

You can print your schedule either by:

- Click on “Week at a Glance” to print in a calendar format
- Click on “Student Detail Schedule” to print as a detailed listing

ADDING/DROPPING CLASSES

Select “Add/Drop Classes” from the student menu.

A pull-down list will appear in front of each class section. Select “Web Drop” to drop a section.

To add a section, enter the CRN (5 digits) of the section you want to add and click on the “Submit Changes” button to process the changes.

OTHER INFORMATION

Personal information can be accessed and changed (if permitted) through the “Personal Information” tab. For example, you can view and update your address(es), phone numbers and view and update your emergency contact information. Updating your information is important while you’re a student and also anytime after graduation.

YOUR NEW STUDENT ID NUMBER

Your TitanConnect ID number is the key to your personal Detroit Mercy records. For current students, your TitanConnect ID number is your student number preceded by TØ (Ex: TØ9999999). For new students entering during or after Fall 2009, your TitanConnect ID number is assigned by the system and sent to you by your Admissions Office.

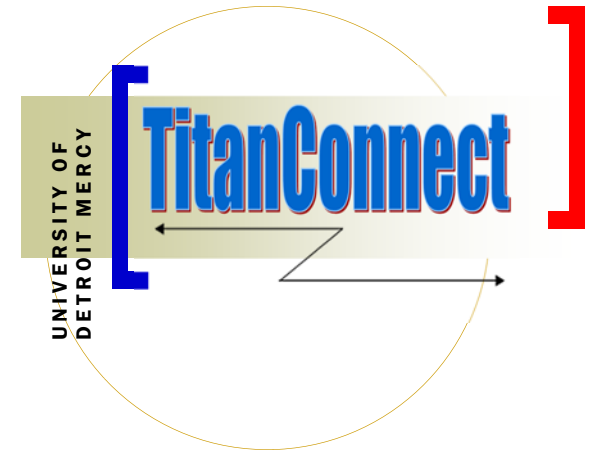
Occasionally someone at Detroit Mercy may ask you for this number to expedite processing.

Questions? Suggestions?

Please contact the IT Help Desk at (313) 993-1500 or the Registrar’s Office at (313) 993-3313 or visit the office for assistance.

Office Hours: 8:30 AM – 5:00 PM Mon - Fri

registrar@udmercy.edu



GUIDE TO ONLINE INFORMATION AND REGISTRATION

UNIVERSITY OF DETROIT MERCY

Office of the Registrar
FAC 80
4001 W. McNichols Rd
Detroit, MI 48221



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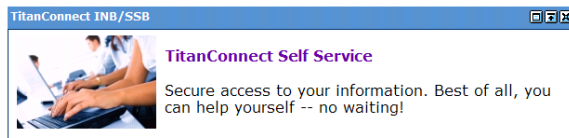
You can access the online system by navigating to <http://tc.udmercy.edu>.

Login to the portal using your Detroit Mercy user code and password. If this is your first time logging in, your user code is the first portion (part before the @ symbol) of your e-mail address and your password is MMDDYY with this being your birthdate. You will be prompted to change your password. Please make a note to remember this password for future logins. First time users will also have to establish two security questions and answers.

TitanConnect is available 24 hours a day, everyday from any internet connected computer. During normal business hours, on-campus self-service computers are available for student use in the Registrar's Office, Room 80 Fisher Administration Building or any ITS lab.

TITANCONNECT SELF-SERVICE

The TitanConnect self-service link on the lower left of the portal front page provides access to register for classes and a number of other great features. Click the link.



REGISTER FOR CLASSES

Click on **"Check your Registration Status"** to view any holds on your account or override permissions you have been granted.

If you attempt to register before your registration time begins, you will receive a message that you cannot register at this time.

If you have a hold which prevents registration, you should contact the office indicated to resolve the issue before you register.

If you are required to meet with an advisor prior to registering, the system will not allow you to register until you have done so. Contact your academic advisor for an appointment.

Select the semester for which you want to register then click on **"Add/Drop Classes"**

To register for a course, **enter the 5-digit Course Reference Number (CRN)** for the section you want to select in the blocks at the bottom of the page. Once you have selected the CRN's of the courses you want, click on **"Submit Changes"** to register for the courses.

The sections that you were able to register for will appear and will be listed as **"Web Registered"** with the date.

Errors You May Encounter

Sections in which you were unable to register will appear as schedule errors. Examples of schedule errors may be:

- closed sections
- time conflicts
- duplicate sections
- student level errors (UG, GR, PR)
- class level errors (FR, SO, JR, SR etc.)
- permission needed
- college or program error
- prerequisites and co-requisites

You cannot override these error messages. You will need to go to the appropriate person or office to clear the error or choose another course if you are not eligible for an override.

SEARCHING FOR CLASSES

Select **"Class Schedule"** from the menu of options.

Select at least one academic department to search on. You may also select any of the other selection criteria but keep in mind that the narrower your search, the more likely you are to miss something you are looking for specifically. We recommend using no more than one or two search criteria at a time.

You may see the course description in the catalog by clicking on the course title.

To return to the schedule, simply click the back arrow on the course catalog page.

To register for a course, click the box at the left side of the course section you want and click the **"Register"** button to register immediately or click **"Add to Worksheet"** to process after you have finished selecting all your sections. (Continued)