TIPS AND TRICKS

1. **What does this message mean?**

   Open and close bottom panels to display extra registration information. X
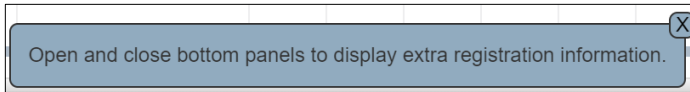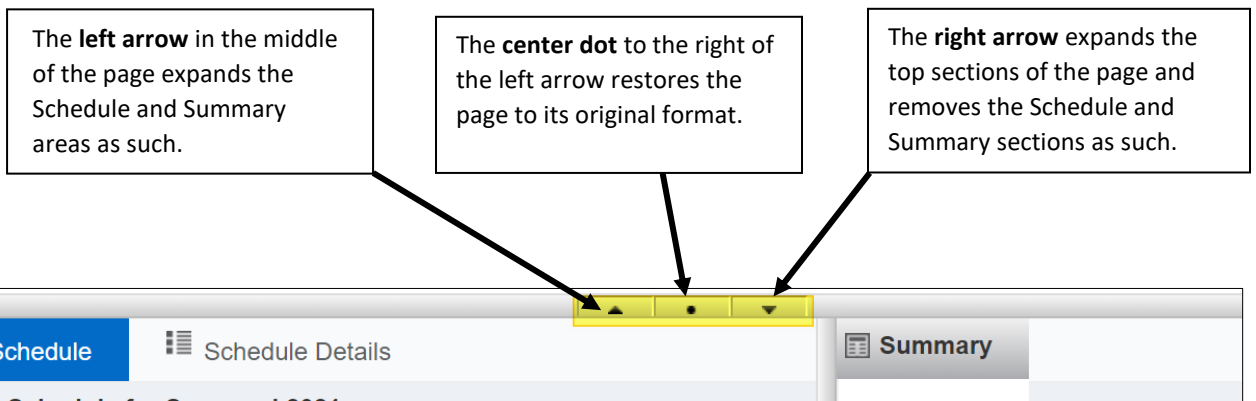
   This alerts you that there is a hidden panel that can be unhidden.

2. **Expand or Hide Areas**
   When using the Register for Classes function, you will notice arrows between the displays that can be used to close or expand the areas – shown highlighted here:

   The **left arrow** in the middle of the page expands the Schedule and Summary areas as such.

   The **center dot** to the right of the left arrow restores the page to its original format.

   The **right arrow** expands the top sections of the page and removes the Schedule and Summary sections as such.

   📅 Schedule   ≣ Schedule Details   ▲ • ▼   ▦ Summary

3. **Error Messages**
   Any errors that occur when attempting to add classes will display on the screen (top right corner). You will have to then search for additional course options, contact the department, speaking with an Academic Advisor, etc. To view a list of common registration errors follow go to this site:
   https://www.utrgv.edu/ucentral/registration/registration-errors/index.htm.

4. **Where can I see the student's term classes and their meeting times?**
   After bringing up the student profile for the student the classes for the term selected will be under the *REGISTERED COURSES* box.
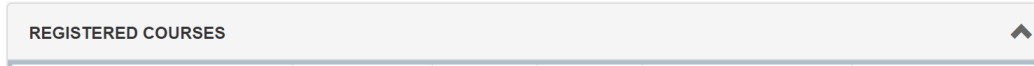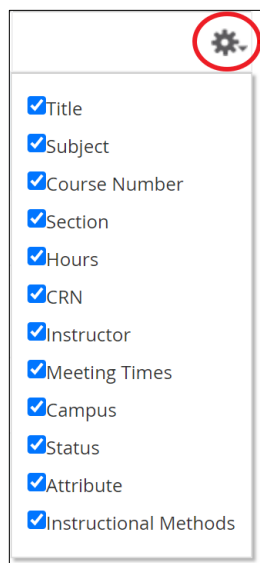

Clicking on the CRN of the class will open a Class Detail window that will display information of the class to include the Meeting Times.
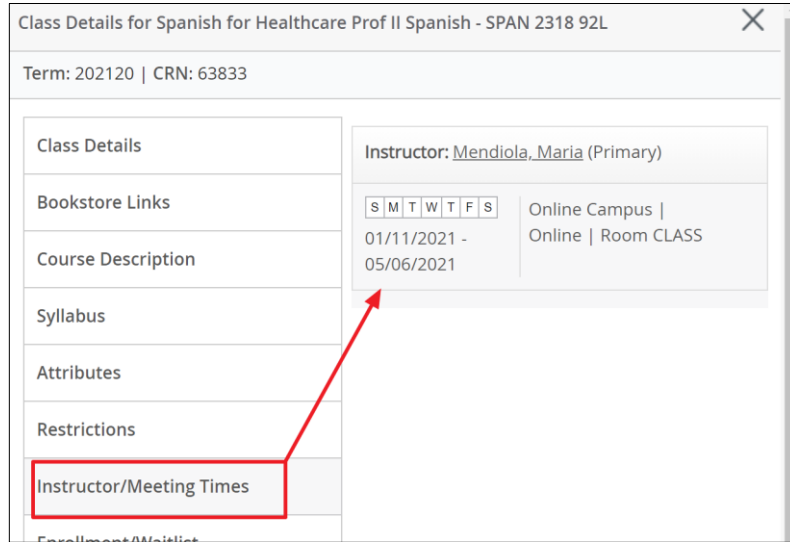
5. **What is that setting *(gear)* icon I see?**
   Whenever you see this icon you may click on it, which will open a window. Here you may uncheck the item(s) to remove the column(s) from displaying in your current window.
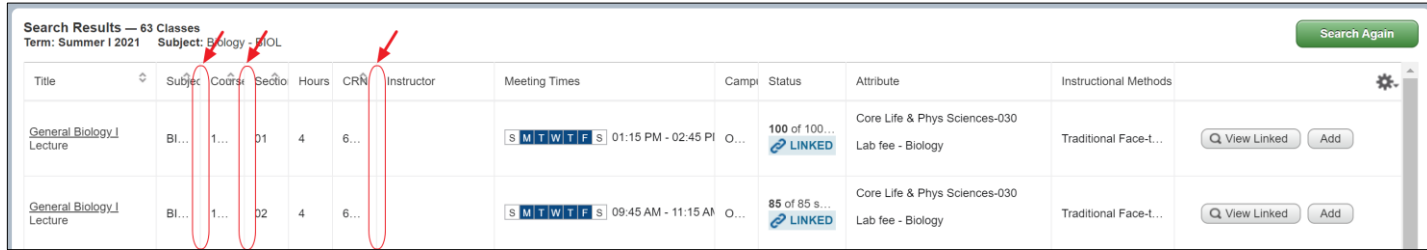

Note: this display edit is only saved for your current session. It does not save it for any future sessions after logging out.

Depending on the area you are viewing the items to check or uncheck will change.

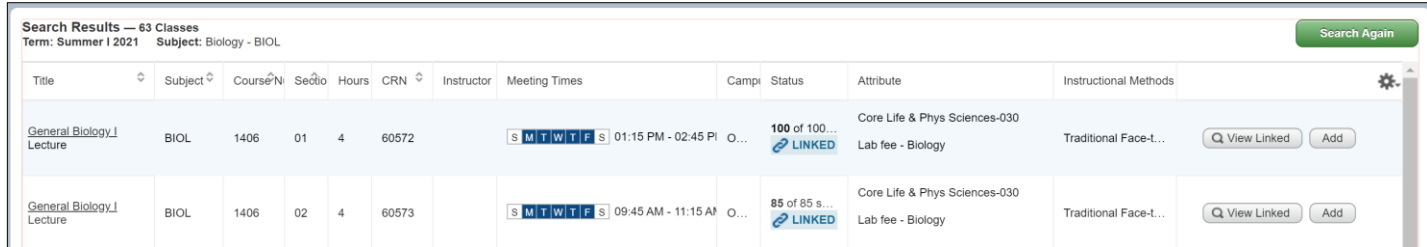6. **The display of my search is cluttered**.
You may expand the column width. Place your mouse cursor on the column line and your mouse cursor will change to this ⟵⟶. Once it does click and drag to the desired with.

After adjusting column width:

Note: this display edit is only saved for your current session. It does not save it for any future sessions after logging out. Also, not all area may have this option.

7. **Searching classes using the *Title* option under Register / Drop Classes.**

Title [   ]

If you know part of the title, then you would do a search using the logic: %word%

Examples on how to search:
     a. %biology%
     b. %finance%
     c. %intern%
     d. %math%
     e. %law%