



Concurrent Enrollment Online Registration Directions

Phone: 607-844-8222, ext. 4311 / collegenow@tc3.edu

Returning CE Students

(Students who have enrolled in a TC3/Concurrent Enrollment course before.)

Important Note: If you are bumped out of the Concurrent Enrollment Online Registration session you will need to log out and begin again.

1. Go to **www.tc3.edu/collegenow**.
2. Click the **Online Registration Process** link under the **InSchool Concurrent Enrollment Registration** heading.
3. Click **Continue to Registration**.
4. Click **Go to CollegeNow Registration Start Page** (below Returning Students column) to login.
5. **Log into myTC3** using your myTC3 user name/password.

If you don't remember your myTC3 password, click the **Forgot/Change Password** link. Once your password is reset you will need to enroll/re-enroll in **myPASSWORD**. After enrolling/re-enrolling in myPassword, you will receive a message: "Congratulations! Your account has been enrolled successfully."

- Click **Back to myTC3**.
- Click the **Concurrent Enrollment Students Begin Here** link.
- You should be back to the **CollegeNow online registration site**.
- Click **Go to CollegeNow Registration Start Page** (below Returning Students column) to login.
- Log into myTC3.

If you cannot recover your password call our office at 607.844.8222, extension 4311.

6. Read the information regarding CollegeNow's policy for participation in the Concurrent Enrollment Program.
After reading all information carefully, click **Proceed to Registration**.
Please follow the directions; not doing so may result in your browser being redirected to an incorrect location.
7. Click **Section Search** in the menu on the left to open the search criteria window.
 - a. Click **Advanced Search** to locate the course(s).
 - b. Search for the instructor of the course by selecting their name from the **Instructor** drop down box (e.g. Smith, Tom) then click **Search**.

A complete listing of courses that your instructor is teaching should appear.

CAREFULLY review the list of course offerings, paying close attention to the **Schedule** column.

Note: While reviewing the **Schedule** column, check the **TIME** that the course is being offered and that your **SCHOOL** name appears. The days (MWF, A Days, B Days, etc.) may not reflect the actual days that your course meets in your high school, but the **TIME** and **SCHOOL** are the important pieces. Make sure you are registering in the correct **TIME** section in your **SCHOOL**.

- c. Once you locate the correct section, add this course to your Cart by clicking the **Add** button.
- d. Now a screen will appear displaying the course you have added to your Cart.

8. When you have finished adding courses to your cart, click **View Cart**.

If you need to register for additional concurrent enrollment courses click **Proceed to Registration** and **repeat Step 6**.

9. Once you have clicked on **View Cart**, review each item in your cart to make sure that you have selected the correct course, section, teacher, school, etc. then click on **Register**.

10. Click **Next** to review an updated schedule.

11. Click **Next** to finalize your registration.

Disregard any mention of “charges” or “payment plan”. There is no cost for concurrent enrollment students.

12. Now you will see *Congratulations! You have completed your Registration for: 2012/Spring*

13. Click **View Schedule** in the menu on the left.

Print and retain a copy of this schedule for your records; it is the only verification of successful registration.

14. Click **Log Out** in the menu at the top of the page.

Once you log out you will be redirected to the myTC3 homepage. Take a moment to review the myTC3 services that are available to you.

Reminder: You are required to change your myTC3 password every **120 days**.