How to register for classes

1. Log into the portal at my.taylor.edu
2. Click on the "TOWER" tile.
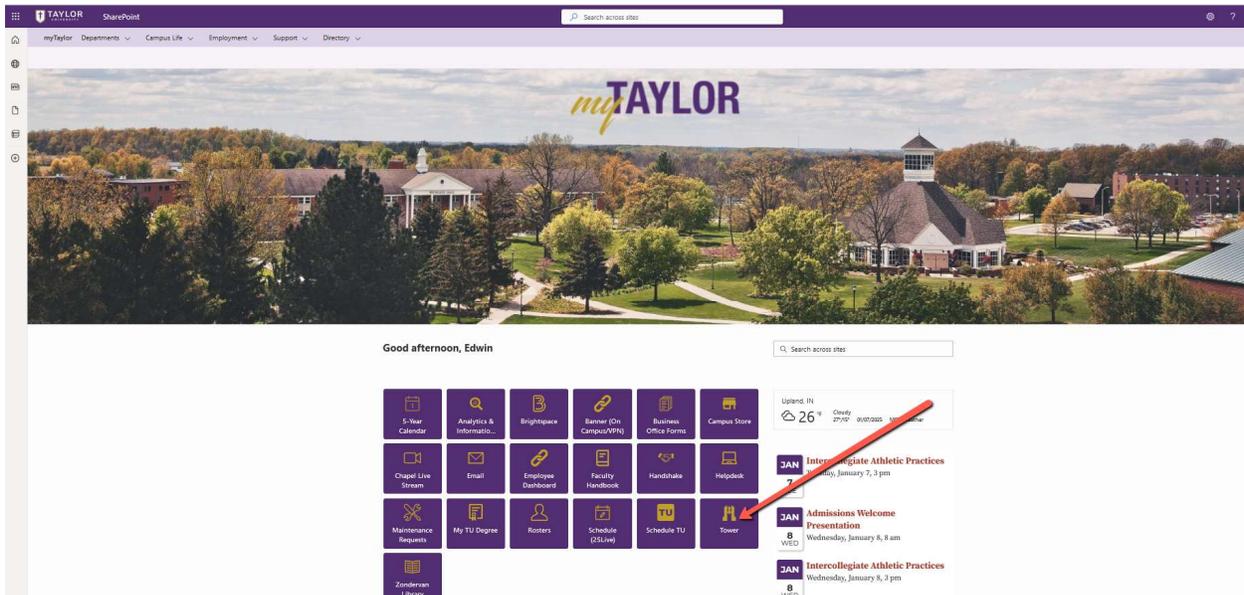
3. You will be directed to a menu of options. Select the 'Student Registration' link.

4. Click on the "Register for Classes" link on the landing page. You may be prompted to enter your username and password.
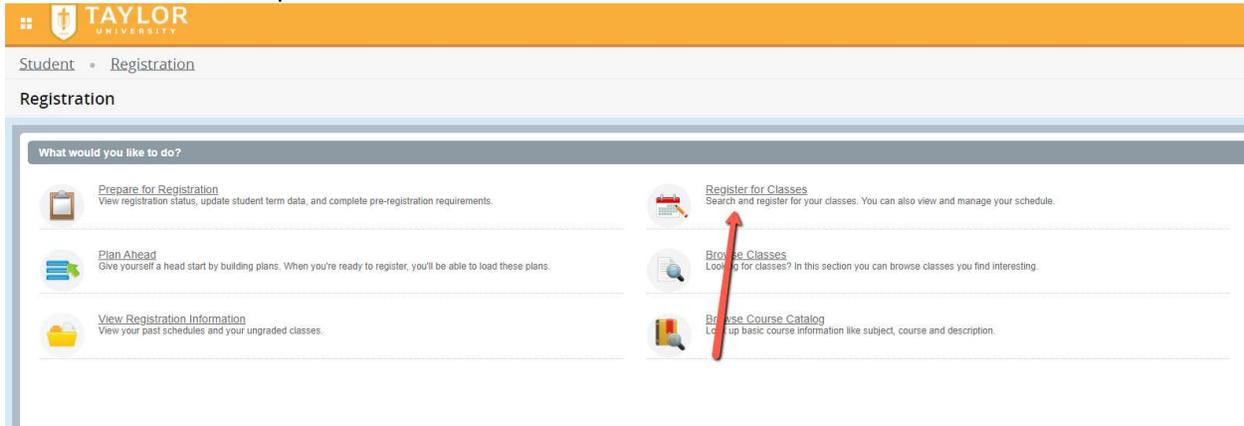
5. Select the term for which you want to register, then click on the "Continue" button.
6. You will be asked for your "Alternate PIN:" This is the 6 digit Registration Access Code (RAC) you received from your advisor.
7. On this screen you are able to search for a course, see your schedule,and drop and add courses.
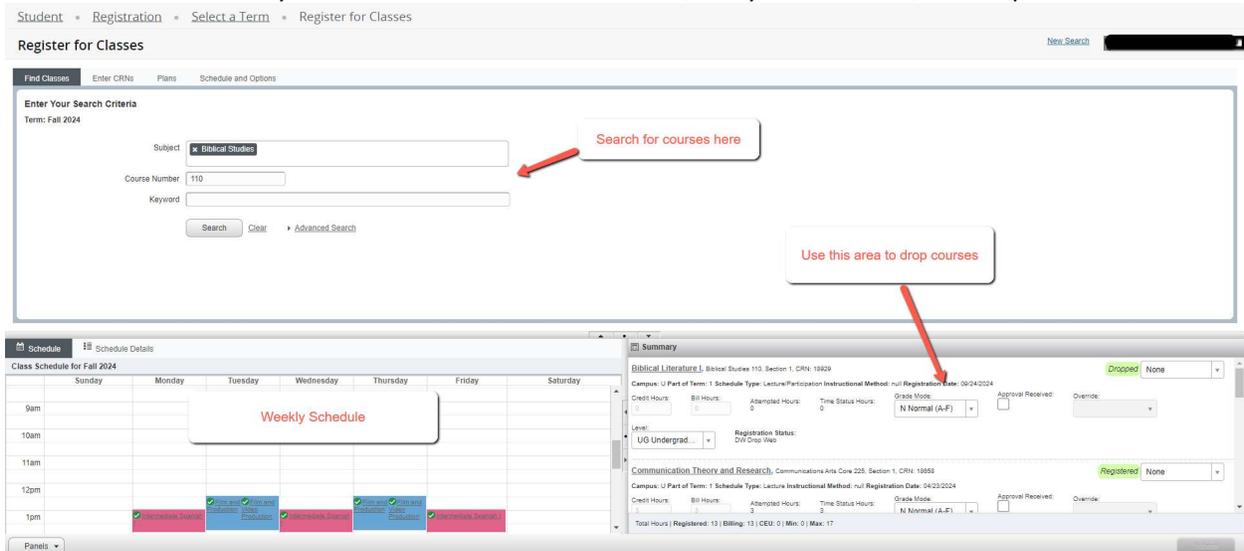
8. To add a course to your schedule, click on the "Add" button for the section you wish to add, then click on the "Submit" button on the bottom right. If a course has both a lecture section and a lab section, be sure to register for both at the same time before submitting your changes.

9. To drop a course select "Drop Web" from the pull down menu and click "Submit".

10. Repeat steps 7-9 until you schedule is complete. Courses which require special processing (e.g. practicums, independent study.) are completed by the Registrar's Office. If an instructor agrees to provide a capacity or prerequisite override, you will still need to manually add the course once the override is entered by the instructor.