

# Tidewater Community College Enrollment Worksheet

**COMPLETE this worksheet BEFORE you enroll online, by touchtone telephone, or on campus.**

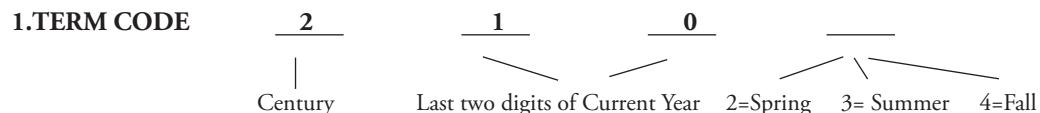
Name: \_\_\_\_\_  
Last First MI

Campus: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plan: \_\_\_\_\_

SIS ID: \_\_\_\_\_



**EXAMPLE: Spring 2010 Term Code: 2102**

**2. SCHEDULE CLASSES ACCORDING TO YOUR ACADEMIC PLAN.  
 SEE A COUNSELOR OR ADVISOR FOR ASSISTANCE.**

Enter the class number and other class information as shown below:

| Class Number | Course Subject | Course # | Class Section # | Day | Time Selections | Units/Credits |
|--------------|----------------|----------|-----------------|-----|-----------------|---------------|
| 62445        | ENG            | 111      | D01A            | MW  | 9-11A           | 3             |

| Class Number | Course Subject | Course # | Class Section # | Day | Time Selections | Units/Credits |
|--------------|----------------|----------|-----------------|-----|-----------------|---------------|
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Student enrollments in these categories must be approved on campus:  
 Audit; Restricted Class; Course Overload >18 cr. hrs.; Attempting a Course for the Third or More Time; Pass/Unsatisfactory Approval; Senior Citizen; Academic Standing of Suspension or Dismissal.

**3. ENROLL in the classes for which you plan to make full payment by the tuition deadline.**

**ONLINE** Go to <http://www.tcc.edu/sis>

**BY TOUCHTONE TELEPHONE** Call (757) 822-2000

Your birthdate (MMDDYY) is the initial PASSWORD/PIN for online and touchtone access to the SIS.

**IN PERSON** Visit any campus.

**4. PAY TUITION AND FEES BY DUE DATE**

Pay online or by touchtone telephone using MasterCard or Visa; pay in person at any campus Business Office.

**5. SAVE THIS FORM**

Keep it for your records and use it if you change your schedule.

| Class Number | Course Subject | Course # | Class Section # | Day | Time Selections | Units/Credits |
|--------------|----------------|----------|-----------------|-----|-----------------|---------------|
|              |                |          |                 |     |                 |               |
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|              |                |          |                 |     |                 |               |

Total Credits \_\_\_\_\_ Approval Signature (if needed) \_\_\_\_\_ Date \_\_\_\_\_

Processed By \_\_\_\_\_ Date \_\_\_\_\_