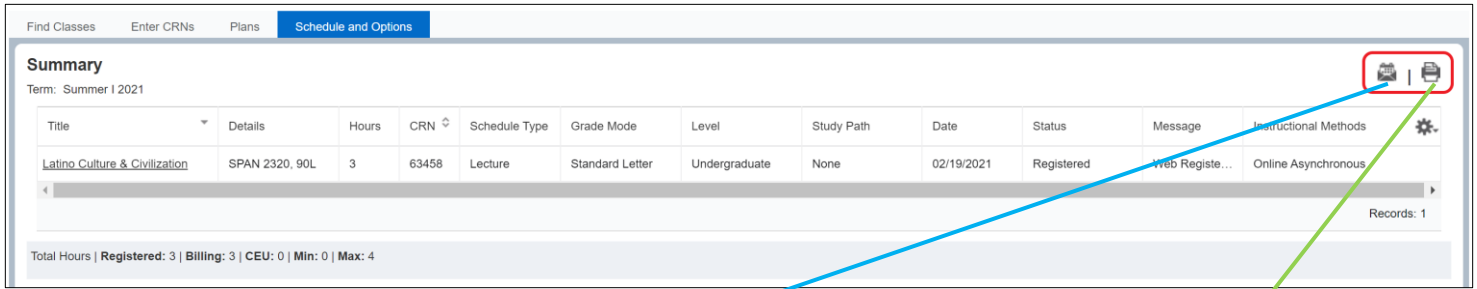


# TIPS AND TRICKS

## 1. Email or Print Your Schedule

Under the tab *Schedule and Option* there will be two icons to the top right of the screen (shown below).



By clicking the email icon, you can e-mail a copy of your schedule to yourself (or whoever you choose).

By clicking the print icon, you can print your schedule.

This window will pop up when clicking email icon.

Email Schedule and Downloadable Calendar File  
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

Myself (brownsville.vaquero@utrgv.edu)

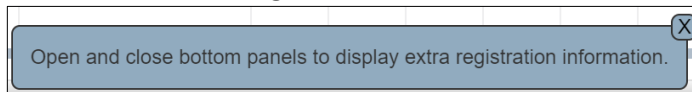
Email

Email

Email

Subject

## 2. What does this message mean?

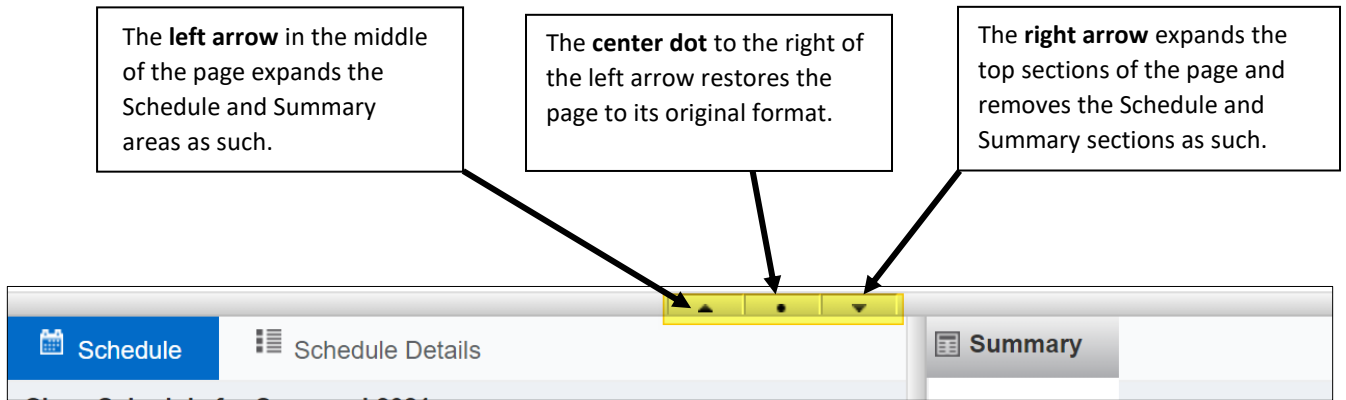


This alerts you that there is a hidden panel that can be unhidden.



### 3. 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:



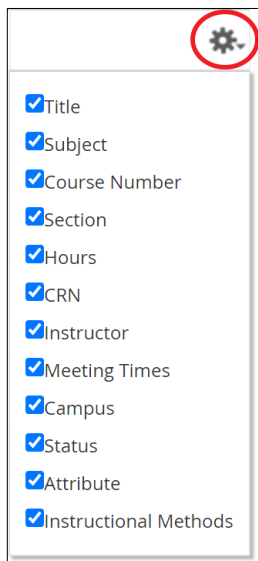
### 4. Error Messages

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>.

### 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.

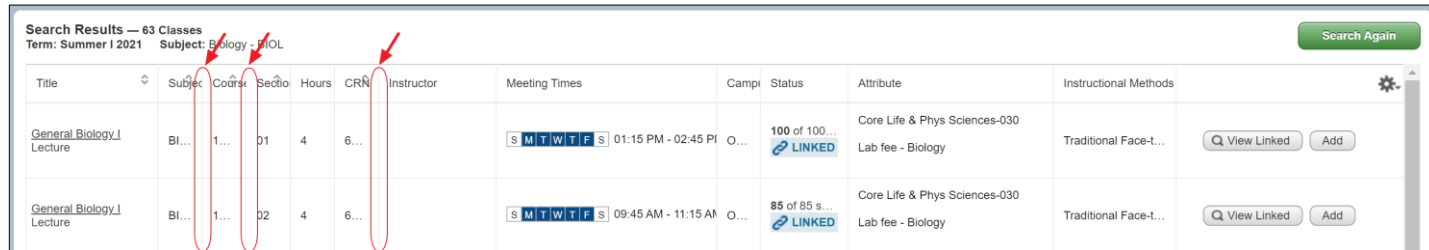


*Note: this display edit is only saved for your current session.  
It does not save it for any future sessions after logging out.*

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

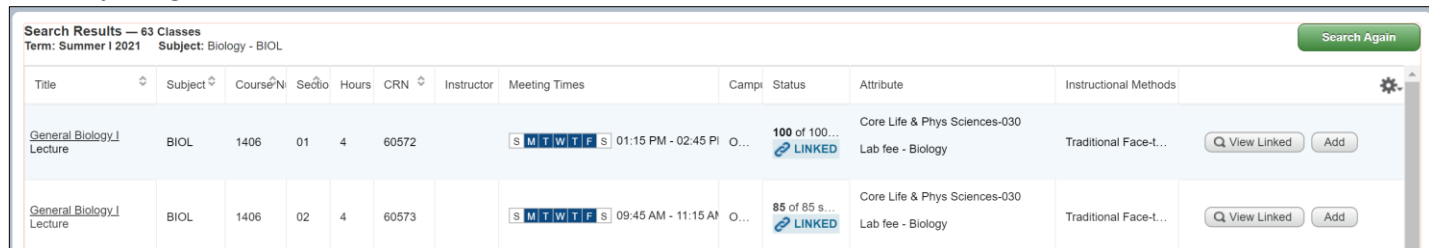
6. **The display of my search is cluttered.**

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 width.



Title	Subject	Course	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods
General Biology I Lecture	BI...	1...	01	4	6...		S M T W T F S 01:15 PM - 02:45 PM	O...	100 of 100...	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-T...
General Biology I Lecture	BI...	1...	02	4	6...		S M T W T F S 09:45 AM - 11:15 AM	O...	85 of 85 s...	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-T...

After adjusting column width:



Title	Subject	Course#	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods
General Biology I Lecture	BIOL	1406	01	4	60572		S M T W T F S 01:15 PM - 02:45 PM	O...	100 of 100...	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-T...
General Biology I Lecture	BIOL	1406	02	4	60573		S M T W T F S 09:45 AM - 11:15 AM	O...	85 of 85 s...	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-T...

*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%