



# TOCCOA FALLS COLLEGE

## OFFICE OF THE REGISTRAR REGISTRATION INSTRUCTIONS

### **BEFORE YOU REGISTER**

#### *Correspond with your advisor*

We recommend you correspond with your advisor to discuss your schedule. Be prepared with a proposed schedule based on your chosen major in your catalog year. You can login to your student portal to see the name of your advisor in the student portal under the "Student" tab.

#### *Service and Outreach*

Think about what Service and Outreach Ministry you want to take next semester. Make sure to add this to your schedule when you register. The prefix code for your Student Ministry is SAO (for Service and Outreach).

#### *Registration/Advising Tips*

Responsibility for choosing the correct courses belongs to you. Each student must carry full responsibility for completing his/her program of study as set forth according to the proper catalog. Advisors cannot be held liable for student failure to meet specified requirements. You should not register for any course more than one class year level beyond your current class year, e.g. a sophomore should not register for a senior level course. Follow your major program outlined in the catalog to see a selection of courses.

### **WHEN TO REGISTER**

You will be able to begin your schedule selection process according to the following schedule by Class Year (based on current hours earned):

Honor Students, Athletes, Seniors and Juniors: Beginning Monday, the registration period opens

Sophomores: Beginning Thursday, after the registration period opens

Freshmen: Beginning Monday, one week after the registration period opens

See academic calendar for specific dates: <https://tfc.edu/academics/calendar-catalog/>

Student Portal Registration closes August 1 for Fall and December 1 for Winterim/Spring

### **HOW TO REGISTER**

- On your scheduled day to select your classes, sign into myTFC using your TFC email ID and password.
- Click the Registration link in the Quick-Launch Menu and select JICS Student Portal.
- Click the Registration tab at the top of the screen and scroll down to the Add/Drop Courses Box.
- Click on the "Register" button (open when your registration period begins) and use the course search feature to add classes to your calendar.
- Once you find the desired course, click the Add button to the left of the course to place the course on your calendar. Repeat the Section Search until you have added all desired courses to your calendar.

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- Click “Registration Checkout” for a final review of your selected courses.
- Click the checkbox next to all the courses you wish to register for and click the button to “Request advisor approval.” We recommend emailing your advisor to ensure that your courses are approved in a timely manner and checking the registration portal a few days after you’ve registered.
- You are encouraged to save or print a copy of your class schedule to verify the classes for which you registered. We recommend you print a new copy of your schedule each time you make any changes to it.

### **PROBLEMS REGISTERING?**

Error Messages:

*Registration Hold*– If you have a Student Accounts Hold or a Missing Documents Hold (which could include official transcripts or medical records), these will need to be cared for before you can register for the following term.

*Course prerequisite has not been met*– You may not register for the course. If you feel this error message is incorrect, please contact the Registrar’s Office.

*Instructor permission required* – You may “Request Permission” to enter a class by emailing the professor directly.

*This class is closed*– You may not register for the class through the student portal. Please return a signed “Request to Enter a Closed Class” form available in the Registrar’s Office for manual processing.

*You are attempting to register for more credit hours than allowed*– Only submit classes that add up to the total number of hours you are allowed. The remaining course(s) that put you in overload status will require the “Course Overload” form available in the Registrar’s Office. Both your advisor and the Registrar must approve course overloads. Hours greater than 19 incur overload tuition rates.

Special class arrangements such as Directed or Independent Study courses will need to be processed manually in the Registrar’s Office and must be submitted prior to the Drop/Add period, or earlier if needed for financial aid full-time status.

### **TAKING A TFC ONLINE CLASS?**

For Traditional Students, the cost of online courses for resident students is the same as resident course tuition and will, therefore, be included in your tuition flat-rate block tuition charge for 12-19 hours. Section OL1A courses are offered the first 8 weeks of the semester (Session A), and section OL1B courses are offered the second 8 weeks of the semester (Session B). For Traditional Students, all online sections will appear as “CLOSED.” To add an online course, take a “Request to Enter a Closed Class” form to your Advisor, then to the Director of Online Education for approval, and bring to the Registrar’s Office for processing.

Note: Because of their condensed nature, online courses may not be taken if it places a student in an academic overload situation (more than 18 hours). Traditional students must register for any online courses by the end of the regular registration and drop/add period for that resident term. Traditional students are always billed resident tuition rates for online courses. Traditional Students are limited to 12 hours of online courses. Because of their condensed nature, keep in mind that a 3-hour online course will have a “felt” workload of 6

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hours.

### **FINANCIAL AID AND STUDENT ACCOUNTS REMIDERS**

After scheduling your classes, verify your Financial Aid status and Student Account balance in the Finances Tab of your student portal, and care for your remaining balance accordingly. If using the NelNet Payment Plan, select your payment plan ASAP for the best option. Payment may be made online.

### **CHECK-IN**

#### *New Students Check-In*

New student check-in information will come directly from the admissions office. New students can contact the admissions office directly for more details.

#### *Winterim Attendance Check-In Enrollment Confirmation*

Your Winterim and Summer Attendance Check-In will be confirmed by attending your first day of class. If there are extenuating circumstances that prevent you from attending class this day, (overseas travel, SAOs, practicum or internship responsibilities, out of town student ministries), you should communicate to the Registrar's Office.

#### *Fall and Spring Attendance Check-In Enrollment Confirmation for Continuing Students*

Your Spring Attendance Check-In will be confirmed by your attendance on the first day of each class. If there are extenuating circumstances that prevent you from attending your first day of classes, (overseas travel, SAOs, practicum or internship responsibilities), you should communicate to the Registrar's Office.

### **DROP/ADD – SCHEDULE CHANGES**

Drop/Add changes may be made beginning on the first day of class. Traditional classes may be adjusted for four days during the Fall or Spring drop/add period and online courses have three days of drop/add at the beginning of each Fall or Spring term.

Schedule Changes during the Drop/Add period for the regular semester (Fall/Spring) for continuing students are made on-line using the student portal, with submission to your advisor for schedule change approval. New students can request schedule adjustments in the Registrar's Office during the Drop/Add period.

Paper forms accepted in the Registrar's Office will be for entering a closed class, overload requests, or directed and independent studies. Make sure you have completed all schedule changes by 5:00 pm of the designated end of the drop/add period.

### **HANDS ON TRAINING**

If you feel that you need more individualized instruction than those provided, please contact the Registrar's Office, and we will be glad to assist you.

### **Contact Information**

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