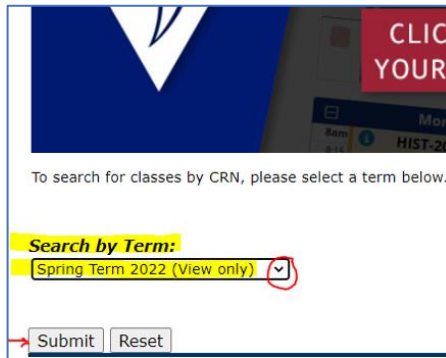


How to register using “Look Up Classes”

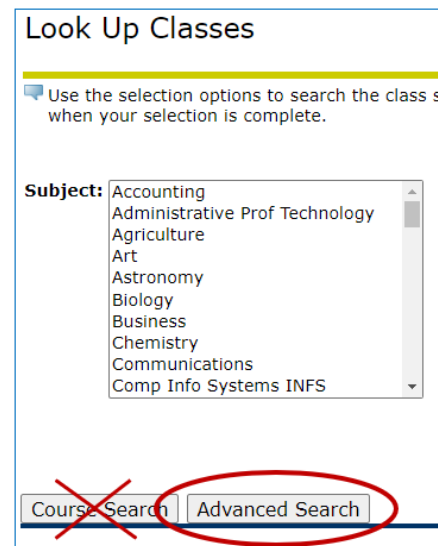
1. Login to your **My Vol** state portal (<https://myapps.classlink.com/home>)
2. Click the **Advising and Registration** icon
3. Login to the **Look Up Classes** icon



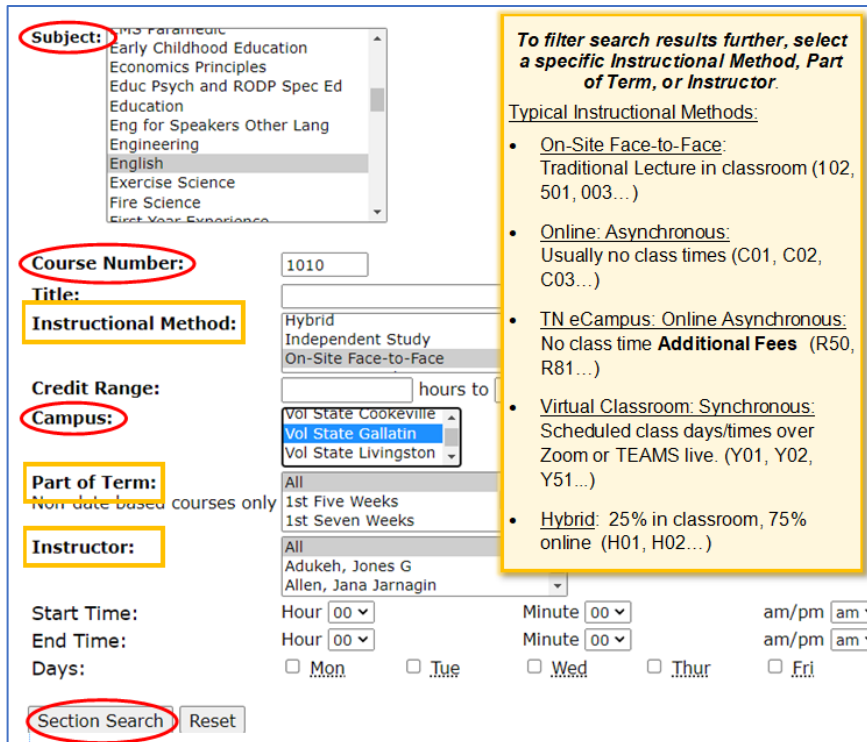
4. Select the TERM from the drop-down list under **Search by Term**.
NOTE: you may be asked to click “ACCEPT” on a **FINANCIAL RESPONSIBILITY STATEMENT** or to verify **IMMUNITIZATIONS** if so, you will need to select the **TERM** again after responding.



5. Click **ADVANCED SEARCH!**



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



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.**

<input type="checkbox"/>	CRN	ACCT	1020	501	63M	3.000	Prin of Accounting II	R	06:00 pm- 09:00 pm	35	7	28	John C. Hoover (P)	08/25-12/16	MATTO 116
<input type="checkbox"/>	81557	ACCT	1020	C01	63M	3.000	Prin of Accounting II		TBA	25	8	17	TBA	08/25-12/16	TBA
<input checked="" type="checkbox"/>	80215	ACCT	205	001	63M	3.000	Income Tax	TR	09:35 am- 11:00 am	25	3	22	John Janicek (P)	08/25-12/16	MATTO 106
<input type="checkbox"/>	80216	ACCT	210	H31	63M	3.000	Microcomputer Accounting		TBA	24	20	4	John C. Hoover (P)	08/25-12/16	TBA
								T	06:00 pm- 07:25 pm				John C. Hoover (P)	09/06-09/06	MATTO 105
								T	06:00 pm- 07:25 pm				John C. Hoover (P)	09/20-09/20	MATTO 105
								T	06:00 pm- 07:25 pm				John C. Hoover (P)	10/04-10/04	MATTO 105
								T	06:00 pm- 07:25 pm				John C. Hoover (P)	10/25-10/25	MATTO 105
								T	06:00 pm- 07:25 pm				John C. Hoover (P)	11/08-11/08	MATTO 105

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),

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...

Concise Student Schedule Fall Term

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
80698	ART 1030 003	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 003	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 015	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 007	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...

Contact you assigned advisor (found in your DegreeWorks) if you have further questions.



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