

Student Portal Registration and Payment Steps

This document will provide step by step directions for the following processes:

How to Search the Class Schedule

How to Register for Classes

How to Add Classes with a Co-Requisite

How to Swap Sections

How to Drop a Class

How to Withdraw from a Class

How to View your Class Schedule

How to View your Balance and Pay for Classes Online

How to Search the Class Schedule

Use one of the following methods to search the course schedule to prepare for registration.

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Search Class Schedule card.
3. Use one of the Class Search Options:
 - [Class Search \(website\)](#): this takes you to the website to view the live web version of the schedule.
 - Class Search (student portal): clicking on the Registration card will take you to the student portal schedule search. From here you can add things directly to your schedule.
4. Either option allows you to plan your schedule and note the Section Codes (5-digit class number) so you are ready to register when the registration period opens.

How to Register for Classes

Follow these directions to add classes to your schedule.

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
3. Make sure the term you are registering for is correct at the top. If not, change it in the drop down.
4. The calendar will show any currently added on campus courses and the right hand column will show any courses that are currently registered.
5. To add a course, click "Add Course"
6. In the search box, type the course subject prefix. This is 4 letters. Ex: ENGL or MATH
7. Locate the course number and click the drop down arrow.
 - a. This will show all sections of the course including times, dates, locations and how many seats remain.
 - b. If the course is full, it will show: **Section Full**
8. Once you have chosen an open section, click on the + next to the class. The class will be placed in your temporary holding area "REGISTERING" with blue/white striped lines:

REGISTERED

You have not registered for any courses.

REGISTERING

CREDITS 3

MATH 1111: College Algebra

3 credits | Section Code: 40552

Tue, Thu | 3:00 PM - 4:15 PM

▼

9. To search for your class by the 5 digit Section Code, make sure the search box is empty and click the filter button:

Courses

SHOW DETAILS X

Search

🔍

🔼

10. In the Section Code box, type the course number you need and it should appear in the box. You can add multiple section codes before clicking the Apply button.

Section Codes

40116 X

41258 X

X

11. Once you add all your classes to your REGISTERING list, click the blue [Register](#) button at the bottom of the page and confirm in the pop up box.
12. If there are no errors, the course will move to a solid blue line and display in your REGISTERED

REGISTERED

CREDITS 3

MATH 1111: College Algebra

3 credits | Section Code: 40552

Tue, Thu | 3:00 PM - 4:15 PM

▼

section:

13. If attempting to add a class that the prerequisite or corequisite is not met, you will see a red error box appear and the course will not add to the schedule.
 - a. Remember that coreqs must be added to the cart and submitted together or they will not add. See next section below.

MATH 1132: Calculus II
4 credits | Section Code: 40658
Tue, Thu | 10:30 AM - 12:10 PM

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 Course Prerequisite or Co-Requisite not met

14. It is extremely important to return to the Student Portal dashboard and view your class schedule on the Blackboard Classes card to ensure your courses are locked in.

How to Add Classes with a Co-Requisite

When adding classes that have a co-requisite, both classes have to be submitted at the same time. (example BIOL 2113/BIOL 2113L)

1. Use the Add Course button to add your courses to the REGISTERING box. Both should display with white/blue stripped lines.

REGISTERED

You have not registered for any courses.

REGISTERING**CREDITS 4**

BIOL 1111: Biology I
3 credits | Section Code: 41065
Mon, Wed | 9:00 AM - 10:15 AM

▼

BIOL 1111L: Biology I Lab
1 credit | Section Code: 41417
Tue | 6:00 PM - 8:30 PM

▼

2. Once both classes are ready, click the blue **Register** button at the bottom of the page.
3. If the courses move to the REGISTERED section of your screen, both classes have successfully added to the schedule.

REGISTERED

CREDITS 4

BIOL 1111: Biology I3 credits | Section Code: 41065
Mon, Wed | 9:00 AM - 10:15 AM**BIOL 1111L: Biology I Lab**1 credit | Section Code: 41417
Tue | 6:00 PM - 8:30 PM

4. If any errors prevent the classes from adding, an error message will show and the class status will NOT show registered.

⚠ IMPORTANT ⚠

When registered for co-requisite classes and you want to change one, you have to drop both and re-register for both. Be careful because you may lose your seat if another student registers when you drop it.

How to Swap Sections

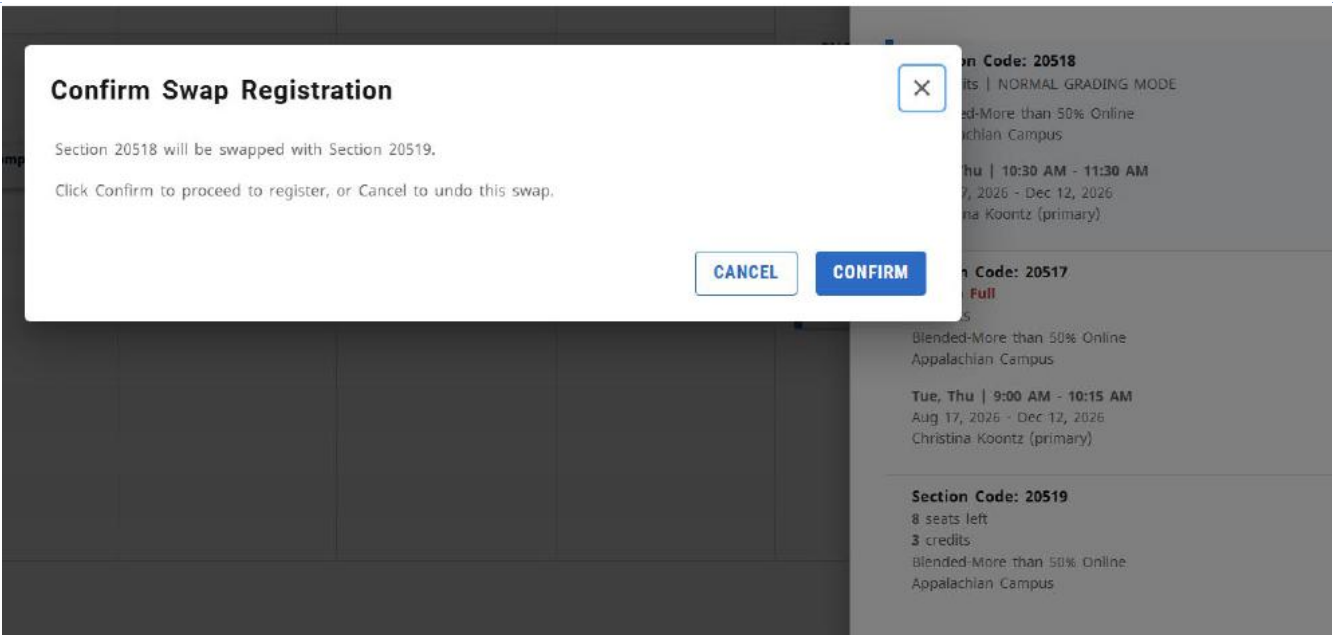
You can swap sections of a class when the registration period or drop/add period is open. These dates are on the [Academic Calendar](#).

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
3. Make sure the term you are looking for is correct at the top. If not, change it in the drop down.
4. The calendar will show any currently added on campus courses and the right hand column will show any courses that are currently registered.
5. To SWAP a registered course section for a different section, click the dropdown arrow on the course information block listed under the Registered Column.

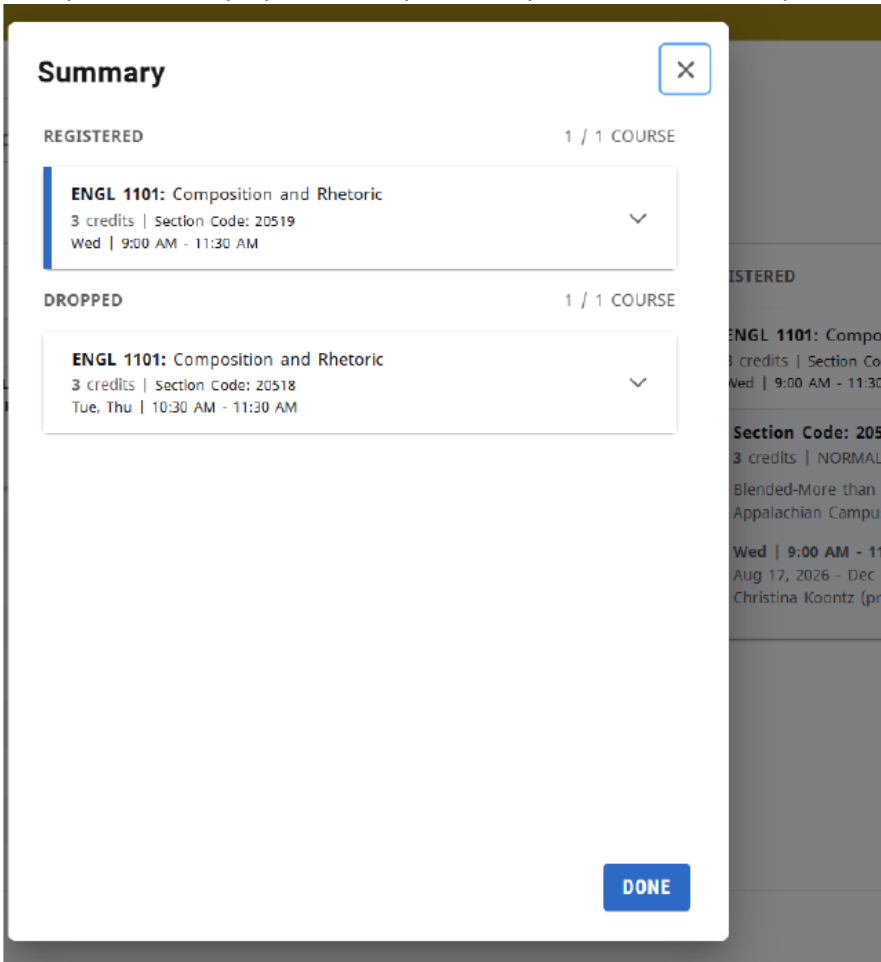
	Mon	Tue	Wed	Thu	Fri	REGISTERED	CREDITS
8:00 AM						ENGL 1101: Composition and Rhetoric	3 credits Section Code: 20518 Tue, Thu 10:30 AM - 11:30 AM
9:00 AM							
10:00 AM							
11:00 AM		ENGL 1101: Composition and Rhetoric		ENGL 1101: Composition and Rhetoric			
12:00 PM							
1:00 PM							
2:00 PM							



6. This will open the course section details. Click the pencil icon on the course section block.



10. The system will display a Summary of activity, select Done to complete the schedule change.



How to Drop a Class

You can drop a class when the registration period or drop/add period is open. These dates are on the [Academic Calendar](#).

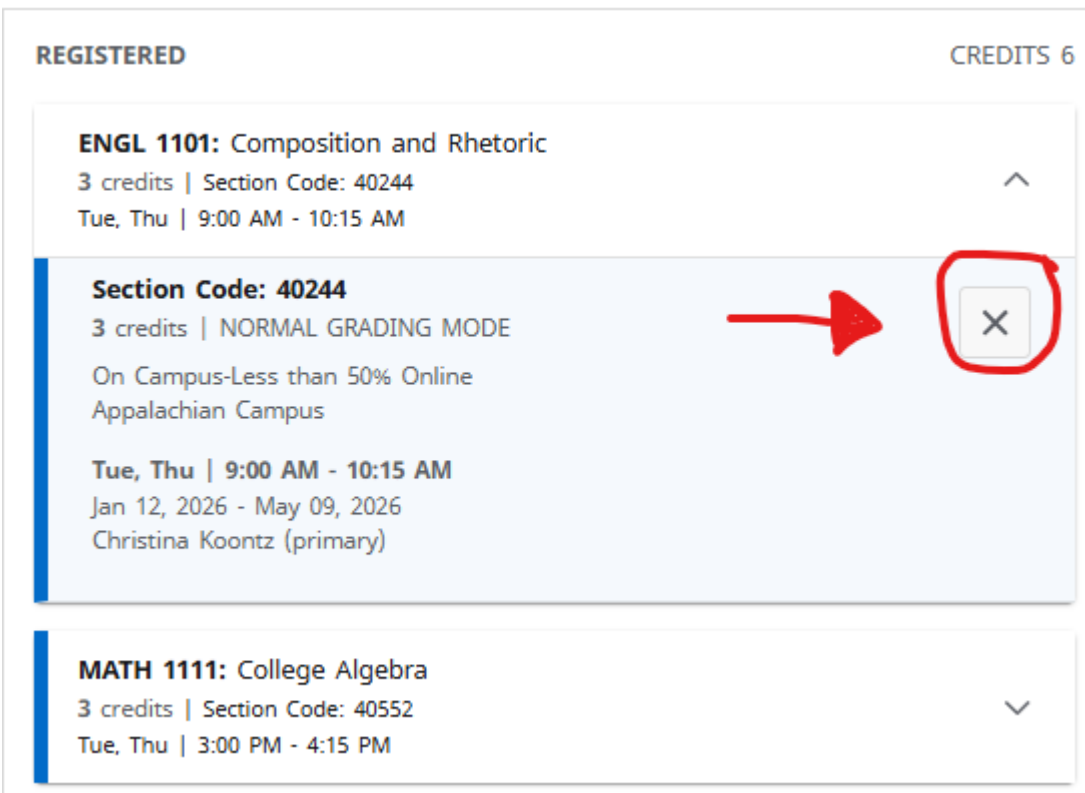
11. Log into the [me@ChattTech Student Portal](#)
12. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
13. Make sure the term you are looking for is correct at the top. If not, change it in the drop down.
14. The calendar will show any currently added on campus courses and the right hand column will show any courses that are currently registered.
15. To drop a course, click on the dropdown arrow next to the course(s).
16. Click the X next to the course information.

REGISTEREDCREDITS 6

ENGL 1101: Composition and Rhetoric
3 credits | Section Code: 40244
Tue, Thu | 9:00 AM - 10:15 AM

Section Code: 40244
3 credits | NORMAL GRADING MODE
On Campus-Less than 50% Online
Appalachian Campus
Tue, Thu | 9:00 AM - 10:15 AM
Jan 12, 2026 - May 09, 2026
Christina Koontz (primary)

MATH 1111: College Algebra
3 credits | Section Code: 40552
Tue, Thu | 3:00 PM - 4:15 PM



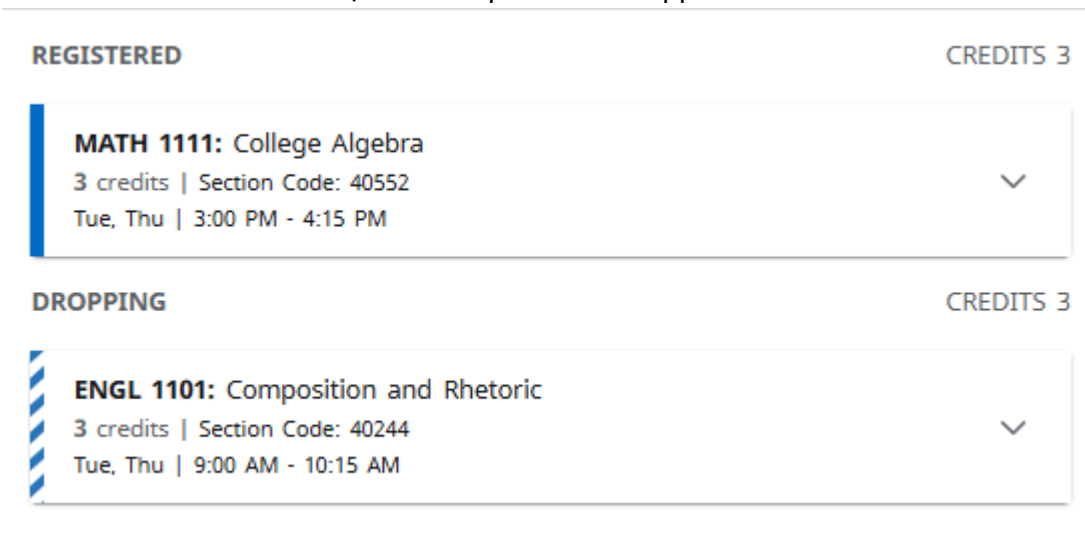
17. A popup will appear explaining that the course will be moved a pending drop section but needing further action and the blue/white stripe lines will appear.

REGISTEREDCREDITS 3

MATH 1111: College Algebra
3 credits | Section Code: 40552
Tue, Thu | 3:00 PM - 4:15 PM

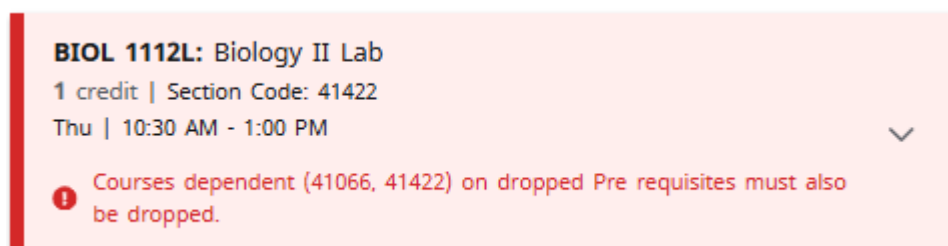
DROPPINGCREDITS 3

ENGL 1101: Composition and Rhetoric
3 credits | Section Code: 40244
Tue, Thu | 9:00 AM - 10:15 AM



18. Once all courses you plan to drop have been moved to the DROPPING section, click the blue **Update Registration** button at the bottom of the page and confirm. It will confirm the drop has been successful and the course will disappear from your schedule.

- If dropping corequisite classes, you must move both courses to the DROPPING section before updating the registration or you will see the following error:



19. It is recommended that you view your registered classes and verify that your schedule is correct.

⚠ IMPORTANT ⚠

When registered for co-requisite classes and you want to change one, you have to drop both and re-register for both. Be careful because you may lose your seat if another student registers when you drop it.

How to Withdraw from a Class

You can withdraw from a class during the withdrawal period found on the [Academic Calendar](#).

1. Log into the [me@ChattTech Student Portal](#)
 2. Locate the Registration card, arrow to the correct term (if multiple terms open) and click "Start"
 3. Make sure the term you are looking for is correct at the top. If not, change it in the drop down.
 4. The calendar will show any currently added on campus courses and the right-hand column will show any courses that are currently registered.
 5. To withdraw from a course, click on the dropdown arrow next to the course(s).
 6. Click the X next to the course information.
-

REGISTERED

CREDITS 6

ENGL 1101: Composition and Rhetoric

3 credits | Section Code: 40244

Tue, Thu | 9:00 AM - 10:15 AM

Section Code: 40244

3 credits | NORMAL GRADING MODE

On Campus-Less than 50% Online
Appalachian Campus**Tue, Thu | 9:00 AM - 10:15 AM**

Jan 12, 2026 - May 09, 2026

Christina Koontz (primary)

**MATH 1111: College Algebra**

3 credits | Section Code: 40552

Tue, Thu | 3:00 PM - 4:15 PM



7. A popup will appear explaining that the course will be moved a pending withdrawal section but needing further action and the blue/white stripe lines will appear.

REGISTERED

You have not registered for any courses.

WITHDRAWING

CREDITS 3

ENGL 1101: Composition and Rhetoric

3 credits | Section Code: 20851

Tue | 10:30 AM - 11:45 AM



8. Once all courses you plan to withdraw from have been moved to the WITHDRAWING section, click the blue **Update Registration** button at the bottom of the page and confirm. It will confirm the withdraw has been successful and the course will disappear from your schedule.
- If withdrawing from corequisite classes, you must move both courses to the WITHDRAWING section before updating the registration or you will see the following error:

BIOL 1112L: Biology II Lab

1 credit | Section Code: 41422

Thu | 10:30 AM - 1:00 PM

 Courses dependent (41066, 41422) on dropped Pre requisites must also be dropped.

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9. It is recommended that you view your registered classes and verify that your schedule is correct.
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How to View your Class Schedule

Your class schedule can be viewed in two locations. Either option will allow you to see the campus, room, dates, and times.

Preferred Method: in the me@ChattTech Student Portal

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Blackboard Classes card
3. The card will show all terms you are currently registered for. Use the dropdown to change term.
4. You can click on the course to see additional details.

Alternate Option: on the Registration page:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card and click Start.
3. The calendar view of the schedule will be shown and you can drop down the course details on the REGISTERED list to see dates/times.

How to View your Balance and Pay for Classes Online

You can view your bill and pay for your classes online using one of the following options:

Option 1: View bill summary before payment:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Student Accounts card
3. Click on "Account Summary"
4. Select your term in the drop down box
5. Review your charges and authorized Financial Aid
6. Click "Pay Now" button at the top of the page and follow steps to submit payment.

Option 2: Go directly to bill payment:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Student Accounts card
3. Click on "Pay My Bill"
4. Select your term in the drop down box
5. Follow steps to submit payment