VOORHEES COLLEGE FALL 2020 REGISTRATION INSTRUCTIONS

In order to ensure a smooth registration process, please note the following:

• If you have not already done so, please consult with your academic advisor before registering for classes. Failure to do so may delay the approval of your courses.

• When registering for classes, your courses will be placed in reserved status. Please email your academic advisor, in order for your schedule to be approved. If not approved within 48 hours, your schedule will be dropped from the system.

• Your academic advisor can approve, drop, or allow your courses to remain in reserved status. Only courses that’s been approved by your academic advisor will be considered official. It is your responsibility to log into Tiger Portal to review the status of your schedule.

• It is strongly recommended that you consult with your academic advisor before dropping any course(s), so that he or she can advise you of the potential consequences which could possibly affect your to your graduation timeline and/or provide suggestions. Additionally, do not rely solely on your academic advisor. Keep abreast, of course needs by reviewing the Academic Advising Worksheet on Tiger Portal & the Voorhees Academic Catalog.

• You and your academic advisor may drop a course(s) from your schedule. Always review your schedule after you or your academic advisor have made any changes. Please ensure that you maintain a minimum of at least 15 credit hours to accelerate matriculation in your field of study. 12 credit hours are necessary to maintain a full-time enrollment financial aid package, but it is suggested that you register for 15 or more hours.

• You will not be able to register for higher-level courses if you have not completed the prerequisites or foundation courses. If you are currently taking a prerequisite course, your academic advisor will not be able to approve a higher-level course until you have passed the prerequisite course. It will remain in reserved status.

• All reserved status courses that have not received approval by August 28, 2020, will be dropped. Additionally, failure to attend class by the deadline, as mentioned above, will result in courses being dropped.

• Registration for returning students will remain open until August 28, 2020 (the calendar states August 31) Additionally, all students who have not registered as of, August 10, 2020, will be assessed a late registration fee of $75 initially, and $25 each day thereof.

• Self-financed students can finalize their registration payment for the 2020 Fall semester by using any of the following methods:
  a. You may pay online using a credit card/debit card by going to www.voorhees.edu, and clicking on ‘Online Payment.’
  b. You may call the Cashier at 803-780-1444 to make your credit card or debit card payment over the phone.
  c. You may pay at the Cashier’s window, located on the first floor of Wright Hall. Cash, Credit/Debit, Money Orders and Cashier Checks accepted.
NOTE: Non-traditional students can also register online for courses at their respective sites. Please contact your site coordinators for online registration dates.

FOLLOW THE STEPS BELOW TO USE TIGER PORTAL TO SELECT YOUR COURSES:

1. Go to [www.voorhees.edu](http://www.voorhees.edu) and click on ‘Tiger Portal’.

2. Login with your student ID# and password. Your password is your Voorhees system password. Should you have problems logging in, contact the help desk at 803-780-1220.

3. Click the Students Tab. This tab is also used to go back and forth, as well as refresh the page.

4. Select ‘My Registration’ from the list of options on the left. If you are unable to register due to a hold, please see the ‘Important Info if you have a Hold’ section on the Students page.
5. To register for classes, click the **Add/Drop Courses** or **Course Search** Icon.

6. From the Self-financed students list select the **Fall 2020-2021 term**. You can refine your search before clicking the **Search** button.

7. To add a course, click the check box in the Add column. You can move between pages and search for courses by clicking the department page link listed at the bottom of the page.
8. After selecting courses, click the **Add Courses** Button to reserve your place in the selected classes.

![Add Courses](image)

9. Since your advisor’s approval is needed before your schedule becomes official, you will receive the following messages after adding your courses.

![Course Schedules - Add/Drop Courses](image)

**Messages**

- BA 332 A - Successfully added to registration record.
- BIO 130 C - Successfully added to registration record.
- BIO 130 CL - Successfully added with warnings: This course is a repeat course.
10. Your schedule of registered classes will have no current courses listed until they are approved by your advisor. Please remember your advisor can drop unapproved classes. To review your reserved courses, scroll down the page.

11. You are allowed to make changes to your schedule. However, any changes you make to your schedule will require your advisor’s approval.

12. When ready to leave Tiger Portal, do not forget to logout.