Delgado offers convenient ways for students to register for classes: by telephone, on the Internet or in person for Advanced Registration or during regular August registration dates. The following information can help you determine the best method for your registration needs.

**Telephone Registration.**

Continuing students can register by telephone from March 27 through August 3, 2006 by calling toll-free at 1-800-377-7285 based on the following schedule:

- Monday – Friday 8 am - 8 pm
- and Saturday 1 pm - Sunday All Day

**NOTE:** Readmit and Transfer students can only ADVANCE register by telephone 24 hours after the admissions application has been submitted.

Telephone ADVANCED registration for any campus is open — that is, any continuing student with no holds on records may register during the above schedule. Students who register by telephone will be mailed a copy of their schedule and fee bill within one week of the time they register.

Continuing students who have completed their basic education courses may register by telephone during the regular AUGUST REGISTRATION.

Basic education students (BP majors) and English as a Second Language Students (ESL) on the City Park Campus will be advised and can register in person on campus, Building 1, Rooms 214W (BP); Building 1, Room 211W (ESL).

Basic Education Students** (BW Division) on the Westbank Campus will be advised and can register in person on campus, LaRocca Hall, Room 246.

**City Park Campus, West Bank Campus, Charity School of Nursing, and Northshore**

**Instructions.**

See your advisor (if needed) to discuss course selections before completing the worksheet on the inside back cover page. Use only a touchtone phone to make entries.

Listen to the instructions carefully. A voice response will guide you after each entry. Press the appropriate action code and entry sequence when instructed to do so.

Before you pick up the telephone — complete the worksheet on the inside back cover of this book.

Keep this Class Schedule handy for quick reference.

1. **Call the Telephone Registration System at** 1-800-377-7285 from a touch tone telephone.
2. **When told to select an option, enter “1” for the On-line Registration.**
3. **Drop/Add System, Press 1**
4. **Select Term**
5. **Enter your Student ID Number.**
6. **Enter your four-digit Personal Identification Number (PIN).** All students are initially assigned the two digit day/two digit year of birth as a PIN (for example, if your birthdate is 02/07/63, your pin is 0763). This number must be changed to a new four-digit PIN which the student selects when a student initially accesses the telephone registration system. A student may change his/her PIN at any time in person. Be sure you remember your new PIN!

7. **Enter the number that corresponds to the action that you wish to take:**
   - 1 - To add a course, Press 1
   - 2 - To drop a course, Press 2
   - 3 - To list course schedule, Press 3
   - 4 - Return to main menu, Press *2
   - 5 - Exit system, Press *9
   - 6 - To repeat this menu, Press *7

8. **Enter the five-digit Call Number for the course you have selected. The Call Number is the first number listed before each section number in this Class Schedule.**

9. **Please wait. Then you will hear:**
   - The registered course has been added to your schedule; or
   - Hold: If there is a hold preventing you from accessing the registration system, you will be told which office has placed the hold. You must contact that office and clear the hold before you will be allowed to register or your request failed because this course section has been closed or cancelled.
   - You should also have alternate course selections ready, however, in case no open sections are available for the course you were requesting.
d. Other Possible Messages are:

- that the call number is invalid (re-enter the numbers and/or check the schedule);
- that the class you requested is offered at the same time as a course you have already scheduled;
- that you have already registered for another section of that course;
- that you have exceeded the maximum hours for which you may register in that term;
- that a prerequisite course must be taken; or
- that a co-requisite course must be taken in the same semester as the requested course.

If a co-requisite course is needed, you will be given the opportunity to select a section of the co-requisite course. If you have completed the prerequisite prior to Summer 1992 or at some other institution or the co-requisite at some previous time, you must obtain override permission from your division.

When you have selected all of your classes, you may press * “2” to go back to the Registration menu. At that point, you may press “3” to hear a list of your schedule. To exit the system, press *“9”.

You will be mailed a copy of your schedule and fee bill at the end of the week if you register prior to August 3, 2006. Note the payment deadlines listed in this Class Schedule; classes will be removed from the computer and the registration cancelled if payment is not received on time. The College cannot accept responsibility for errors you make in selecting classes or for failure to pay by the published deadlines.

**Note:** Students may not drop all classes or withdraw from college by telephone. Withdrawal requires a personal visit to campus to complete the necessary paperwork.

**Internet Registration.**

Register via the Internet from March 27 through August 3, 2006 at the college’s website: www.dcc.edu. Hours for online registration are:

Monday–Friday 8:00 am - 8:00 pm
and Saturday, 1:00 PM - Sunday (all day)

**NOTE:** Readmit and Transfer students can only register by Internet 24 hours after the admissions application has been submitted.

Continuing students who have completed their basic education courses may register online during the regular AUGUST REGISTRATION period. Those students taking developmental courses must register in person.

**General Information**

1. All students must have a picture ID (school ID, driver’s license, etc.) to register.
2. If you send someone else to register for you, s/he must have a signed note from you giving him/her permission to register you for specific classes.
3. All students are required to have Delgado picture IDs made after tuition for the semester has been paid.

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**Registration for Classes on the World Wide Web**

Register for your classes on the internet. It’s fast, it’s easy and it’s fun. Just go to the Delgado web page at www.dcc.edu, then:

1) Under Student Links, click on Register Online,
2) Click on Login to Student Services
3) Enter your eight-digit-student college wide id number and four-digit PIN (hint: it’s the same four-digit PIN you use for the phone registration system - the day and year of your birthday, or whatever you have selected) click LOGIN; do not press enter
4) Enter four-digit PIN again for verification; click LOGIN
5) Under REGISTRATION, click DROP/ADD; Select term and click on SELECT; do not press enter
6) Enter five-digit course call number (hint: If you do not know the five-digit course call number, click COURSE SELECTION; highlight subject. Click SELECT to find five-digit course call number),
7) Click DROP/ADD CLASSES, enter five-digit course call number(s) and click SUBMIT. To view your tuition fees click ACCOUNT SUMMARY.

You can also choose several other options from STUDENT SERVICES MENU, including:
- Course Catalog
- Available Course Selections
- Financial Aid