TOMPKINS CORTLAND COMMUNITY COLLEGE | COLLEGENOW COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

Concurrent Enrollment Online Registration Directions

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Students choosing to "**Audit**" course(s) need to complete a paper registration form provided to you by your 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. If you are unable to do so, call our office Monday – Friday, 8am – 4:30pm. If it is after hours, email us at collegenow@tompkinscortland.edu and we will respond the next business day.

** Do NOT have your parents call; we CANNOT give them your myTC3 credentials. **

1. Go to **www.tompkinscortland.edu/collegenow**.
2. Select "**Registration Process"** 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 this login information to register for TC3 classes, access TC3 resources, and request transcripts.

STOP Your myTC3 account may not be immediately available. It can take up to 3-5 minutes to be activated.

5. Select "**Go to CollegeNow Registration Start Page**"
6. **Log in to myTC3**.

   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).

   After reading all information carefully, select "**Proceed to Registration**"
7. Select "**Section Search**" in the menu on the left to open the search criteria window.
   a. Select "**Advanced Search**" to locate the course(s).
   b. Select "**2019 Fall**" to search only courses offered this semester.
   c. Search for your school from the **Campus** drop down box then select "**Search**"

      A complete listing of courses offered at your school will appear. **CAREFULLY** review the list of course offerings, paying close attention to the **Schedule** column.

      Note: While reviewing the **Schedule** column, check the **time** of the course and that the correct **instructor** appears. 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.

   d. Once you locate the correct section, add this course to your Cart by selecting the "**Add**" button. A screen will appear displaying the course you have added to your Cart.

      You can add additional courses by clicking "**Add**" for each course you are enrolled in at your high school.

8. Once you have finished adding courses to your cart, select "**Proceed to Registration**."
9. Once you have selected **Proceed to Registration**, review each item in your cart to make sure you have selected the correct course, section, instructor, school, etc., then select "**Next**."
10. Select "**Next**" to finalize your registration.

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

11. Now you will see *Congratulations! You have completed your Registration for: 2019/Fall*
12. Select "**View Schedule**" in the menu on the left.

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

13. Select "**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.

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.

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

If you are enrolling in a Spring 2020 course (generally a full year course) during the Fall registration period, the scholarship will not appear. The College doesn'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 as an audit previously. 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 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.