TOUGALOO COLLEGE
FALL 2015
REGISTRATION PROCEDURES
Instructions for Students

Registration at Tougaloo College is divided into three phases. The Official 2015 Course Listings for fall 2015 is available on the Tougaloo College Website at www.tougaloo.edu.

- **Phase I** is the Course Selection Process. Phase one of the fall 2015 registration process will begin on April 15 with Advising Day. Students are to report to their advisor to select courses for the 2014-2015 Summer Term and for the 2015-2016 Fall Semester.
  - Students who miss Advising Day will be marked absent from classes for that day.
- **Phase II** is completing financial aid requirements.
- **Phase III** is payment of fees.

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**PHASE I**
Advising/Course Selection

Students can enter courses via *The Loo (see instructions below).* *Courses entered on The Loo by students will remain in “reserve” status until approved by the Advisor.* *Students who enter courses via The Loo should contact their advisor for approval so that the courses can be changed from “reserve” to “current” status.* Selected courses remaining in the “reserve” status will not appear on your registration form.

- **Step 1** See your Advisor for advising and course selection approval.
- **Step 2** Log in on the Tougaloo College Web site at www.tougaloo.edu and click on *The Loo* at the bottom of the page.
- **Step 3** Enter your *User Name* and *Password* (Note: This is the same password used to access your computer and email.)
- **Step 4** Select *Students* tab.
- **Step 5** Select *Online Registration* page. (Note: Verify Semester Term and Division 2015-16 Fall and 2014-15 for Summer.
- **Step 6** Select “Add/Drop Courses” link to add courses using the course code or select the “Course Search” link to use the search criteria.
- **Step 7** Once you have selected the desired courses, click on *Add Courses*. The selected courses will go into “Reserve” status. The schedule will appear at the bottom of the page.
- **Step 8** To drop a course, select the check box next to the class and press the “Drop Selected courses” button. If the course cannot be dropped, the check box will appear.
Step 9 To view advisor(s), click on the Schedule and Grades page. The names should appear under the Academic Information portal.

Step 10 Contact your advisor for course approval.

A complete list of these instructions is also located on the Tougaloo College website at www.tougaloo.edu.

Questions concerning procedures for logging onto The Loo should be directed to the Office of Information Technology Help Desk at 601-977-7822 or helpdesk@tougaloo.edu.

Approvals for Overloads (19 or above hours) will not be available until after final grades for spring 2014 semester have been posted. Students requesting an “overload” must complete an Approved Trial Schedule & Course Request Form and secure signatures (Advisor and Advisee). Overloads must be approved by the Provost and Vice President for Academic Affairs or the Assistant Provost for Academic Affairs. Please consult your catalog to determine eligibility.

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PHASE II

Financial Aid

Students may apply for aid from the Federal Financial Aid Programs to assist with the payment of their required tuitions and fees. Students approved to receive financial aid will receive a Financial Aid Award Letter from the Office of Financial Aid.

Step 1 Complete the 2015-2016 Free Application for Federal Student Aid (FAFSA). Students planning to attend 2015 summer school will use the 2014-2015 FAFSA.

Step 2 Turn in all required documents requested by the Office of Financial Aid.

Step 3 Secure your 2015-2016 Financial Aid Award Letter.

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PHASE III

Tuition and Fees

Payments for each semester, including tuition, room and board, are to be made in advance at the times indicated in the schedule of payments. Your registration is complete upon receipt of your official Financial Statement from the Bursar’s Office.

Step 1 All students pick up a Locator Card from the Office of Records.

Step 2 Present Locator Card and a copy of Student Schedule to Cashier/Bursar’s Office.

Step 3 COMPLETE FINANCIAL OBLIGATIONS WITH THE OFFICE OF THE BURSAR and secure A FINANCIAL STATEMENT Form from the Cashier/Bursar. Form MUST indicate COMPLETE by the Bursar’s Office.
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- Phase II is completing financial aid requirements.
- Phase III is payment of fees.

The Official 2015 Course Listings is available on the Tougaloo College Website at www.tougaloo.edu.

STUDENTS CAN ENTER COURSES VIA “THE LOO” (see instructions below). Courses entered on The Loo by students will remain in “reserve” status until approved by the Advisor. Students who enter courses via The Loo should contact their advisor for approval so that the courses can be changed from “reserve” to “current” status. Selected courses remaining in the “reserve” status will not appear on the student’s registration form. Faculty who chooses to enter courses for their advisees must follow instructions below.

Step 1 Log in on the Tougaloo College Web site at www.tougaloo.edu and click on The Loo at the bottom of the page.
Step 2 Enter your User Name and Password.
Step 3 Select Student tab.
Step 4 Select Course Registration Page.
Step 5 Select Search for All Advisees or Type in Name of Advisee.
Step 6 Click on Advisee’s Name.
Step 7 Click on Add/Drop Courses (verify Semester Term and Division).
Step 8 Choose Add by Course Code or Course Search.

To add by course, start by typing its course code in the box displayed when choosing this option. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. If you don’t know the course or section codes you need, use the Course Search tab above.
The user can also add courses to the schedule by entering the *Course code and Section* in the boxes provided and clicking the *Search* button. Alternatively, the user can click the link for *Course Search* to go to that screen and search for courses.

**Swap Course Option:** If there is a course/time conflict the user can swap courses. To swap a course, search for the class using *Course Search*. The selected course will appear in the *Course Selected for Addition* heading. Select the *Add* checkbox next to the course that is to be added. Then select the *Drop* checkbox next to the course it is to replace and click the *Swap* button.

**Step 9**  
After the desired courses are selected click on *Add Courses*. The Schedule will appear at the bottom of the page.

**Step 10**  
To drop a course, select the check box next to the class and press the *Add/Drop Courses* button. If the course cannot be dropped, the check box will not appear.

If a class is full, the Division Deans will have the authority to increase class sizes within their division. Division Deans should work together in this regard.

To add sections, permission must be granted by the Office of Academic Affairs.

**PREREQUISITE, CO-REQUISITE, AND PROHIBITED COURSES**  
Division Deans can override pre-requisite, co-requisite and prohibited courses. However, courses requiring pre-requisite and co-requisites should be left in reserve status on the student’s schedule until final grades are posted to ensure that the student has met the minimum grade requirement.

Students who have completed registration will present a Registration Ticket verifying that fact.