

# TEXAS WOMAN'S UNIVERSITY

## Registration Worksheet

PLEASE BE AWARE THAT YOU ARE ONLY RESERVING COURSES AND THAT YOU WILL NOT BE OFFICIALLY REGISTERED UNTIL YOU HAVE PAID THE TUITION AND FEES OWED. PAYMENT MUST BE MADE PRIOR TO THE FIRST DAY OF CLASSES FOR A SEMESTER OR YOUR SCHEDULE WILL BE DELETED. IF YOU HAVE APPLIED FOR ANY FORM OF FINANCIAL AID YOU MUST DROP YOURSELF FROM ALL CLASSES IF YOU DO NOT INTEND TO BE ENROLLED.

### Online registration

1. Be advised by a faculty member in the department of your academic program or the Academic Advising Center.
2. Complete a list of courses you wish to take using the chart below.
3. From the TWU homepage - www.twu.edu. click on **Pioneer Portal**:  
https://portal.twu.edu/default.asp .
4. Enter your **Username** and **Password** and click **Login**.
5. Click on **Search and Add Courses (Register)** under **My Start Page**.
6. Select the appropriate **Term** and **Subject**. Or, for **Express Registration** use the 5 digit Course Code associated with each class from the class schedule.
7. **Search for Courses** for which you want to register and click on its respective **(add)** link. This will add the course to a temporary list of desired courses much like the Shopping Cart on many e-commerce sites.
8. To add more courses to your list, select **Search For More Courses** and repeat steps 6 and 7.
9. Click on **Register for These Courses** to register online.

### How to view your class schedule

1. Click on **My Info** tab on the left.
2. Select appropriate **Term** and click **Submit**.

**Payment - No registration is complete until payment for tuition and fees is made. Registration bills are not mailed; payment is made from your online bill.**

1. Click on **My Bill** on the left of the Portal screen.
2. Select **Detailed E-bill**, print, and proceed to **Portal Pay**. Student ID \_\_\_\_\_

### Registration Plan

COURSE CODE	DEPARTMENT	COURSE NO.	SECTION NO.	DAYS & TIME
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____	_____

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_ Student signature \_\_\_\_\_ Date \_\_\_\_\_