**Steps to Follow for Pre-Registration for Current Students**

To ensure quick and easy registration for classes, complete the following steps before meeting with your advisor. Current students are defined as having enrolled consecutively for one or more semesters, excluding the summer.

1.) Know your Student D#

2.) Know your MyDSCC login information (Username and Password)
   a. If you are unsure of your login information, contact one of the following locations:
      i. The One-Stop on the Dyersburg Campus (731-286-3350)
      ii. The One-Stop at the Jimmy Naifeh Center (901-475-3100)
      iii. The One-Stop at the Gibson County Center (731-855-1419)

3.) Make sure your personal information is correct (i.e. name, address, and phone).
   a. Under the **Student** tab in MyDSCC:
      i. Click on Banner Self-Service
      ii. Click on Personal Information.
   b. If any information is incorrect, contact the One-Stop Center to complete a Change of Information form.

4.) Know your advisor’s name, location, email, and phone number.
   a. Under the **Student** tab in MyDSCC:
      i. Look in the Registration Tools box
      ii. Click on Your Info/Advisor.
   b. Once you get the advisor’s name, his/her contact information can be found if you:
      i. Go online to the DSCC homepage
      ii. Click on Find People
      iii. Type in your assigned advisor’s name

5.) Make sure there are no holds on your account.
   a. Under the **Student** tab in MyDSCC:
      i. Look in the Registration Tools box
      ii. Click on Registration Status.

6.) Print a copy of your unofficial transcript.
   a. Under the **Student** tab in MyDSCC:
      i. Click on Banner Self-Service
      ii. Click on Student
      iii. Click on Student Records
      iv. Click on Academic Transcript.

7.) Know your program of study.

8.) Print a copy of the academic plan that corresponds with your program of study.

9.) Compare your academic plan to your unofficial transcript.
   a. Use your transcript to note courses already completed and find those same courses on the academic plan.
   b. Write the semester and year you took the course in the space provided to the right of the academic plan.
   c. Once you have written down the completed courses, write the courses you plan to take for next semester.

10.) Create a mock Class Schedule for the upcoming semester.
   a. Under the **Student** tab in MyDSCC:
      i. Look in the Registration Tools box
      ii. Click on Look Up Classes
      iii. Here you will be able to look up the meeting times for classes you plan to take next semester.

11.) Check your financial aid status.
   a. Under the **Student** tab in MyDSCC:
      i. Click on Banner Self-Service
      ii. Financial Aid
      iii. Financial Aid Status.

12.) Make an appointment to see your advisor.
   a. Use the contact information that you obtained in Step 4 to contact your advisor.
   b. Make sure to bring your completed academic plan and your mock schedule for the upcoming semester.