

## Concurrent Enrollment Online Registration Directions

Phone: 607.844.6503 | [rmk@tompkinscortland.edu](mailto:rmk@tompkinscortland.edu)



Students choosing to "**Audit**" course(s) need to complete a paper registration form provided to you by the instructor.



### **If you forgot your Username and/or Password**

You should be able to recover both your Username and Password from the log in screen. You can also:

- 1) Call our office Monday – Friday, 7:30am – 4pm
- 2) Email us at [collegenow@tompkinscortland.edu](mailto:collegenow@tompkinscortland.edu)
- 3) Text us at 607-367-6828



DO NOT call Tech Support. Also, we CANNOT give your parents access to your myTC3 credentials.

1. Go to **[www.tompkinscortland.edu/collegenow](http://www.tompkinscortland.edu/collegenow)**.
2. Select "**Concurrent Enrollment Registration**" in the "**Student Resources**" box on the right side of the page.
3. Scroll down and select "**Continue to Registration.**"
4. If you're new to registering online you will need to follow the "**First Time Students**" column about creating a myTC3 account. If you have taken a Tompkins Cortland course before, skip to **Step 5.**
  - a. Select "**First Time Students Start Here.**"
  - b. Provide all required information – including choosing your own password - then select "**Submit.**"  
  
\*\*You must have your social security number and unique email address to create an account. If possible please use a PERSONAL email address and not your school email address.\*\*
  - c. A screen will appear with your TC3 ID# and myTC3 username. **Print this page** and write down your myTC3 password too – Keep these credentials in a safe and secure location – you will need your login information to register for TC3 classes, access TC3 resources, and request transcripts.

**Please Note:** Your myTC3 account can take up to 3-5 minutes to activate.

5. Select "**Go to CollegeNow Registration Start Page**"
6. **Log in to myInfo.**

Read the information provided. Note your Certificate of Residence status. If you do not have a current certificate, complete the residency application after registering for your TC3 course(s). Foreign exchange students, residents of Cortland County, Tompkins County, and the State of Pennsylvania are all exempt.

After reading all information carefully, select "**Proceed to Registration**"

7. Re-enter your Username.
8. Hover over "**Registration**" and select "**Register for Courses**".
9. Be sure "2022/Fall" is the term selected to search.
  - a. Select "**Advanced Search**"
  - b. Choose your school from the **Campus** drop down box then select "**Search**"

A complete listing of courses that your school offers will appear. **CAREFULLY** review the list of course offerings, paying close attention to the **time** of the course. The days (MWF, A Days, B Days, etc.) may not reflect the actual days that your course meets, but the time and instructor are the important pieces.

- c. Select "**Add**" to put the courses you're taking for credit in your cart. The courses will appear under "**My Schedule.**"

10. Once you have finished adding courses to your cart, select “**Register.**”
11. Once you have selected **Register**, accept the registration agreement. Please note that this statement is **NOT** applicable to concurrent enrollment students, but you can't proceed without agreeing. You will **only** have to do this once per semester.

**Important Note:** There is no cost for concurrent enrollment students as the College provides a scholarship for the in-state tuition. Your certificate of residency covers the out-of-state tuition. It is VITAL that you obtain your certificate to not incur any future charges.

12. Now you will see *Congratulations! You have completed your Registration.*
13. Select “**Sign Out**” under your name at the top of the page.

### **FAQs**

**I have courses in my cart, but it won't let me finalize my registration!**

You missed step 5. Log out of myTC3 and be sure to start at the CollegeNow home page. This is how the system verifies that you are an eligible high school student.

**It says my certificate of residence has expired and won't let me register.**

Your certificate of residence status will never stop you from registering. Scroll to the bottom of the page and click “**Proceed to Registration.**”

**I finalized my registration, but it shows I owe money. Why?**

If you are enrolling in a Spring 2023 course (generally a full year course) during the Fall registration period, the scholarship will not appear. The College won't apply the scholarship for the Spring semester until late November. Your balance will be \$0 once the scholarship is posted to your account.

**I received an error that says I'm in the system already, but I never created an account. What do I do?**

If you have ever completed an inquiry card with Admissions, you may be in the system. You may also be in the system if you registered previously as an audit. Just call or email our office and we can give you your username and reset your password.

**I called the office, but no one answered.**

Email us, text us, or give us a few minutes and call back. If the whole class needs assistance, it is better for one person to call and pass the phone than for everyone to call at once.