TigerPaws Instructions

Registration

1. Searching for open classes.
   To see all open classes, click on Search for Sections on the Students menu. Select the desired Term (skip Starting and Ending dates fields) then select up to 5 different subject areas. You can leave all other fields blank and click submit (no need to enter course numbers). Next, click on the column heading labeled “Status” to sort courses. This will sort the classes so that all closed, open, and waitlisted classes are grouped together. Scroll down (or skip to next page) until you get to courses listed with Status=Open.
   - Hint: Make a note of the 5-digit “Synonyms” for each course you’re interested in – they are displayed in parenthesis next to each course number, i.e., GREK-1302-1 (26251) Elementary Classical Greek II. You will also find the course Synonyms listed in the class schedule. They can be used for Express Registration.
   - Hint: You can narrow your search to classes meeting at a given time and/or on certain days of the week

2. There are two registration options:
   a) Search/Register for sections (just like Search for Sections, but doesn’t allow sorting of open/closed classes)
      Use this option if you would like to look through one or more department’s offerings and then select your course(s) from the list. Select the desired Term (skip Starting and Ending dates fields) then click on up to 5 different subject areas. You can leave all other fields blank and click submit (no need to enter course numbers). The system will produce a list of all courses in the selected departments in alpha order. Check the box next to the courses you want, and then click Submit at the bottom of the page. This will add the courses to your Preferred Sections list. At this point you are not yet registered! Proceed to step 3 below.

   b) Express registration
      Use this option if you know the Synonym (the unique identifier found in parenthesis next to each course on TigerPaws and also printed in the Class Schedule) OR if you know the exact subject, course number, and section number of the sections which you wish to take. If you enter the Synonym(s), leave all other fields blank. If you don’t use Synonyms, you must precisely enter the complete course information. For example: Subject = SOCI, Course Number = 1301, Section = 1 and Term = fall 2010. After entering this information for one or more of your courses, click Submit at the bottom of the page. This will display a list of your
Preferred Sections. **At this point you are not yet registered!** Proceed to step 3 below.

3. When you first select your desired courses by using one of the two registration methods above, the courses go into a *Preferred Sections* list – this list is a bit like an online shopping basket. You can save courses to your *Preferred Sections* list in advance of registration. **Click on Add and Drop Classes to access your Preferred Sections list.** When it’s your time to register, open your preferred sections list and choose the course(s) you want to register for from the drop down menu to the left of each course. Complete your registration by choosing **Register** in the drop down menu under **Action** next to each desired course, then click **Submit** at the bottom of the page. If your course registrations were processed successfully they will appear on a separate list at the bottom of the page under the heading **Current Registrations.** **Note: If the status of a class you want is either closed or waitlisted you can add yourself to the waitlist by choosing Action = WL Waitlist (under Action).**

4. **Last and most important step after registering:** go back to the **Students Menu** then click on **My Class Schedule.** Select the Term and click Submit. If you have registered successfully, this will bring up a list of all your classes. **Check your schedule carefully and print a copy for your records.** This serves as proof of your registration and enrollment. If your schedule is not correct or complete go back to the students menu and repeat steps 2, 3 and 4.

If for some reason you were not able to register, i.e., the class is full, there is a time conflict with another class, etc., you will receive an error message with an explanation. Please follow the instructions provided in the error message to resolve the issue. If you continue to encounter a problem, please contact the Registrar’s Office.

**Electronic Waitlists**

Electronic Waitlists are a feature on **TigerPAWS** and will be available during registration and add/drop in a large number of class sections. **Students on waitlists MUST check their e-mail messages daily for permission to register!**

**Rules Governing the Waitlists:**

1. Electronic Waitlists will begin for a class only when the class has reached its capacity.
2. Students will not be allowed to Waitlist courses unless they have fulfilled all the requirements and prerequisites of the course.
3. Students may Waitlist for multiple sections of the same course; however, once the student registers for one of the sections, s/he is automatically removed from the other section waitlists.
4. Students on waitlists are e-mailed to offer them permission to register in sections as spaces become available. The student is then allowed to register for the class on TigerPAWS using Manage My Waitlist. **If a student does not register by the next day at midnight, TigerPAWS removes the student from the waitlist** and notifies the next person on the waitlist. **It is imperative that waitlisted students check their Trinity e-mail messages on a daily basis!**

5. Students can manage their waitlisted sections through TigerPAWS in the Manage My Waitlist screen. They can register from waitlists if given permission, or they can delete themselves from waitlists.