Thomas More University

QUICK TIPS
For Students

Registration Guide

1. Log into MyTMU at https://mytmu.thomasmore.edu/ICS/

2. Click on "Student Services" found on the menu along the top of the webpage.

   THOMAS MORE UNIVERSITY

   Home   Calendars   Advising   **Student Services**   Resources   IT Services   My Pages

3. Click on "Registration" in the Student Services menu.
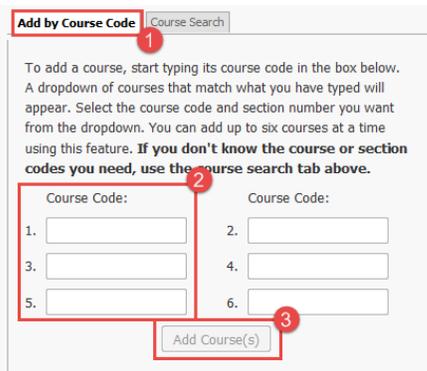
   Course Registration

4. Choose the term and program (undergraduate/graduate) for which you want to register. **If you need to enroll in both undergraduate and graduate-level courses at the same time, you must do two registration processes, one for each program, and register for the courses under the appropriate program.**

   Term: [FA 2016 ▼]

   Student Program: [Undergraduate ▼] *Select the Student Program for this registration and then select the Course Program to find a course.*
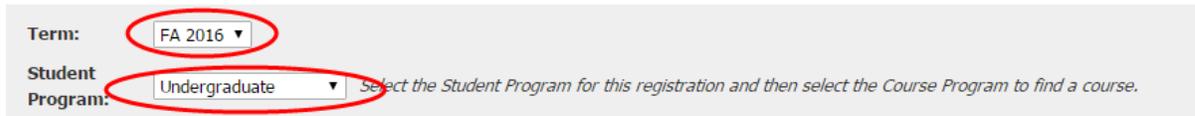
5. Complete both the "Personal Info Update" and "Registration Agreement Form" by clicking on the links.

   Personal Info Update

   This form is used to collect data for the Personal Info Update

   Complete the Personal Info Update form

   Registration Agreement

   This form is for the registration agreement

   Complete the Registration Agreement form
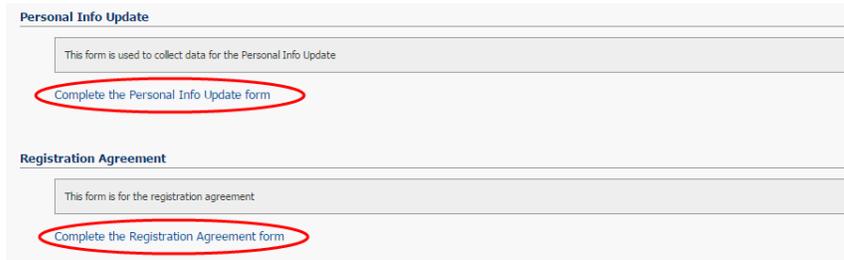
6. After reviewing the agreement, check the box next to "I HAVE READ…" and choose "submit."

7. Select "Add by Course Code" and enter the "Course Code" (example: HIS101). Available sections will appear in a drop-down format. When finished click on "Add Courses(s)."

   Add by Course Code | Course Search

   To add a course, start typing its course code in the box below. 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.**

   Course Code:
   1. [____]   2. [____]
   3. [____]   4. [____]
   5. [____]   6. [____]

   Add Course(s)

The course will now appear on your schedule. Any issues (prerequisites not met, etc.) will show with a notification.