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:

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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.

![Registration Menu](image)

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

- **Prepare for Registration**
  - View registration status, update student term data, and complete pre-registration requirements.

- **Plan Ahead**
  - Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

- **View Registration Information**
  - View your past schedules and your ungraded classes.

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.

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.

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

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

**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.
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.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Lubbock (Face-to-Face)</td>
</tr>
<tr>
<td>011</td>
<td>Lubbock (Distance)</td>
</tr>
<tr>
<td>003</td>
<td>Abilene (Face-to-Face)</td>
</tr>
<tr>
<td>013</td>
<td>Abilene (Distance)</td>
</tr>
</tbody>
</table>

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.
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.

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

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