Student Registration Instructions
For Fall 2013 Classes

The purpose of this checklist is to outline the steps which you will need to complete in order to register for your Fall 2013 classes at The Master’s College. Registration will be completed on-line, so please read these instructions and be precise with your selections. A complete set of instructions is available at Fall 2013 Registration Instructions.

A REMINDER ABOUT ADVISING: While your faculty advisor will assist you by authorizing you to participate in the registration process, it is critical that you take an “active” approach toward your course advising. It is your responsibility to ensure that you complete both general education and major coursework requirements.

In order to accomplish this, it is imperative that you have a “hard-copy” catalog from the year you initially enrolled at TMC. Once secured, you must read, understand, and complete those general education and major courses stipulated in the catalog. Should you have any questions concerning the catalog or your program, please contact the Registrar’s Office.

Pre-Registration: Complete On-Line Registration Form:
Please use the time before the start of registration on Monday, March 25, to gather information so you can complete all sections of the Self-Service Pre-Registration form. When your form is complete, enter your login and password as your electronic signature. Your confirmation will then be electronically submitted to the Student Finance Center.

Course Shopping:
We have included a copy of the Fall 2013 class schedule in your on-line registration packet for your convenience. However, you will need to use the MasterNet/Self-Service section of the TMC website, “Find Courses”, to “shop” for Fall 2013 classes. You may be familiar with the shopping cart approach in purchasing merchandise on-line. Select as many Fall 2013 courses as you would like to place in your electronic “shopping cart.” Placing a course in your cart DOES NOT reserve a seat for you in that class. It does, however, give you a “short list” of classes so that you can be more efficient in finalizing your schedule when you meet with your advisor.

Advising & Class Selection:
You MUST complete Pre-Registration and Course Shopping BEFORE you meet with your faculty advisor. He/she will NOT be able to register you for classes unless you have completed Pre-Registration and shopped for classes. Also, as part of the on-line registration process, your advisor will NOT be able to register you for classes until your registration period begins. The registration schedule is as follows:

- March 25, 2013 (Monday) First day for Seniors, Rising Seniors, and Graduate students to register.
- March 28, 2013 (Thursday) First day for Rising Juniors to register.
- April 3, 2013 (Wednesday) First day for Rising Sophomores to register.
- April 9, 2013 (Tuesday) First day for Freshmen to register.
- April 12, 2013 (Friday) Final day for priority registration.
- April 20, 2013 (Saturday) First day of registration for New Students

Please note: You may schedule an advising appointment as early as possible, however, you will not be able to process your course selections until the date(s) listed above. Since new students will begin to register on April 20, it is important that you complete Advising & Class Selection PRIOR TO THIS DATE to insure that you will have a reserved seat in your desired courses.

Print your Fall 2013 processed schedule:
Log into Self-Service. Click on the “Classes” tab and then click on the Schedule menu. Select “Student Schedule” on the left vertical menu to display your Fall 2013 classes, including any waitlisted courses.
Below the “Options” selection on the left menu, you can choose between Text and Grid display. You should be able to print your course schedule using your browser print option.

REMINDERS:

Registration Authorization:
Once you have been authorized to register by your advisor, you must complete Advising & Class Selection before the end of that business day (5:00 pm) or you will need to wait until your advisor is able to authorize you again.

Waitlists:
If you want to select a closed class to add to your schedule, please click on the Wait button to add the course to your shopping cart. You will be automatically added to the waitlist for that class. Please understand that you will be notified by e-mail (your TMC account) if a seat becomes available in the class. You MUST RESPOND by 5:00pm the end of the next business day indicating whether or not you want to be added to that class, either by replying directly to the email, by phone or by visiting the Registrar’s Office in Vider Hall. If you fail to contact the Registrar’s Office on that day, your name will be dropped from the waitlist.

Adding and/or Dropping Classes After You’ve Completed Advisement:
After you have completed your advising appointment, you will be “unauthorized” from further adds and/or drops in your class schedule. If you need to make a change to your schedule at that point, you will need to contact your advisor again, so that he/she can authorize you to make the changes in On-line Registration.

Viewing Your Course Schedule:
You can view your course schedule at anytime while you are in Self-Service/Self-Service by selecting the Classes tab, clicking on Schedule, and clicking on Student Schedule.

Viewing Your Transcript:
You can view a copy of your TMC transcript in Self-Service/Self-Service by selecting the Grades tab, then Unofficial Transcript.

Registering for D.S. Courses:
To register for a Directed Studies course, pick up a Directed Studies contract from the Registrar’s Office for the professor and the department chair to complete. After payment is made in the Student Finance Office, return the contract to the Registrar’s Office (the same procedure as in previous semesters).

Registering for Post-Session Courses:
You may register for Post-Session courses by following the instructions on the Self-Service home page.

Fall 2013 Check-In:
Check-in for continuing students will be on Friday, August 23, 2013, from 9:00-5:00. Please check Self-Service/Self-Service for instructions on how to complete the Fall 2013 Check-in process.

Non-Returning Students:
If you decide not to attend The Master’s College in Fall 2013, please notify the Registrar by August 9, 2013.

Helpful Telephone Numbers:
Student Life 661-362-2821
Student Finance Center 661-362-2212
Student Employment 661-362-2678
Admissions Office 661-362-2601
Registrar’s Office 661-362-2813
Computer Help Desk 661-362-2876
Nurse 661-362-2662
Financial Aid 661-362-2290