

CORONAL POLISHING COURSES REGISTRATION INSTRUCTIONS FOR NEW STUDENTS

IMPORTANT: PROCESS MUST BE COMPLETED THREE BUSINESS DAYS PRIOR THE BEGINNING OF CLASS

1. On the TCCD website, <http://www.tccd.edu>, select Admissions/How to Apply for Admissions as a **Continuing Education (Non-Credit) Student (new students only)**. Select **Active Apply** and follow the steps **for new TCC applications**. Complete the application and once your profile is in the system, you should receive an email from TCC with an assigned a Student ID within 24-48 hours, however, this may take longer based on enrollment activity. Once received, you can move to the next step. **(If already a student, skip this step)**
2. Setup your user name and password – Step by Step instructions are found at <http://www.tccd.edu/services/support-services/tech-support/webadvisor/>
If you encounter problems with your user name and/or password, please contact **Tech 24/7 Support** at 817-515-8324. **(If already a student, skip this step)**

3. Complete the online registration process on Web Advisor for your selected course. <http://wa.tccd.edu>

CORONAL POLISHING COURSES - \$375

DNTA-2000-26744-February 28, 2020

DNTA-2000-20129-March 27, 2020

4. To verify that you are registered, go to WebAdvisor at <https://waj.tccd.edu/TCC/WebAdvisor3/mainMenu.jsp>, login, select **Students**, and under Business Services, choose **Schedule and Fee Statement**. Choose the term and you will be able to see your schedule.
5. For more course information, access the TCC website at www.tccd.edu and search **Coronal Polishing** in the search box at the top of the page.
6. Please review the course information packet sent with this document and bring **all required and completed forms** to class.
7. Please contact the NE Workforce Programs office at 817-515-6995 with questions or issues regarding course registration.

ACCESSING COURSE INFORMATION

A course information packet sent by email upon initial inquiry or request with required forms that need to be completed and brought to class in addition to room location and parking information. Please download, print and bring to class. Please contact Laurie Semple if not received.

REFUND INFORMATION

If you are unable to attend the course, you must drop the course on Web Advisor or contact the Registrar's office at 817-515-4734 prior to the start of the course for a full refund. No refunds will be issued after the course starts. Please direct all course questions to the assigned instructor or Laurie Semple.