

### **Degree-seeking students:**

\_ Contact the UTTC program advisor at a participating UT System component campus for information on admissions requirements, deadlines, and application procedures. You will find contact information for advisors within each program page on the UTTC website. Review the Catalog area for a list of available programs. You will also find contact information for each component on the following website: <http://www.telecampus.utsystem.edu/index.cfm/4,0,76,63,html>

\_ Complete the admissions process including arranging for official transcripts and test scores to be sent to the campus. Once admitted, this campus will serve as your home campus.

\_ Contact the program advisor on your home campus for assistance with your course selection and degree plan.

\_ Create/update your UTTC profile in the TeleCampus Information System (TIS). You can access the TIS from the link on the UTTC homepage, [www.telecampus.utsystem.edu](http://www.telecampus.utsystem.edu). If you have never taken a UTTC course, and do not have a student record, click on the “create a student record” link on the TIS login page, and follow the prompts to create your profile. If you have previously taken a UTTC course, review the login instructions on the “course login” page for information on accessing your student record.

\_ For courses offered by your **home campus** (the campus to which you have been admitted), contact the Registrar’s Office on the campus for information regarding registration dates, times, and procedures.

\_ For courses offered by a campus other than your home campus, submit a request for registration in the TeleCampus Information System (TIS). Complete registration instructions can be found on the UTTC website (<http://www.telecampus.utsystem.edu/index.cfm/4,0,76,61,html>). You must have a UTTC username and password to request registration for courses using the TIS.

\_ Confirm your registration in the TIS and/or with the campus and make payment for courses. Once your request has been approved, you will receive a confirmation email. It is your responsibility to follow-up with the host campus for information on payment procedures. Payment for a UTTC course is always made to the campus offering the course.