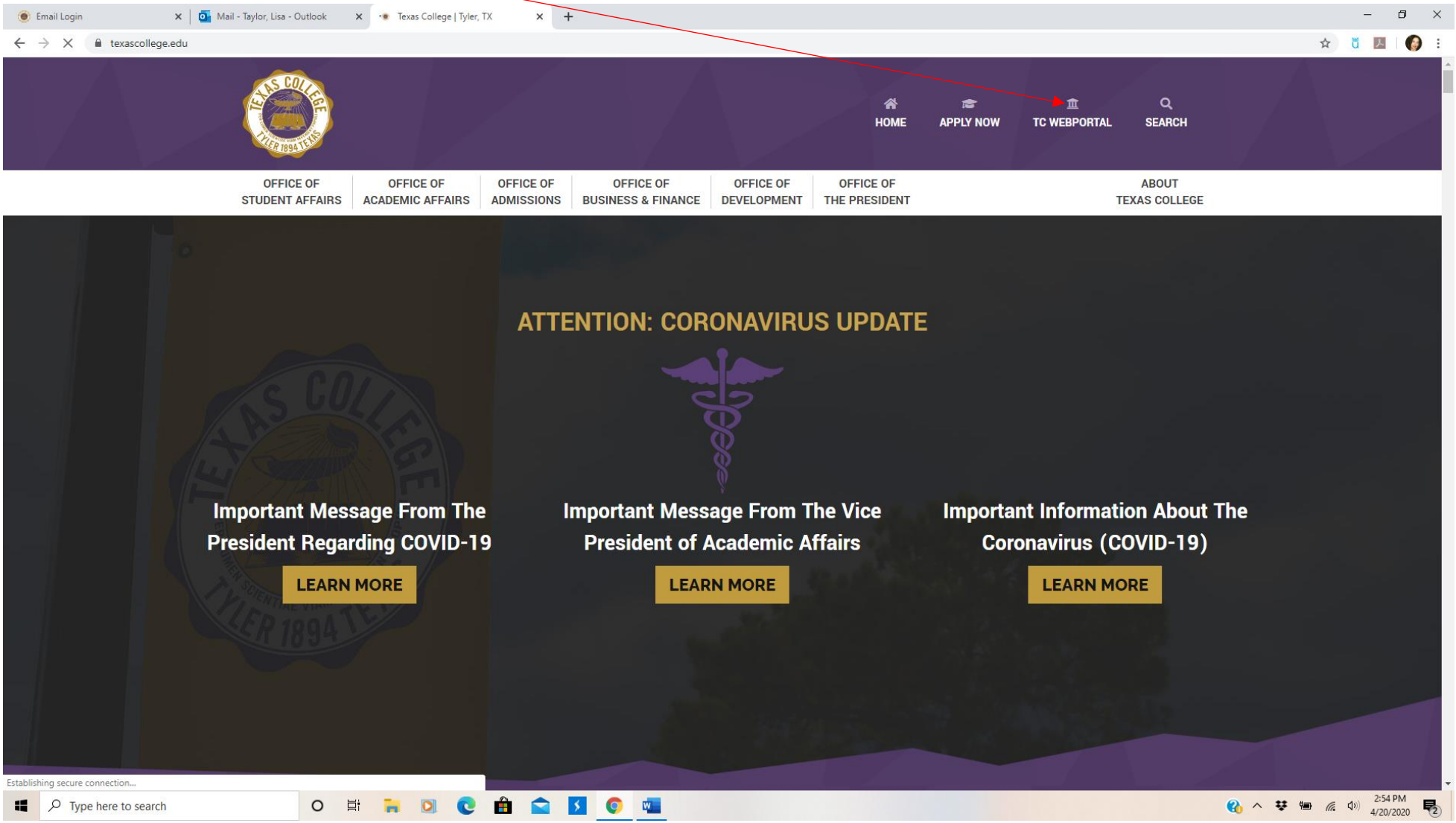
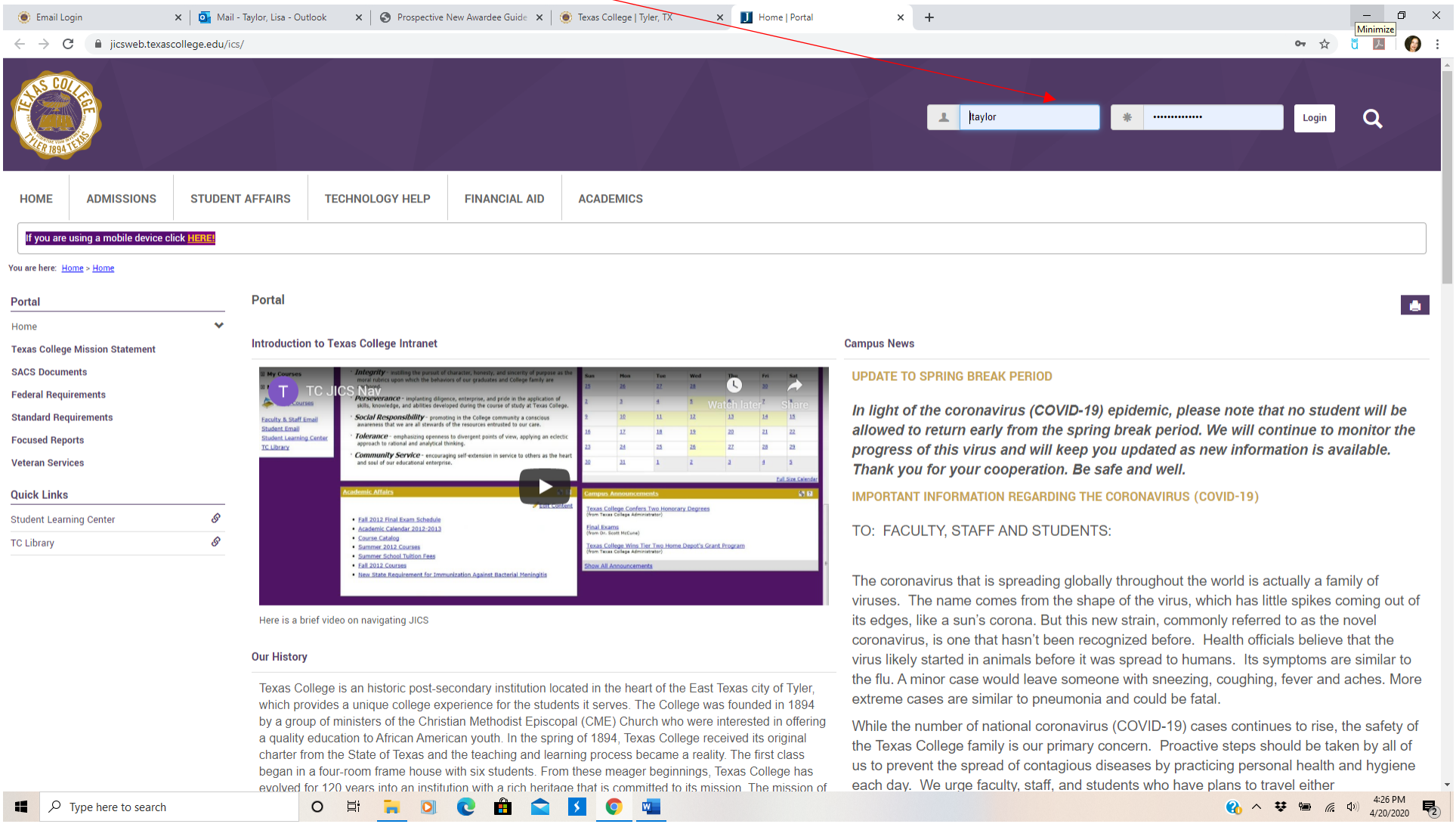
JICS Online Course Registration Procedure

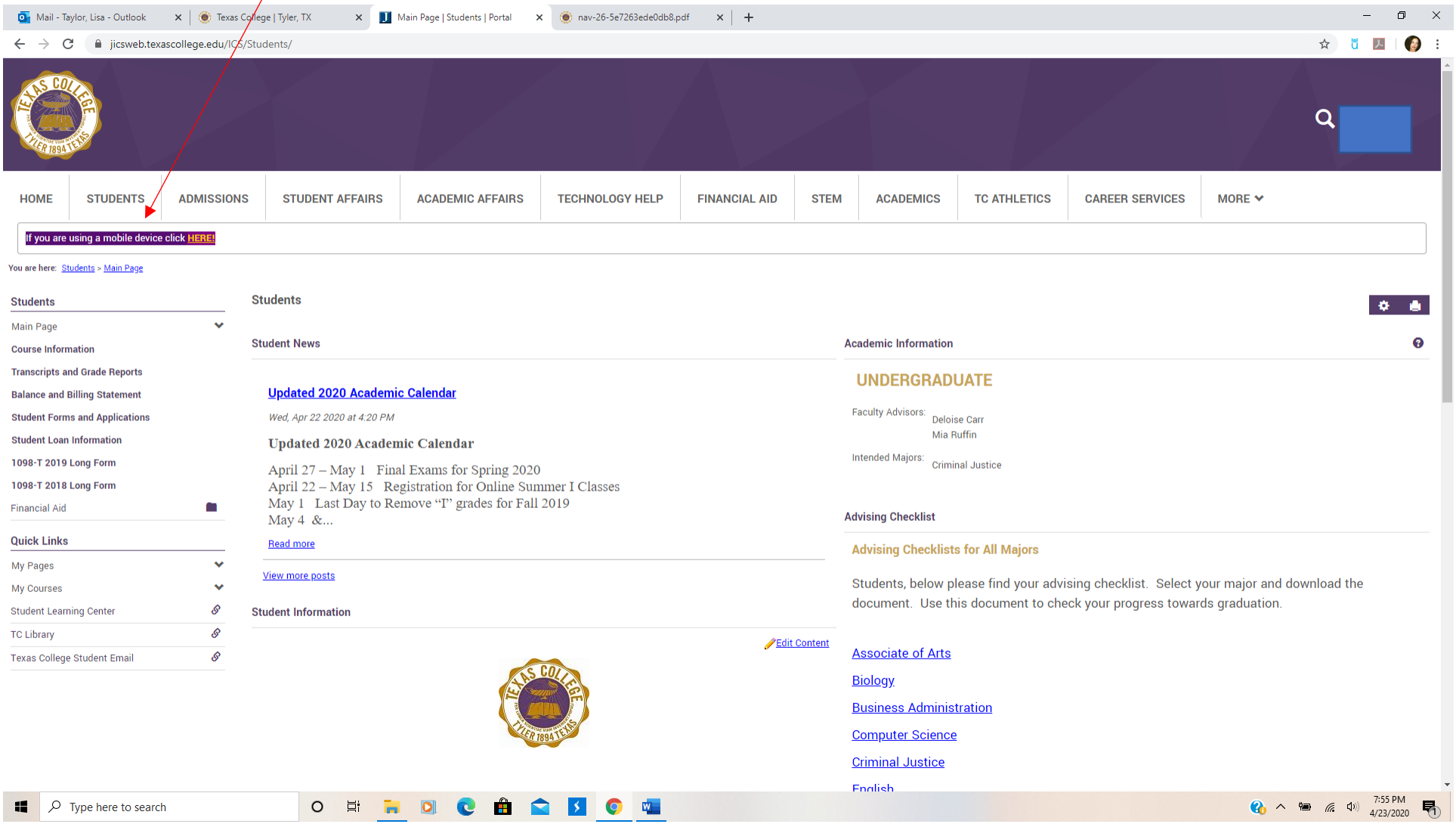
Step 1: Go to **TC Webportal** on the Texas College website (www.texascollege.edu).



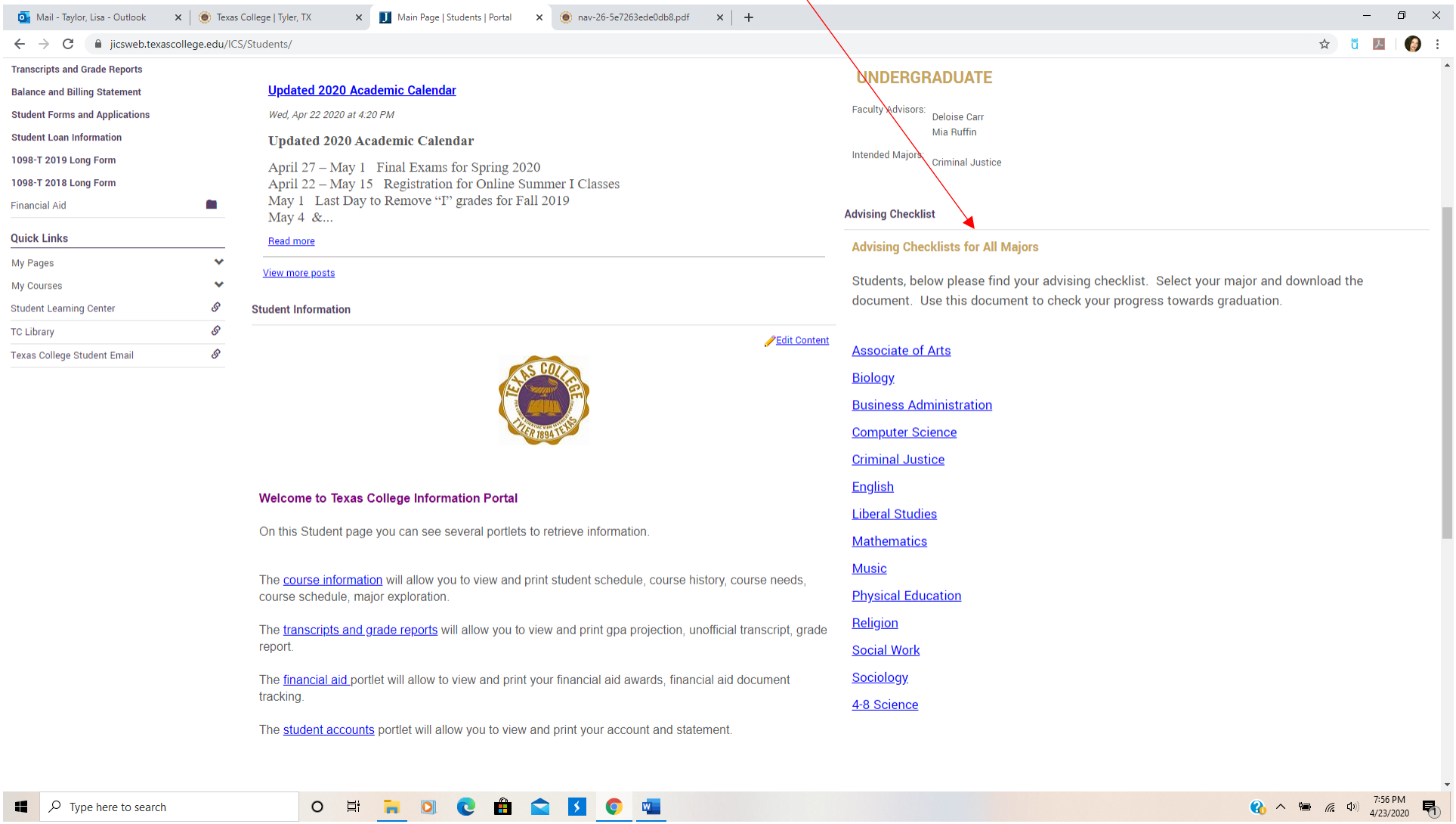
Step 2: Log in with **User ID** and **Password** issued by IT department.



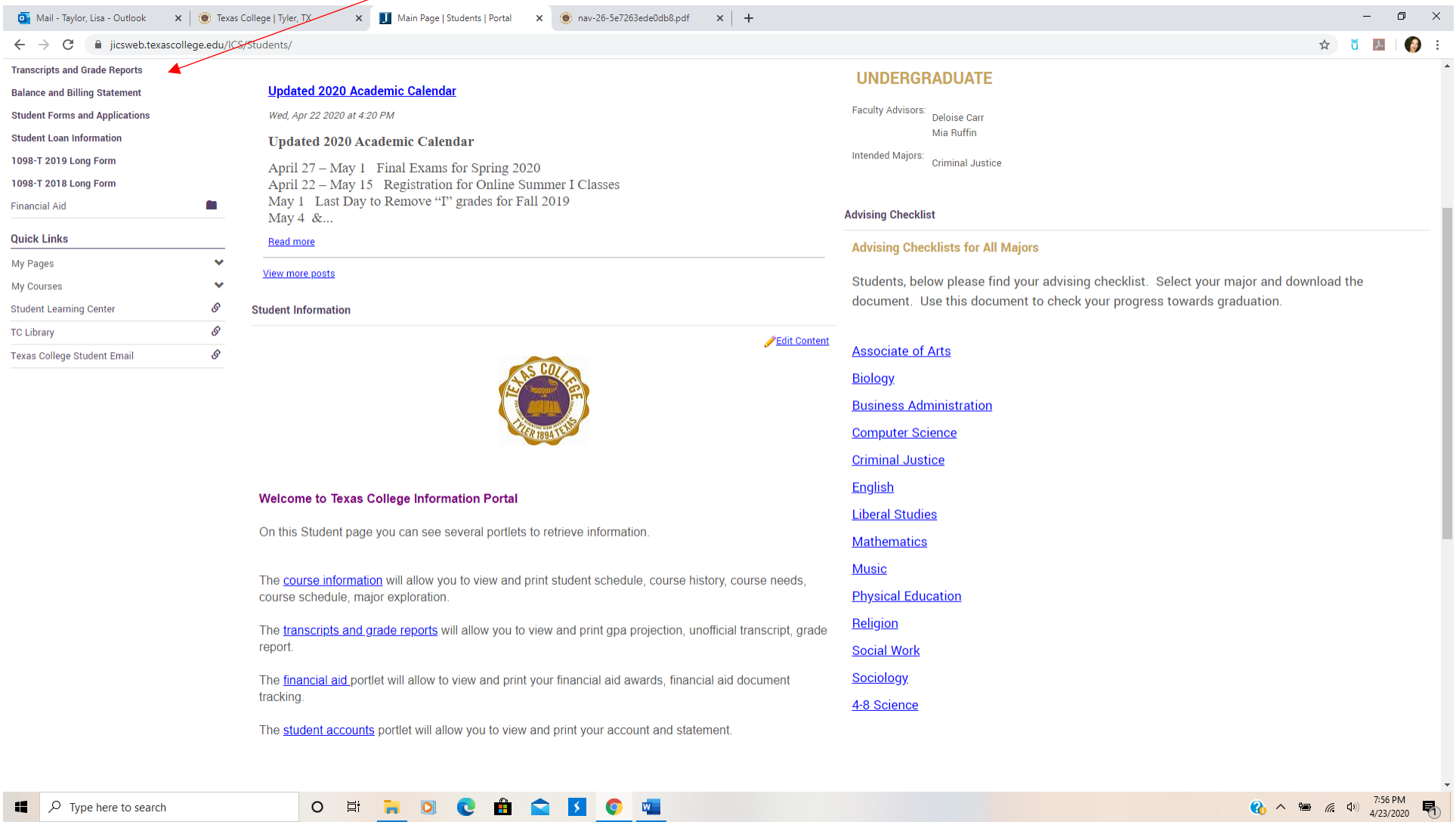
Step 3: Click on **"Students"** tab.



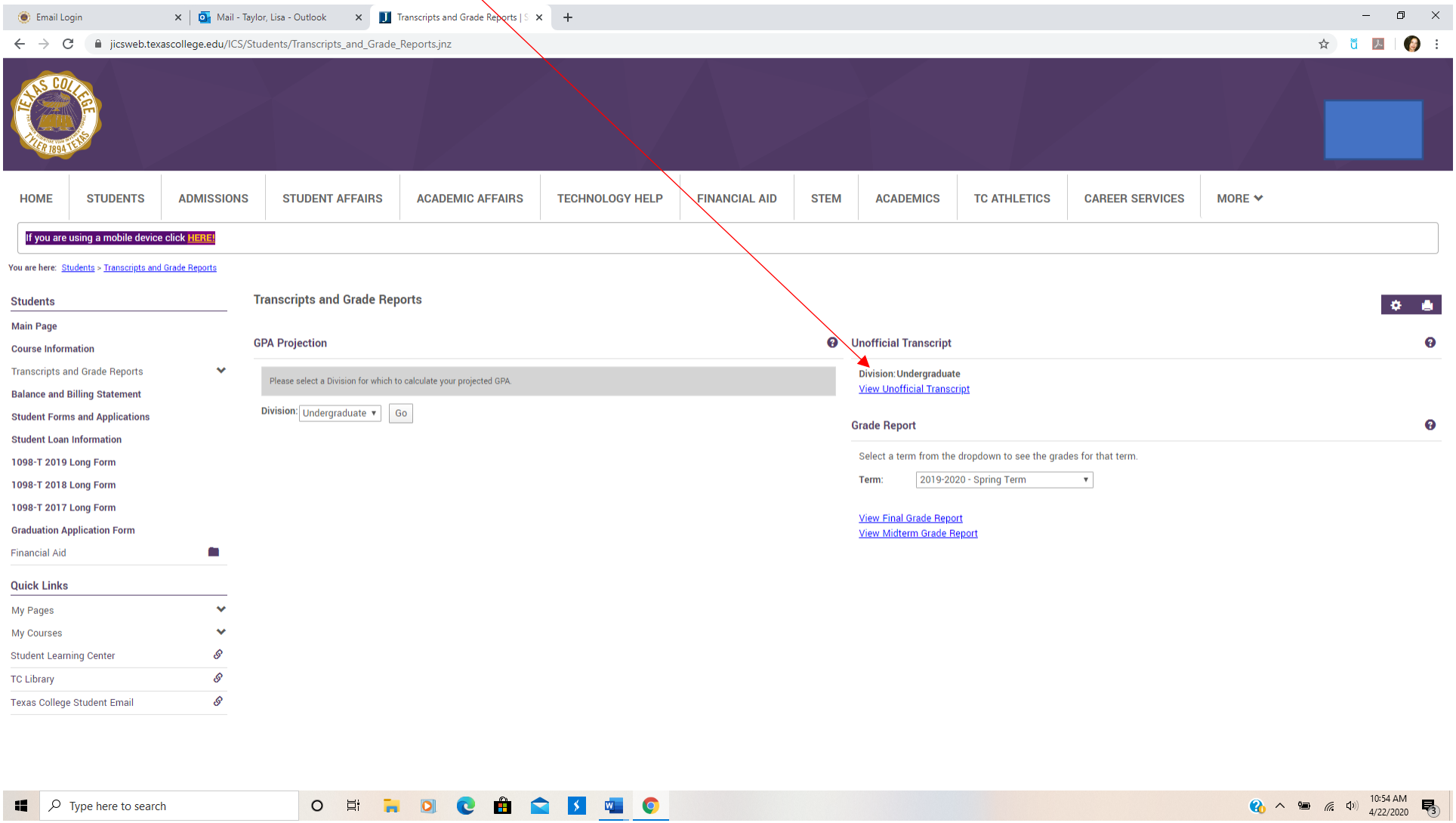
Step 4: On the right side of the page, scroll to the **Advising Checklists** to locate handouts for each major. Select the link for your major to plan your courses.



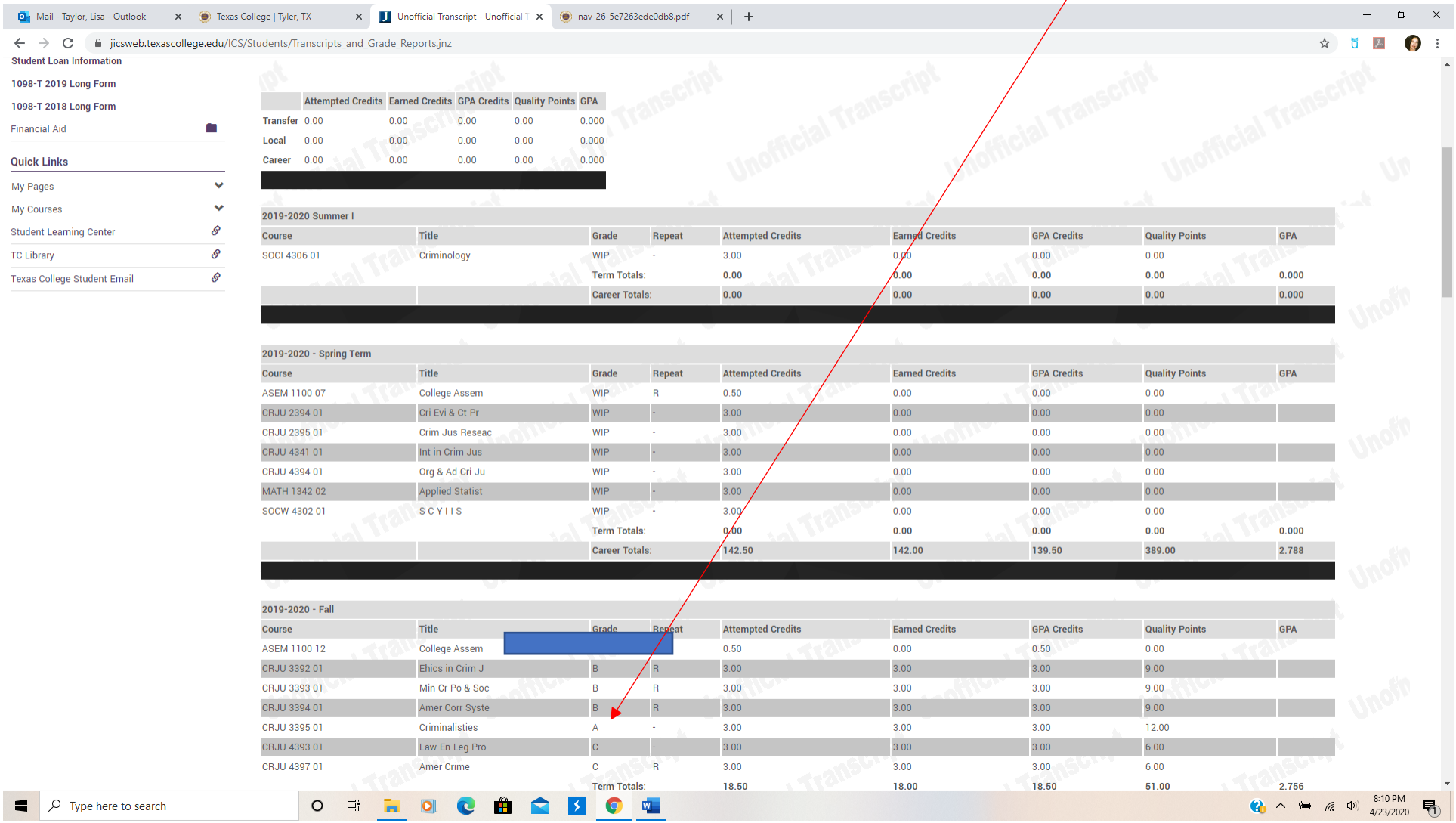
Step 5: Locate the link for **Transcripts and Grade Reports** on the left side of the page.



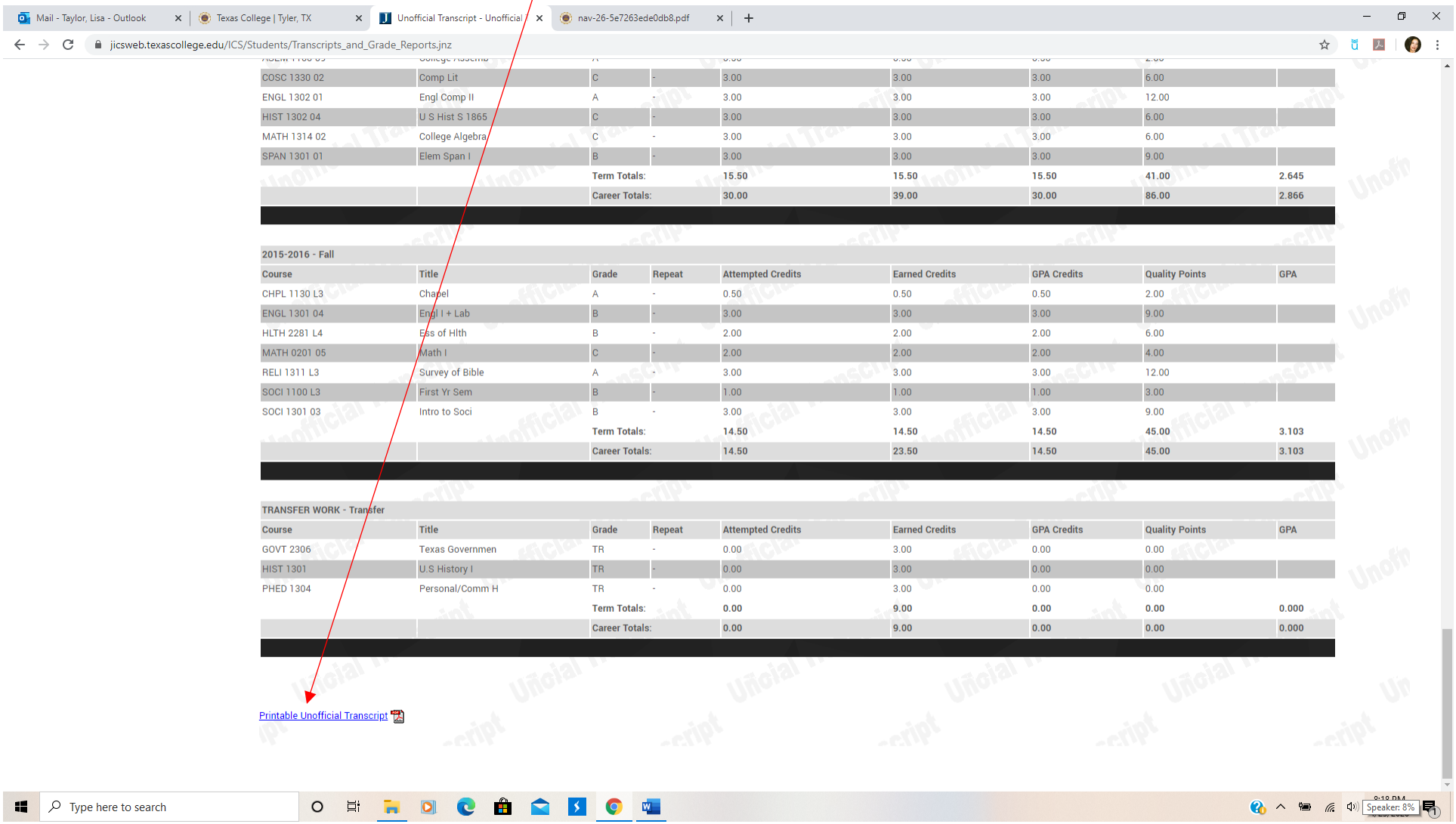
Step 6: Click on View **Unofficial Transcript** to complete the advising checklist. *You should record your grades for all completed courses on the advising checklist.*



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



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



COSC 1330 02	Comp Lit	C	-	3.00	3.00	3.00	6.00	
ENGL 1302 01	Engl Comp II	A	-	3.00	3.00	3.00	12.00	
HIST 1302 04	U S Hist S 1865	C	-	3.00	3.00	3.00	6.00	
MATH 1314 02	College Algebra	C	-	3.00	3.00	3.00	6.00	
SPAN 1301 01	Elem Span I	B	-	3.00	3.00	3.00	9.00	
		Term Totals:		**15.50**	**15.50**	**15.50**	**41.00**	**2.645**
		Career Totals:		**30.00**	**39.00**	**30.00**	**86.00**	**2.866**

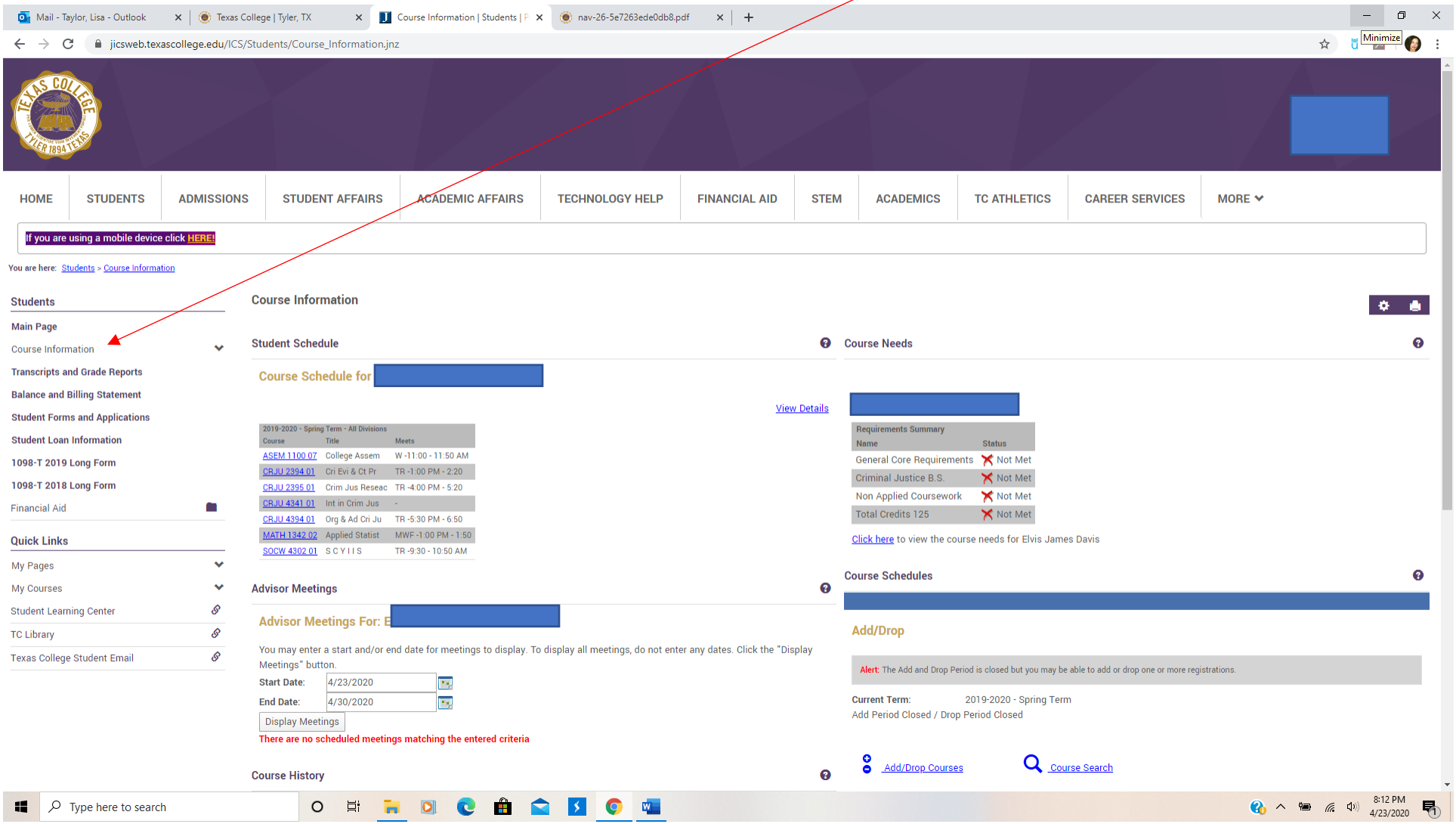
2015-2016 - Fall

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
CHPL 1130 L3	Chapel	A	-	0.50	0.50	0.50	2.00	
ENGL 1301 04	Engl I + Lab	B	-	3.00	3.00	3.00	9.00	
HLTH 2281 L4	Ess of Hlth	B	-	2.00	2.00	2.00	6.00	
MATH 0201 05	Math I	C	-	2.00	2.00	2.00	4.00	
RELI 1311 L3	Survey of Bible	A	-	3.00	3.00	3.00	12.00	
SOCI 1100 L3	First Yr Sem	B	-	1.00	1.00	1.00	3.00	
SOCI 1301 03	Intro to Soci	B	-	3.00	3.00	3.00	9.00	
		Term Totals:		**14.50**	**14.50**	**14.50**	**45.00**	**3.103**
		Career Totals:		**14.50**	**23.50**	**14.50**	**45.00**	**3.103**

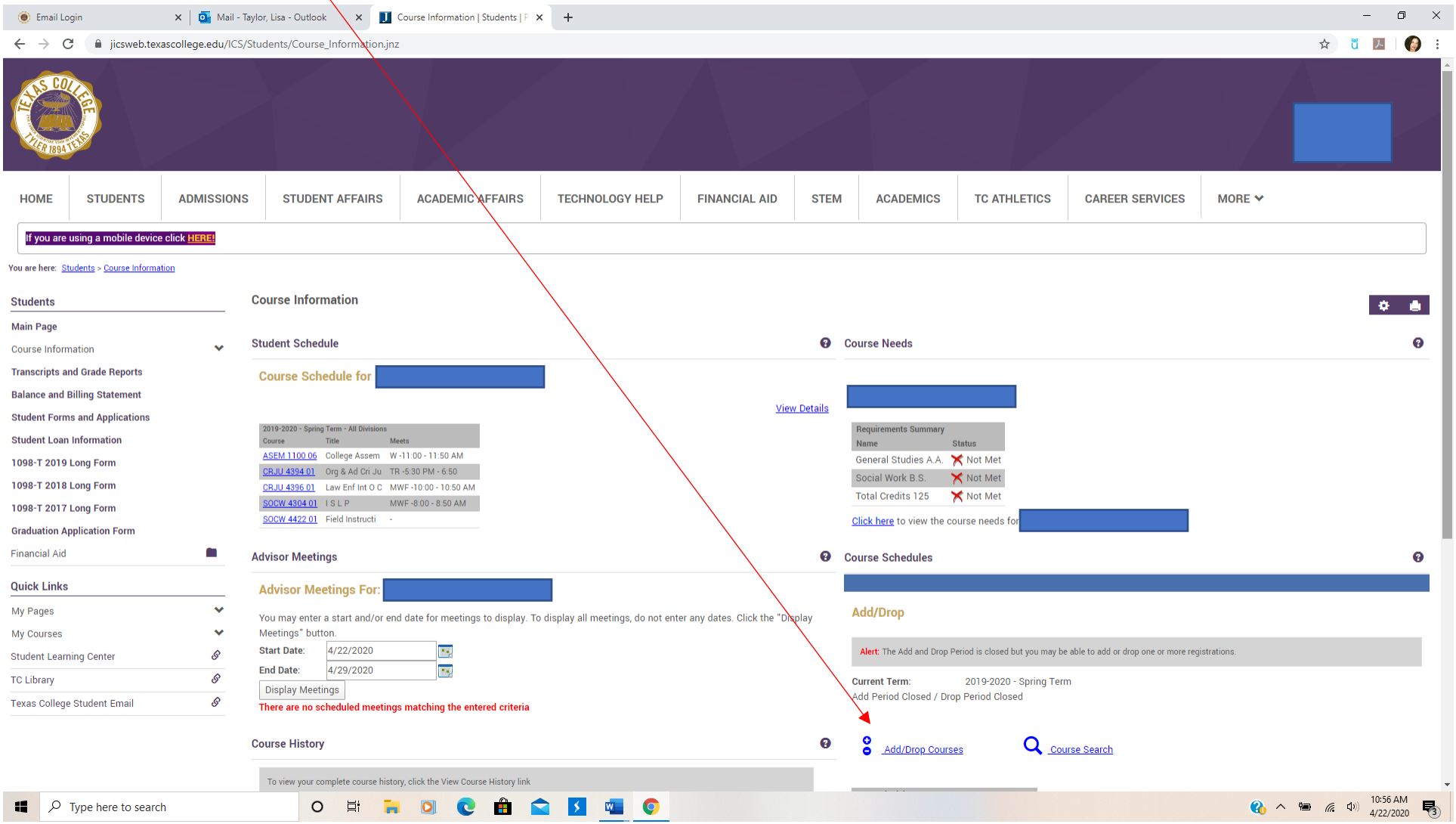
TRANSFER WORK - Transfer

Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
GOVT 2306	Texas Governmen	TR	-	0.00	3.00	0.00	0.00	
HIST 1301	U.S History I	TR	-	0.00	3.00	0.00	0.00	
PHED 1304	Personal/Comm H	TR	-	0.00	3.00	0.00	0.00	
		Term Totals:		**0.00**	**9.00**	**0.00**	**0.00**	**0.000**
		Career Totals:		**0.00**	**9.00**	**0.00**	**0.00**	**0.000**

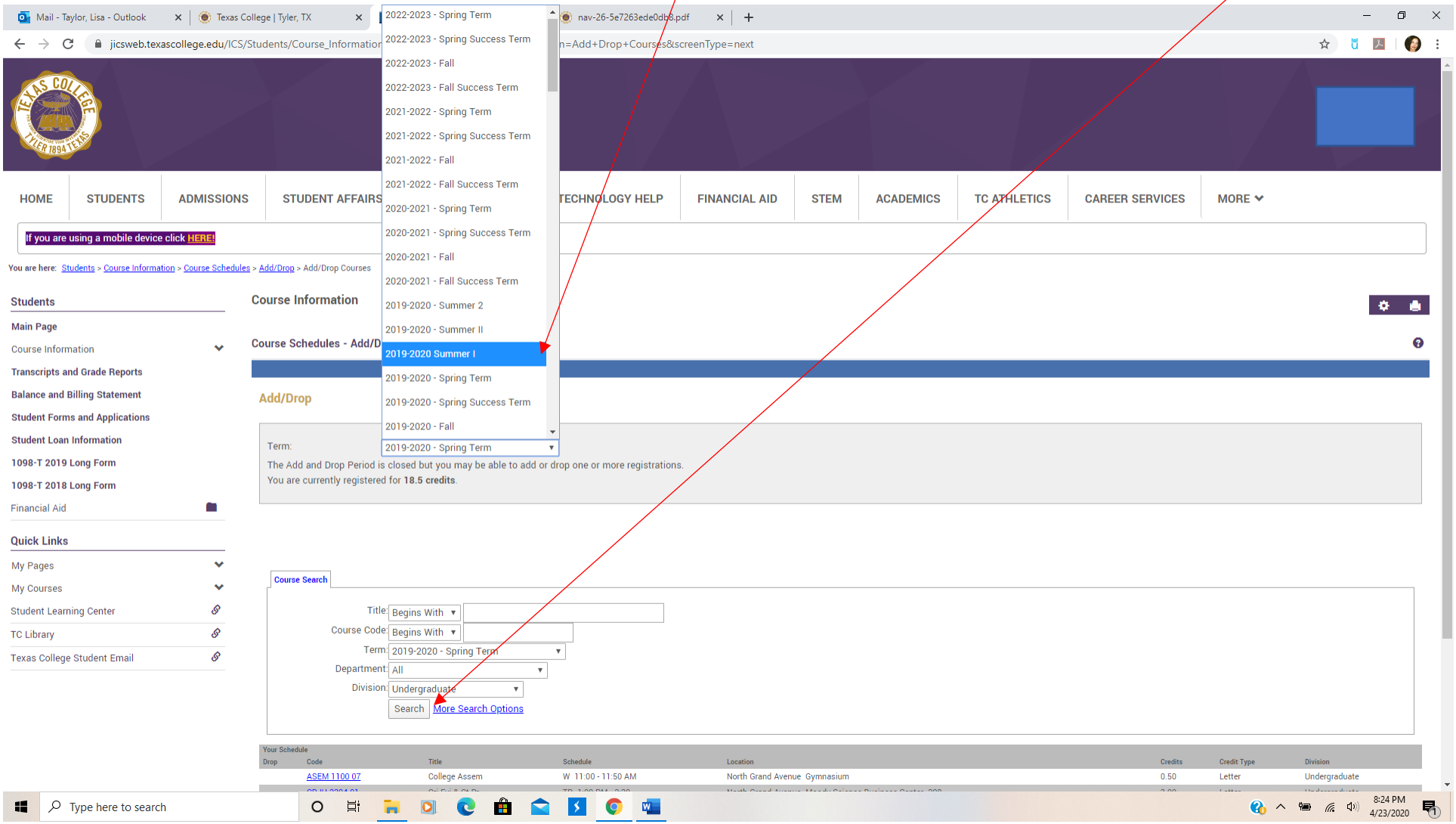
Step 9: After viewing or printing your transcript**,** scroll to the top of the page to select the **Course Information** tab on the left side.



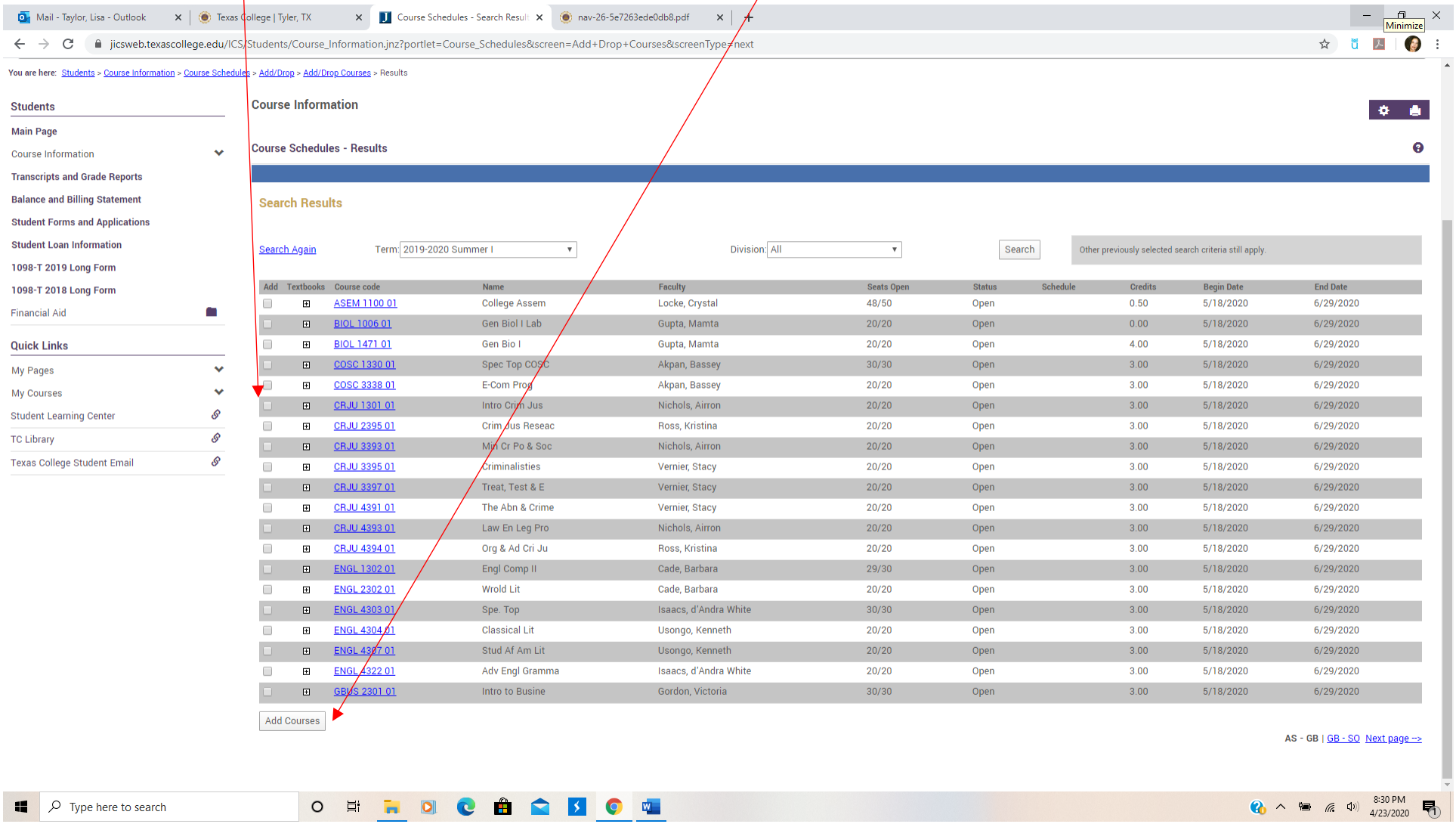
Step 10: Click the **ADD/DROP** to view Course Schedules and select classes.



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.



Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	⊞	ASEM 1100 01	College Assem	Locke, Crystal	48/50	Open		0.50	5/18/2020	6/29/2020
	⊞	BIOL 1006 01	Gen Biol I Lab	Gupta, Mamta	20/20	Open		0.00	5/18/2020	6/29/2020
	⊞	BIOL 1471 01	Gen Bio I	Gupta, Mamta	20/20	Open		4.00	5/18/2020	6/29/2020
	⊞	COSC 1330 01	Spec Top COSC	Akpan, Bassey	30/30	Open		3.00	5/18/2020	6/29/2020
	⊞	COSC 3338 01	E-Com Prog	Akpan, Bassey	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 1301 01	Intro Crim Jus	Nichols, Airron	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 2395 01	Crim Jus Reseac	Ross, Kristina	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 3393 01	Min Cr Po & Soc	Nichols, Airron	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 3395 01	Criminalisties	Vernier, Stacy	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 3397 01	Treat, Test & E	Vernier, Stacy	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 4391 01	The Abn & Crime	Vernier, Stacy	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 4393 01	Law En Leg Pro	Nichols, Airron	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	CRJU 4394 01	Org & Ad Cri Ju	Ross, Kristina	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 1302 01	Engl Comp II	Cade, Barbara	29/30	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 2302 01	Wrold Lit	Cade, Barbara	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 4303 01	Spe. Top	Isaacs, d'Andra White	30/30	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 4304 01	Classical Lit	Usongo, Kenneth	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 4307 01	Stud Af Am Lit	Usongo, Kenneth	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	ENGL 4322 01	Adv Engl Gramma	Isaacs, d'Andra White	20/20	Open		3.00	5/18/2020	6/29/2020
	⊞	GBUS 2301 01	Intro to Busine	Gordon, Victoria	30/30	Open		3.00	5/18/2020	6/29/2020