

HOW TO — SCHEDULE MY CLASSES



1 Make an appointment to see an Advisor. New/Readmitted students should contact New Student Advising. Current students should contact their Academic Advisor.

2 Log in to **pathway.ptc.edu**. Your username is your P# and your login password is a combination of symbols, letters and numbers. For first-time users, the password is the **first** and **second letters** of your **last name** (lowercase); a **period**; and your **birthdate** formatted as MMDDYY. **Example:** John Smith (sm.) was born on October 5, 1980 (100580). His password is **sm.100580**. Trouble logging in? From the Pathway login screen, click on **Tech Support & Maintenance** at the bottom of the page.

3 Click on **Student** in the blue column on the left. Look for **Registration Tools** on the left side. Click on **Schedule Your Classes**.

4 Choose **Term:** Summer, Fall or Spring.

5 Choose **Campus**. Online is listed as a separate campus.

6 Choose **Parts of Term**. The full semester is T term, the last option.

7 Create your **Class Schedule**.

- **Add Break**, if desired. No classes will be scheduled during your "break." Schedule breaks for anytime that you are unable to attend classes.
- **Add Courses**. If you do not see the course you desire, it may be that it is not offered on the campus or during the part of term you have selected. After adding desired courses, click back to the **Schedule Planner** at the top of the page.
- **Choose Schedule Options**. Click on Advanced Options and select from PEN, Hybrid, Day and/or Evening.
- **View Schedules**. Click on view schedules, then on **Generate Schedules**.
- **Send to Shopping Cart**. Once you see the schedule you want, click view, then click **Send to Shopping Cart** at the top of the schedule. This will bring you to the registration cart.



8 **Register for Classes**. Click Register to complete your class registration.

9 Put in your **Registration PIN** provided by your Academic Advisor.

10 **Print your Schedule**.

- Go back to the **Student tab** on **Pathway**.
- In the **Advising** box on the left, click **Class Schedule and Account Summary**.
- Select the appropriate term. Click **Run Report**.
- View Account Summary. The account summary will update once financial aid is posted or tuition is paid. Check back prior to the start of classes to confirm and pay any account balance.
- Scroll down for **Class Schedule**. Be sure to print your schedule a few days before classes start to view any changes.

