

REGISTRATION INSTRUCTIONS

CatsWeb - click on the **“I’m finished...”** button when completing registration on CatsWeb.

Do not **close the browser until viewing the Registration Confirmation page on CatsWeb**. If CatsWeb is unable to accept your registration, you will receive a message as to what problem exists and how to resolve it.

* The **CATS Registration Helpline** (512) 245-7888 is available all semester, Monday - Friday, 8:00 a.m. - 5:00 p.m.

*To graduate successfully, be sure to enroll in a course that meets degree requirements. Failure to obtain correct information (from the catalog, degree outline or advisor) will not exempt you from having to meet your degree requirements.

*To avoid being dropped, be sure the required prerequisites have been met. Taking courses without fulfilling the necessary prerequisites requires obtaining permission from the department **before** registering.

*To keep your schedule, be sure to pay tuition and fees by the posted payment deadline. See the Academic Calendar on pages at <http://www.registrar.txstate.edu/> for dates.

Instructions

1. **HOLDS** - This information is available on-line at:

<http://www.txstate.edu/app/hold-inquiry>

Suggestion: Recheck holds just prior to your registration period.

2. **ADVISING** - see your academic advisor. Check with the department for their schedules.

PIN selection rules:

start with a number other than “0”

no repeating numbers (i.e., 222222)

no sequences (i.e., 123456)

Forgotten PIN - stop in Registrar’s Office, 111 J.C. Kellam, with a picture ID or reset on-line at

<http://CatsWeb.txstate.edu/CatsWeb/catsstud.htm>

4. **COURSE SELECTIONS** - record the index number **Tip:** have alternate selections ready

5. **SPECIAL APPROVAL** - for classes showing “@” symbol, contact the department or instructor.

6. **ACCESS PERIODS** - check the appropriate table

NOTE: After an initial payment is made, schedule changes can only be made during the schedule change period.

7. **AUDITING CLASSES** - complete an Audit Request form at the Registrar’s Office by:

Spring - January 31st

IMPORTANT: Financial Aid – You must apply your aid on the web at www.txstate.edu/pay_tuition or going to the Cashier’s Office in J.C. Kellam 1st floor.

CANCELLATION OF YOUR CLASSES WILL BE PREVENTED WHEN A RECEIPT IS OBTAINED.

PARKING PERMITS - Parking Services (512) 245-2887

PROBLEMS? Call the CatsWeb helpline (512) 245-7888 from 8 a.m. to 5 p.m. Monday through Friday

Web Registration Instructions

1. On the Texas State home page www.txstate.edu, click the “registration link” from the list of online services.

2. Follow the on-screen instructions to create your PIN.

3. Provide your own challenge question and answer as requested in the space provided. This should be a question that has an answer you are not likely to forget. In the future, the challenge question you enter will be used to allow you to change your PIN on-line.

4. On the Web User Authentication screen:

a. If you have Texas State computer account, enter your username in the upper box and password in the lower.

OR

b. Enter your ID number (either SS# or Texas State ID #) as the user name and your PIN as the password.

5. Check your address to be sure it is correct. Change it if necessary.

6. On the “Student Course Registration” screen, enter the 6-digit index number.

7. When finished registering, click the “I’m finished. View schedule & fees” button.

PRINT the CONFIRMATION PAGE for your records.