

Instructions for Online Registration

If you are a new student, you must complete an Application before registering for classes

1. Connect to the Internet and go to the Taft College homepage. (www.taftcollege.edu)
2. Click on "Apply and Register " at the top of the page
3. Click on "Step 6: Registration for Classes"
4. Choose the appropriate link to register for the Summer, Fall, or Spring semester
5. Type in your "User Id", which is your Student ID or Social Security Number
6. Type in your "PIN", a six-digit number, which is your birth date unless you have changed it. (mm/dd/yy)
7. Click the "Login" button or press Enter
8. Click on "Student & Financial Aid"
9. Click on "Registration"
10. Click on "Look-up Classes"
11. At the "Search by Term:" box, click on the down arrow and select the semester you are registering for.
12. Click on "Submit"
13. Scroll down on the screen. At the "Subject" box, click on the down arrow and select the subject of interest (EX: English)
14. In the "Course Number" box, type the specific course you are looking for (EX: if looking for the subject English, you can specify in this box 0800, 0900, 1000, 1500, etc.)
15. Scroll down on the screen and click "Class Search"
16. Click in the check box on the left-hand side of the class you are interested in. Check class section info on the far right-hand side (EX: class capacity, how many are enrolled/how many seats remaining, etc.)
17. Scroll down on the screen and click "Register"

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18. Scroll down to review your schedule and to check for any registration error.
19. Under "Status," check to see if you are registered
20. To drop a class, at the "Action" box, click on the down arrow and select the "drop" option
21. Click on "Submit Changes" button
22. When you have finished registration, click on the "Student and Financial Aid" tab to view your class schedule (click on registration) and student account information (click on student account)
23. Click on "Registration" to view your schedule. Click "Student Detail Schedule" or "Week at a Glance"
24. Click on "Student Account" to view your bill and payment options
25. You may print a copy of your schedule or bill for your records. YOU WILL NOT RECEIVE A COPY OF YOUR SCHEDULE OR BILL BY MAIL WHEN YOU REGISTER ONLINE. *Pay for your registered classes by the payment deadline to avoid being dropped (see below).
26. If you wish to pay by credit card: 1) Click on the Student and Financial Aid tab, 2) Click "Student Account," 3) Click "Account Detail for Term," 4) Select term, and 5) Click "Pay Now"
27. If paying by credit card, scroll down to enter your credit card information. Taft College accepts VISA, MasterCard, Discover or American Express for payment. Click on the "Submit Payment" button to request authorization.
28. If paying by mail, please mail your payment by the payment deadline to avoid being dropped to:
Taft College
ATTN: Cashier
29 Emmons Park Dr.
Taft, CA 93268

*Remember that your classes must be paid for by the specified due date each semester to avoid being dropped. Payment deadlines can be found online on the homepage under the "Apply and Register" link. See Step 7: Financial Obligations.