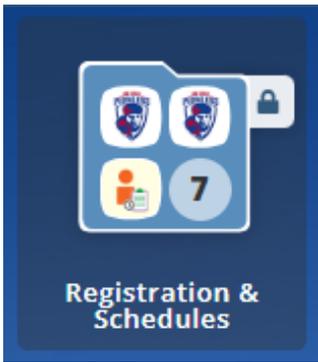


How to Register Using “Look Up Classes”

1. Login to your [My Vol State portal](#).
2. Click the **Registration & Schedules** folder.
3. Login to the **Look Up Classes** icon



4. Select the TERM from the drop-down list under **Search by Term**.

NOTE: you may be asked to click “ACCEPT” on a **FINANCIAL RESPONSIBILITY STATEMENT** or to verify **IMMUNITIZATIONS** if so, you will need to select the **TERM** again after responding.

5. Click **ADVANCED SEARCH!**

6. Select your desired **SUBJECT, COURSE**, and **CAMPUS**, then click **SECTION SEARCH**.

To filter search results further, select a specific Instructional Method, Part of Term, or Instructor.

Typical Instructional Methods:

- **On-Site Face-to-Face:** Traditional Lecture in classroom (102, 501, 003...)
- **Online: Asynchronous:** Usually no class times (C01, C02, C03...)
- **TN eCampus: Online Asynchronous:** No class time **Additional Fees** (R50, R81...)
- **Virtual Classroom: Synchronous:** Scheduled class days/times over Zoom or TEAMS live. (Y01, Y02, Y51...)
- **Hybrid:** 25% in classroom, 75% online (H01, H02...)

7. When you find your desired section, select the box in the left column (a checkmark will appear) and then select "REGISTER". **If there is no box to select: "C"** means the class is closed, **"SR"** means Student Restrictions.

	CRN	Course	Title	Credits	Level	Sec	Days	Time	Days	Time	Instructor	Start	End	Location
<input type="checkbox"/>	81130	ACCT 1020	Prin of Accounting II	3.000	R			06:00 pm-09:00 pm	35	7	28	08/25-12/16	08/25-12/16	MATTO 116
<input type="checkbox"/>	81557	ACCT 1020	Prin of Accounting II	3.000				TBA	25	8	17	08/25-12/16	08/25-12/16	TBA
<input checked="" type="checkbox"/>	80215	ACCT 205	Income Tax	3.000	TR			09:35 am-11:00 am	25	3	22	08/25-12/16	08/25-12/16	MATTO 106
<input type="checkbox"/>	80216	ACCT 210	Microcomputer Accounting	3.000				TBA	24	20	4	08/25-12/16	08/25-12/16	TBA

Remember:
 Check the section code to know if your course is On-Campus (ex. 001), Online (ex. C01), TN eCampus (ex. R50), Virtual (ex. Y01) or Hybrid (ex. H31),

Buttons: Register, Add to Worksheet, Class Search

8. You have not successfully registered until the courses are listed on your Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Register on Apr 23, 2012	Drop Course	S0383	ENGL	2630	R50	Undergraduate	3.000

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: May 23, 2012 12:29 pm

9. On the top right, click "Return to Menu." Click Concise Student Schedule" to view your course schedule (times, days, locations, instructors, start and end dates...

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
80698	ART 1030	Art Appreciation	Volunteer State CC Main	3.000	UG	Aug 24, 2013	Dec 13, 2013	MWF	11:15 am - 12:10 pm	Fine Arts 111	Beardslee
80818	ENGL 1010	English Composition I	Volunteer State CC Main	3.000	UG	Aug 24, 2013	Dec 13, 2013	MWF	8:00 am - 8:55 am	Fine Arts 115	TBA
82326	MATH 0810	Learning Support Math I	Volunteer State CC Main	3.000	DS	Aug 24, 2013	Dec 13, 2013	MWF	9:05 am - 10:00 am	Thigpen Library 125	Johnson
80118	PSYC 1030	General Psychology	Volunteer State CC Main	3.000	UG	Aug 24, 2013	Dec 13, 2013	MWF	12:20 pm - 1:15 pm	Noble Caudill Hall 101	Law
				Total Credits:	12.000						

Carefully review the schedule to be sure you have registered for the correct course(s), campus, section, etc.

Office of Advising | 615-230-3702 | advising@volstate.edu



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