BLOCK REGISTRATION INSTRUCTIONS

**NOTE**: Before you begin online registration, you should have your student ID number, your TC Web password and your group registration code available. The group codes are available on the Office of the Registrar’s Registration webpage**


2. Log into the system by entering your student ID number and your password. Your default TC Web password is the month of your birth, the day of birth, the last two digits of your student ID and the first two letter of your first and the first two letter of your last name.

   **EXAMPLE:**
   If your name was Green Hornet and you were born on 1/1/1970 with a student ID number of 246800 then your default password would be: 010100grho.

3. Select the “Academics” tab at the top of the page.

4. Look at the upper right hand corner to see what semester the system is currently set to. The semester listed must match the semester you are trying to register for. If you need to change the semester, select “Change Terms” from the menu then select the appropriate semester.

5. Once the system is set to the correct semester, select “Course Search” from the menu. You should see a box labeled “Block Registration” near the top of the page.

6. Enter the 2 character group code which applies to you the click “Continue.” Block registration group codes are available online on the Registrar’s Registration webpage.

7. A screen will appear with the preset courses and a message asking you to make certain that these are the correct courses. If the courses are incorrect, return to the “Course Search” screen and enter the correct group code. If the courses displayed are correct, click on “Confirm” to continue.

8. You will see your specific course numbers with titles with a check mark in the status column indicating that they have been successfully added to your schedule.

9. Once you have finished registering for your courses, select “My Schedule” from the menu to view and print your schedule. If you incorrectly register for a course or need to make changes to your schedule, you will need to complete an add/drop form.