

How to Register for Courses – MPH Program

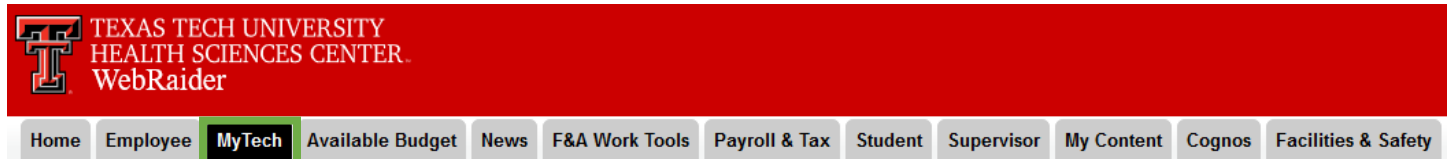
Before You Begin: Please meet with your advisor before registering for classes. Your advisor will need to confirm that you have discussed your semester plans in order to remove the hold on your account each semester. You will not be able to complete the following registration steps if you have not had the hold removed from your account. Please also be aware that some courses may have prerequisites that could prevent you from registering if you have not been completed them prior to registration.

Disclaimer: If you have any questions regarding the registration process, please contact one of the Associate Directors of Student Services:

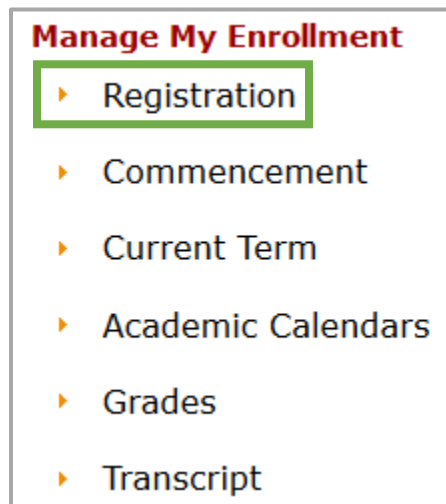
John Baker (Lubbock) john.f.baker@ttuhsc.edu

Patrick Lloyd (Abilene) patrick.lloyd@ttuhsc.edu

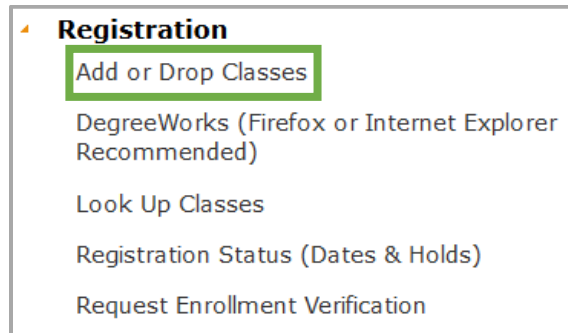
Step 1: Log-in to your WebRaider account and select the “MyTech” tab at the top of the page.



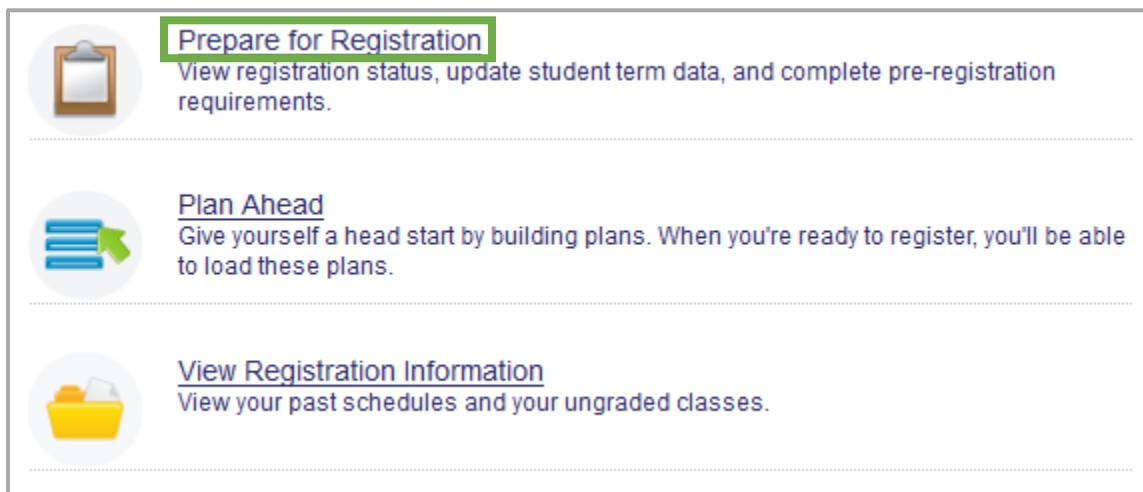
Step 2: In the “Manage My Enrollment” section on the left-hand side of the screen, click the “Registration” option.



Step 3: Click the “Add or Drop Classes” option.

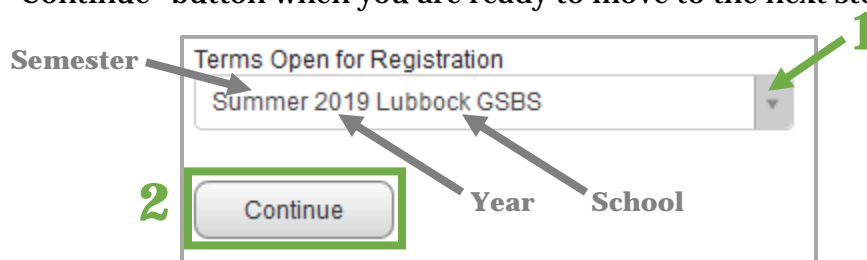


Step 4: The Registration Menu will appear. Click on the “Prepare for Registration” option on the left-hand side to view your registration status.



Step 5: Select the term you are registering for. Make sure that the term you select has the correct semester, year, and school.

- All MPH students will register using the “Lubbock GSBS” school, even if they are taking classes at the Abilene campus.
- Click the “Continue” button when you are ready to move to the next step.





- The following screen should appear with green notifications that indicate that you are ready to register. Pay attention to the registration dates and times to register within the allotted time.

Registration Status

Term: Summer 2019 Lubbock GSBS

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

Time tickets allow registration at this time. Please register within these times: 04/01/2019 08:00 AM - 05/28/2019 11:59 PM

Earned Hours




- i You have Earned Hours for Level: Graduate Biomedical Sciences, Institution Hours: 15, Transfer Hours: 0
- i Your class standing for registration purposes is Graduate Masters

- If it is not time to register, you are academically ineligible to register, or you have a hold on your account, you will have a red notification. You will need to have these restrictions removed before you can continue registering.

Step 6: Now, click the “Registration” link at the top of the page to return to the original Registration Menu.

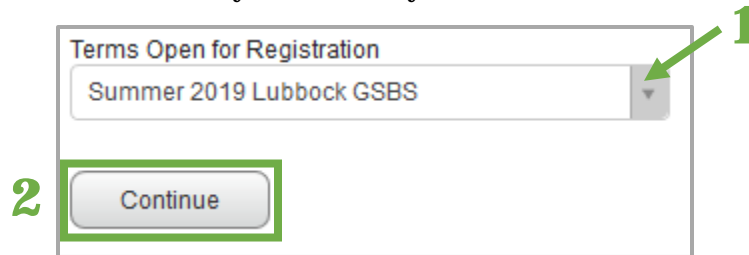
[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Step 7: Click on the “Register for Classes” option on the right-hand side of the Registration Menu.

-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [Browse Classes](#)
Looking for classes? In this section you can browse the classes you find interesting.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Step 8: Select the term you are registering for. Once again, make sure that the term you select has the correct semester, year, and school.

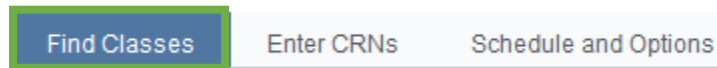
- Click the “Continue” button when you are ready to move to the next step.



Terms Open for Registration
Summer 2019 Lubbock GSBS

Continue

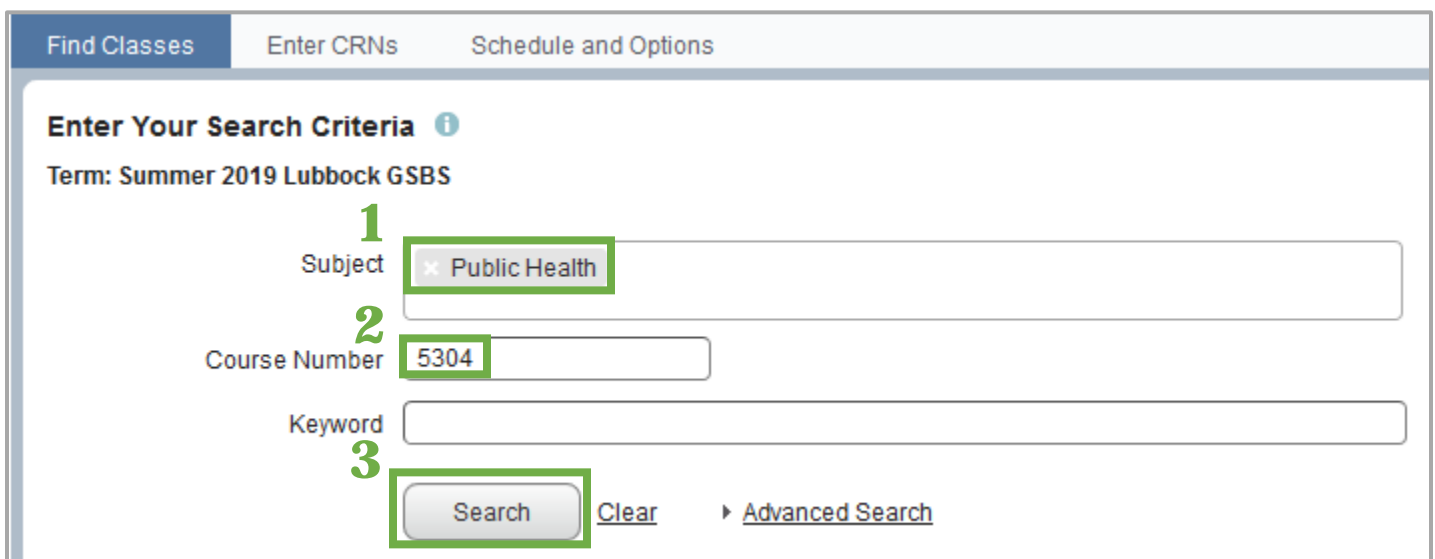
Step 9: Then, click on the “Find Classes” tab at the top of the screen.



Find Classes Enter CRNs Schedule and Options

Step 10: Enter the course criteria that you would like to search for.

- In the subject area, type “Public Health” (or “Public Health Online” if you are a part of the online MPH program).
- Enter a course number (e.g. 5304) to view all available sections of that course.
- You may also choose to search using a key word or other criteria featured in the advanced search.
- Click the “Search” button to move to the next step.



Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2019 Lubbock GSBS

1 Subject

2 Course Number

Keyword

3 [Advanced Search](#)

Step 11: Once the courses have appeared on the screen, select which section of the course you need to register for.

- It is very important that you select the correct section of the course because different section numbers correspond with different campuses. A table is provided below with the meanings of the applicable section numbers.

Section Number	Campus
001	Lubbock (Face-t0-Face)
011	Lubbock (Distance)
003	Abilene (Face-t0-Face)
013	Abilene (Distance)

Search Results — 3 Classes							
Term: Summer 2019 Lubbock GSBS		Subject: Public Health		Course Number: 5304			
Title	Subject Des ^c	Course ⁿ	Section ⁿ	Hours	CRN	Term	Instructor
Introduction to Social ... Lecture Lubbock (Distance)	Public H...	5304	011	3	600...	Su...	John F Baker Julie Ann St Joh...
Introduction to Social ... Lecture Abilene (Distance)	Public H...	5304	013	3	601...	Su...	John F Baker Julie Ann St Joh...

Step 12: Once you have picked the correct section of course you would like to register for, click the corresponding “Add” button to the right of the course.

Meeting Times	Campu:	Status	Attribute
S M T W T F S 00:00 AM - 00:01 AM	Dis...	12 of 20 se...	Add
S M T W T F S 00:00 AM - 00:01 AM	Dis...	20 of 20 se...	Add

Step 13: Then, the course that you selected will appear at the bottom, right-hand side of the page in the “Summary” section.

- The status of the course will say “Pending” and the action will say “Registered on Web”.
- Click the “Submit” button when you are ready to officially register for the course.

Summary							Tuition and Fees
Title	Details	Hour	CRN	Schedule	Status	Action	⚙️
Introduction to Social ...	GSPH 5304,...	3	60067	Lecture	Pending	Registered on Web	1
Introduction to Epide...	GSPH 5307,...	3	60079	Lecture	Registered	None	
Program Evaluation	GSPH 5321,...	3	60184	Lecture	Registered	None	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

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- If you need to remove a class that you have registered for, change the action to “Remove” and then click the “Submit” button.

Summary							Tuition and Fees
Title	Details	Hour	CRN	Schedule	Status	Action	⚙️
Introduction to Social ...	GSPH 5304,...	3	60067	Lecture	Pending	Remove	1
Introduction to Epide...	GSPH 5307,...	3	60079	Lecture	Registered	None	
Program Evaluation	GSPH 5321,...	3	60184	Lecture	Registered	None	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

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TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

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Department of Public Health

Step 14: To search for another course, click the green “Search Again” button at the top, right-hand corner of the page to return to the “Find Classes” search. Then you can type in additional course numbers.

Search Again

Step 15: Check that all courses you have registered for have the green  status. When all courses have been successfully registered, remember to log-out of WebRaider.