

how to register for classes

PTC PATHWAY



1

Start at Piedmont Technical College's website: www.ptc.edu

2

Click on the "PTC Pathway" link at the top right corner of the page.

3

Log onto PTC Pathway. Your **USERNAME** will be your **P#** and your **PASSWORD** will be your **birthdate** (MM/DD/YY). It is recommended that you change your password once you log on.

4

Click on the "Student" tab.

5

In the "Registration Tools," click on the "Look Up Classes" link.

6

Under "Search by Term," click on the appropriate semester (Fall, Spring, Summer) and then click "Submit."

7

Select the subject area for the course you are interested in (Math, English, etc.), then click "Course Search."

8

Locate the course number for the course you are interested in and click "View Sections."

9

Each section number represents a different class. Determine which course section best fits your schedule and select the section by clicking on the box in front of the "CRN" for that course.

- Be sure that you are registering for a section on your desired campus. Locate this information beneath the "Cmp" column. (AA=Abbeville, EE=Edgefield, GG=Greenwood, LL=Laurens, MM=McCormick, NN=Newberry, OC=Online, SS=Saluda)
- The "Location" column provides the classroom location for each course.
- The column labeled "Days" will tell you which days of the week the class will be and the "Time" will give you the times that the class will take place on the designated days.
- Check the "Date" column to make sure you have chosen the appropriate term. (T term is the standard full semester)



Campus location When the class is held

Term Room Number

Sections Found																						
English																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
NR	20313	ENG	101	01	GG	3.000	English Composition I	MW	08:30 am-09:45 am	25	0	25	0	0	0	0	0	0	TBA	01/16-05/06	G 216	
NR	20314	ENG	101	02	GG	3.000	English Composition I	MW	10:00 am-11:15 am	25	0	25	0	0	0	0	0	0	TBA	01/16-05/06	G 216	

10

Once you choose a class, check the "Select" box in front of the CRN and scroll to the bottom of the page and click either "Register" or "Add to Worksheet."

11

Click on "New Search" to repeat the process and register for other classes. When registering for more classes, remember to create a schedule that works best for you (take into account your work schedule, transportation or anything else that might interfere with your class schedule).

12

To print your schedule:

- In the "My Courses" section of the "Student" tab, click on "Student Schedule & Account Summary."

advanced search alternative:

- After clicking on the subject area for the course you are looking for (step 7) you may click on the "Advanced Search" button instead of the "Course Search" button.

- An Advanced Search allows you to search by "Course Number," "Schedule Type," "Instructional Method," "Campus," "Instructor," or "Session" or even the times and days the course is held.

Search by the title or course number

Search for online or lab courses

Credit hours for a course

Subject: Accounting
Administrative Office Tech
Agriculture
Air Cond, Heating & Refrigerat
Allied Health Science
Art
Art (Visual)
Astronomy
Automated Manufacturing Tech
Automotive Tech

Course Number:

Title:

Schedule Type: All
Internet
Laboratory Only

Instructional Method: All
High School-Dual Enrollment
OnDeck Course

Credit Range: hours to hours

Campus: All
Abbeville County Campus
Edgefield County Campus

Part of Term: All
Non-date based courses only
L Term -10 week Term
Special

Instructor: All
Alewine, Jerry Amick
Alexander, Angel D

Session: All
Day
Night

- If you can't find the course you're looking for, try using fewer search options.