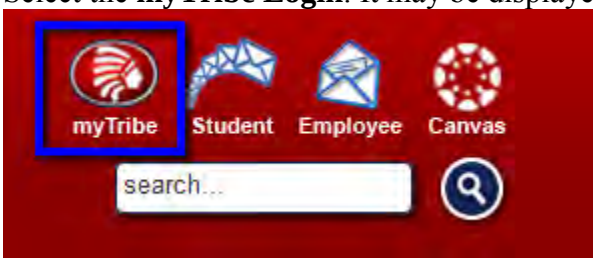
Advising Center How to…

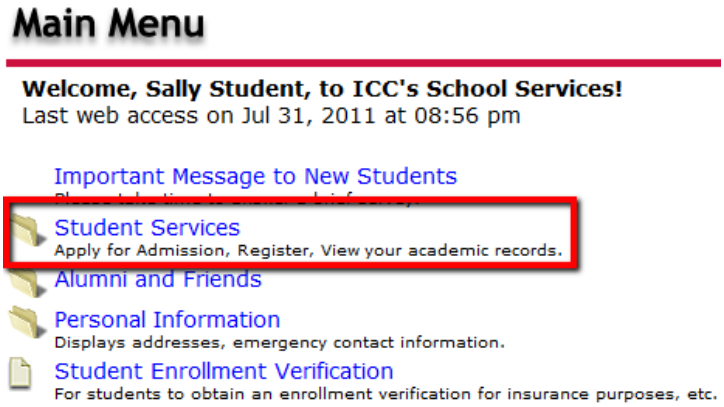
Online Registration/Drop & Add Instructionsfor Students

1. Go to www.iccms.edu.
2. Select the **myTribe Login**. It may be displayed as an icon or link.

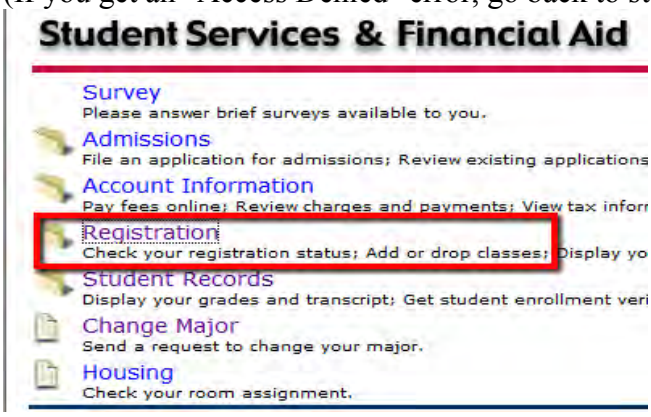


3. Log in using your username and password. If you do not have this information contact the TIS Department or call (662) 862-8295.
4. Click on **School Services**.

5. Select **Student Services**.

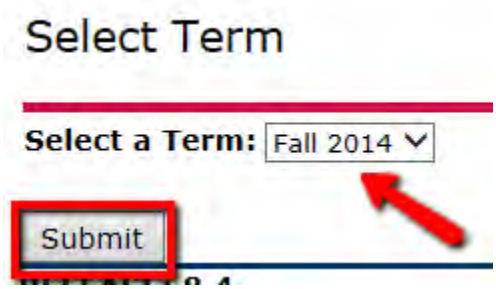


6. Click on **Registration**.
   (If you get an "Access Denied" error, go back to step 4 and try again or call 662-862 8295.



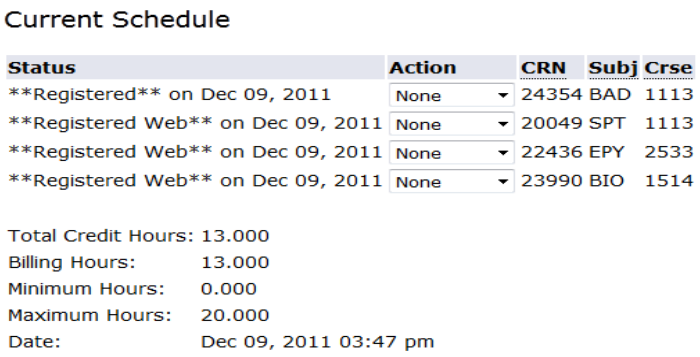
7. Click on **Add/Drop classes**.

8. Select the term using the drop down arrow, then click **Submit**.



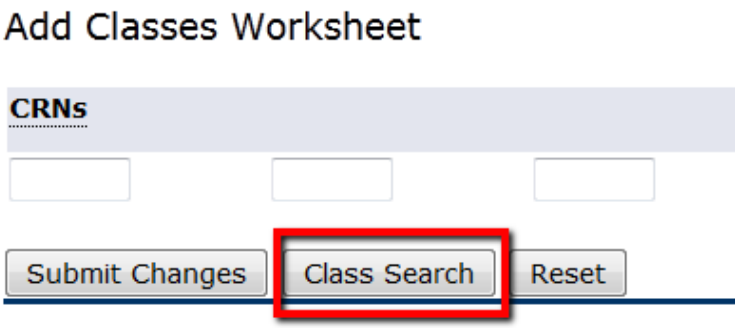
9. Your current schedule will be displayed. <u>If you want to drop a class</u> click the drop down arrow under the "Action" icon and select **Drop Web**.

10. <u>If you wish to add a class</u>, there are two options: type in the CRN (listed in the class schedule) OR look up the CRN using the Class Search.
    <u>Option #1</u>
    If entering the CRN, type each one in a CRN field and press **Submit Changes** to register for the class(es).



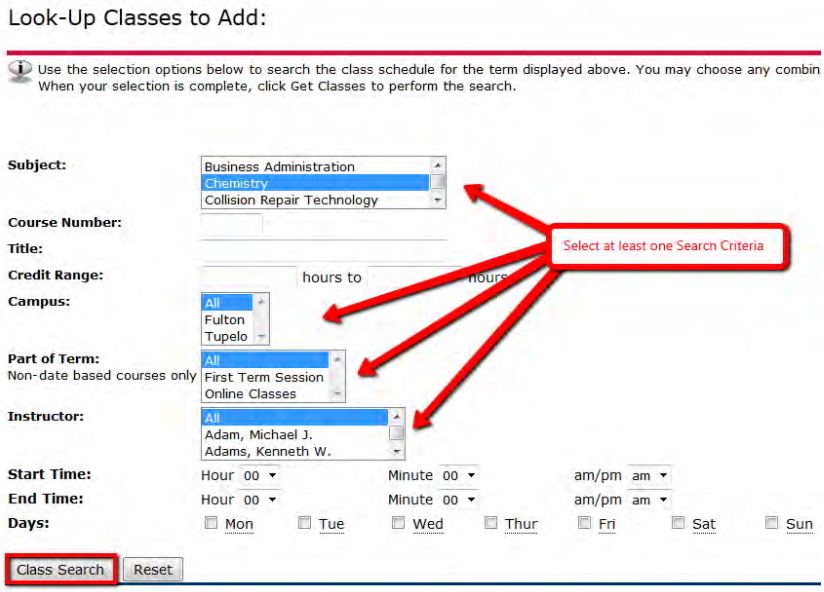
<u>Option #2</u>

If you are conducting a "Class Search", select the Class Search button at the bottom of the screen.

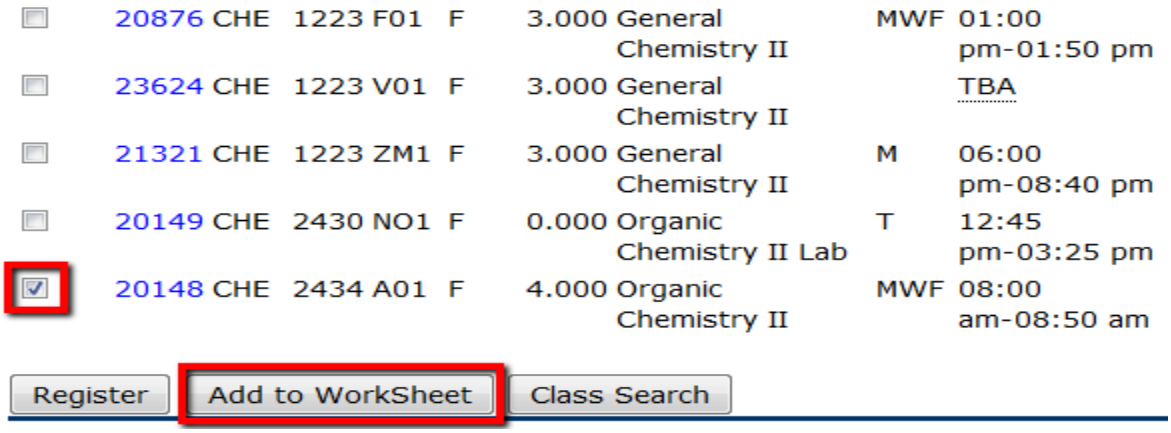


Enter the criteria needed to search for a class such as Subject, Campus, Part of Term, or Instructor. With one or more criteria selected, choose **Class Search** to view those courses meeting the criteria.

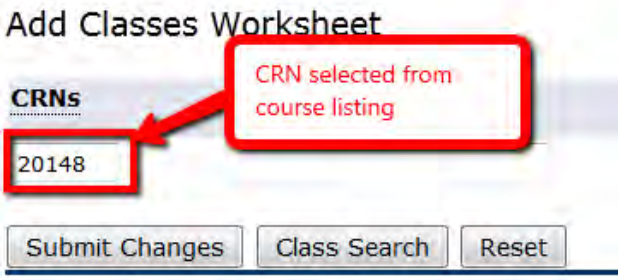
NOTE: MAKE SURE YOU SELECT THE CORRECT CAMPUS YOU WISH TO ATTEND (FULTON OR TUPELO).



From the class list, select the course you wish to add to your schedule, click **Add to Work Sheet** at the bottom of the screen.

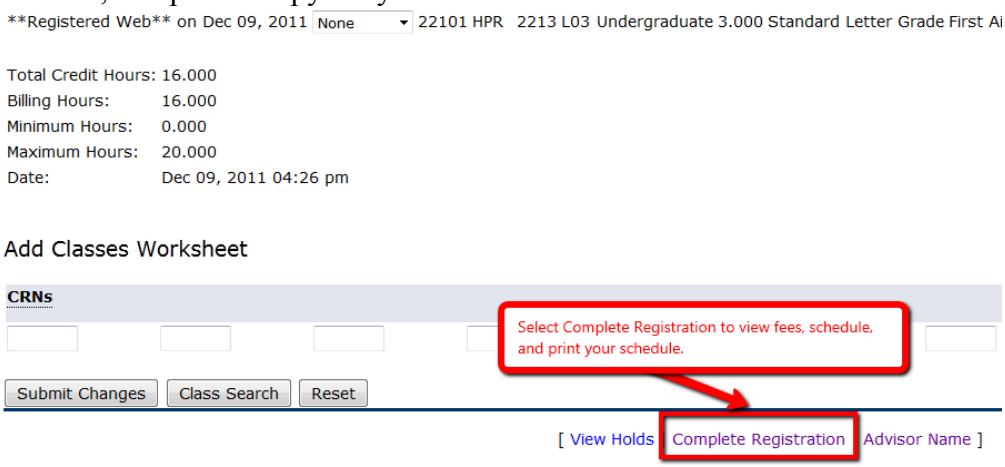


The CRN now appears in the CRN area.



After all the CRNs you wish to add to your schedule are entered, go to the bottom of the screen and click **Submit Changes**.

11. To complete your registration click **Complete Registration** at the bottom of the page." View your fees, schedule, and print a copy for your records.



If any problems occur, you may see the following error messages:

- **Time Conflict**: two of your classes have the same time or they overlap.
- **Closed Class**: the class has been filled to the max, select another section.
- **Major Restriction**: those classes are for persons accepted into a specific program.
- **Duplicate CRN**: You have already registered for this class.
- **Preq and Test Score**: You must have another class before taking this one. 2) You must have a specific ACT score before enrolling in this class.
- **Maximum hours exceeded**: you are already registered for as many hours as you are allowed to take this term.
- **Dropping the Classes due to one of these errors**. Beside the CRN number there is a drop down arrow, click "Drop Web". Once you have done this, the class is completely dropped from your schedule. After you have made all your corrections, scroll to the bottom and select "Submit Changes".