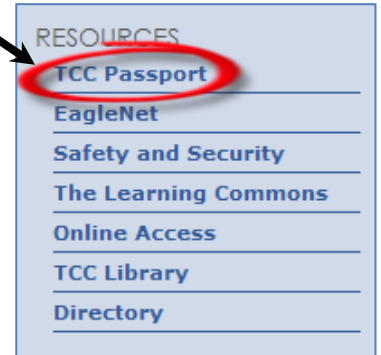


HOW TO REGISTER FOR AN ADVISING APPOINTMENT

1. Go to www.tcc.fl.edu and click on TCC Passport (bottom right under RESOURCES).
2. Click Sign In on the TCC Passport homepage (lower left in blue Navigation panel).



3. Once you are signed into TCC Passport, click the My Schedule tab.



4. Scroll to the right using the bottom scroll bar and select Credit Registration. Make sure that you have selected the term you are currently in using the drop-down arrow (e.g. if it is March, select Spring). Click Select Term.

Student Id	Name	
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Student Registration

Please select the term you wish to see:

Spring Term 2010
▼

Select Term

My Schedule Functions

Spring 2010 ▼

Class Schedule

Credit Registration

Activate Florida Prepaid

Early Alert Report

Registration Holds

5. Scroll down to see Course Title/ Key Word and type ADVISEAPPT. Then click the red Search Now button.

Course Title/ Key Word:

Tip: Type Child or Hist to search for


Course ID/Number:

6. Click the grey Reference Number (Ref Num) of the Advising Appointment day and time that you plan to attend.

Ref Num	Course Id	Campus	Bldg/Room	Start Date	End Date	Time	Day(s)	Seats Left	Instructor
Advising Appointment (Adviseappt) : ADVISEAPPT									
088595	ADVISEAPPT	Main Campus	CT/00206	04/05/10	04/05/10	10:00 AM - 10:30 AM	M	19	Tba

CONTINUE TO STEP 7 →

7. Click the red Register Now button.

							
Ref Num	Course Id	Sess	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
088595	ADVISEAPPT		04/05/10 04/05/10	Main Campus CT/206	10:00 AM 10:30 AM	UMTWRFS	Tba
		<input type="button" value="Drop Class"/>					

8. If there are no error messages, then click the grey View / Print Schedule and Fees button.

Your Registration is not complete until you select View/Print Schedule and Fees below.
 NOTE: All Fees are not necessarily paid by FL Prepaid or other Financial programs -
 please print schedule for fee information, and then select Pay Your Fees below.

9. NOTE: Your schedule is not finalized until you click View / Print Schedule and Fees and see a schedule report similar to the below image.

This schedule report is for Spring Term 2010

Ref Num	Course Id	Course Title	Sess	Hours	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
088595	ADVISEAPPT	ADVISING APPOINTMENT		0.0	04/05/10 04/05/10	Main Campus CT /206	10:00 AM 10:30 AM	UMTWRFS	TBA
Deadline: Drop w/Refund: 04/30/10 W/Draw: 04/30/10									

Days: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday
S = Saturday; U = Sunday; TBA = To Be Announced

Today's Date: Mon Mar 29 10:35:42 EDT 2010 Spring Term 2010

Total Schedule	- Sched Paid by Financial Aid	= Schedule Amt Due	+ Obligations Due	+ Receivables Due	- Previously Paid by Student	= Student to Pay Amount
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Credit Hours	0.0	Total NonCredit Hours	0.0
Credit Fees Owed	\$0.00	NonCredit Fees Owed	\$0.00
Credit Payment Due Date		NonCredit Payment Due Date	

[Click here to pay by credit card](#)