

# TUTOR worksheet

**(504) 861-2222**

## Tulane University Office of the University Registrar

Use only a touch-tone telephone to make entries. Touch-tone phones make a tone after each button is pushed. Phones that make no tone ("rotary" type phones) or which are not authentic touch-tone phones will not work. If you are dialing long distance, you must dial (504) 861-2222. If you are calling from a Tulane University campus telephone, dial 2222. If you are calling from the local metro area, call 861-2222. TUTOR will guide you after each entry. Press an entire sequence when told to do so: "add," "drop," or other code, star key (\*), call number and pound key (#).

1) Call TUTOR                  

2) Enter 2005 spring action code            
 or 2005 summer action code            
 or 2005 fall action code     

3) Enter Student ID #     

4) Enter Personal ID # (PIN)     

5) Enter Course Request (Code first and then # key.)

### Add Courses

Add Code	Star Key	Course Call Number	Pound Key
<input type="text" value="2"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>
<input type="text" value="2"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>
<input type="text" value="2"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>
<input type="text" value="2"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>

For Your Information Only, Do Not Enter

Course ID	Day	Time
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

### Drop Courses

Drop Code	Star Key	Course Call Number	Pound Key
<input type="text" value="3"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>
<input type="text" value="3"/>	<input type="text" value="*"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value="#"/>

Course ID	Day	Time
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

6) Exit the System     

### Other Requests

To cancel an unfinished entry, enter   

To list courses for which you have registered, enter .....   

To Wait List a course, enter .....   

### To add courses with a special grade type, enter:

Pass/Fail.....   

Satisfactory/Unsatisfactory...   

Audit: register with TUTOR as usual, then change grade type in person at your dean's office.