

Student Registration Instructions For Fall 2014 Classes

The purpose of these instructions is to outline the steps which you will need to follow to register for your Fall 2014 classes at The Master's College. As in prior semesters, many aspects of registration will be completed on-line, so **please read these instructions thoroughly and be precise with your selections.**

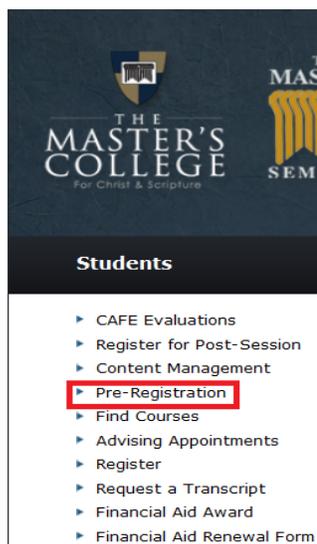
A REMINDER ABOUT ADVISING: While your faculty advisor will assist you by authorizing you to participate in the registration process, it is critical that you take an **“active”** approach toward your course advising. **It is your responsibility** to ensure that you complete both general education and major coursework requirements. In order to accomplish this, please reference the catalog from the year you initially enrolled at TMC at <http://www.masters.edu/CATALOG>. Please 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 24, to gather information so you can complete all sections of the on-line pre-registration form. After completing the form, enter your login and password when prompted and your confirmation will be electronically submitted to the Student Finance Office.

Take the following steps to complete the on-line pre-registration form:

1. Open your internet browser and access www.masters.edu
2. Select the Resources link in the upper right-hand corner of the college home page and then click on Self-Service.
3. Click the link on the home page titled “Pre-Registration.”



4. Click on the link labeled “Register for The Master’s College as an Undergraduate Student.”

The Master's College

Traditional Undergraduate

i If you need to change your traditional undergraduate pre-registration, [click here to submit a registration change form.](#)

- [Register for the Master's College as an Undergraduate Student.](#)
- [Register for The Master's College Post-Session.](#)

5. Complete/verify the information on each page of this form until you reach the “**Sign & Confirm**” section. Review the displayed summary of your selections on this page and read the terms of the Student Agreement. Type your Self-Service username/password in the Electronic Signature portion of this page. Select “**Sign and Submit Electronically**” to submit your Pre-Registration. **You will not be allowed to register for classes until you have completed this step.**

We recommend that you talk with your parents and seek their support, advice or answers before completing these sections:

- Emergency Contact
- Billing and Payment
- Housing
- Meal Plan
- Health Insurance

Course Shopping:

We have included a copy of the Fall 2014 class schedule in your on-line registration packet for your convenience. However, you will need to use the Self-Service section of the College’s website to “shop” for Fall 2014 classes. Using the steps outlined below, you will be able to select as many Fall 2014 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. You may shop for courses at any time. However, you **must complete Pre-Registration & Course Shopping before you meet with your advisor.** Please use the following steps to shop for classes:

1. Open your internet browser, and access www.masters.edu Click on the Resources tab, then select the Students icon.

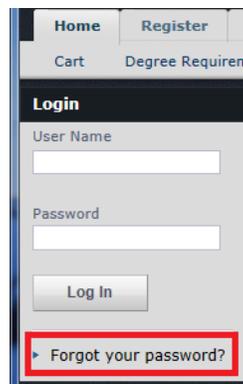


Then, click on the Self-Service icon.

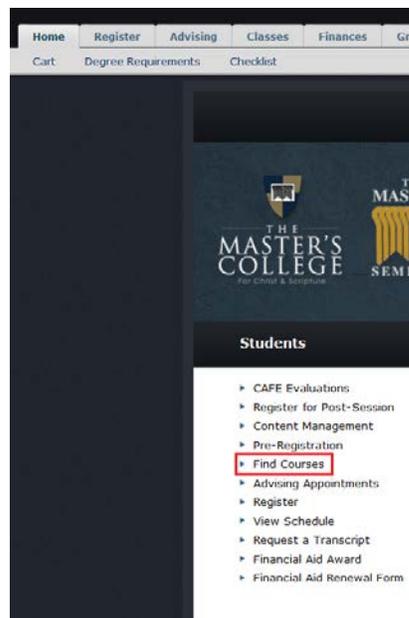


Please note: You can shop for classes anywhere you can access the internet.

2. Log into Self-Service using your student username and password. If you cannot log in, please click the “Forgot your password?” under the log-in area. If you still cannot log in, please contact the Computer Help Desk at ext. 2876.



3. On the home page, under the column labeled Students, click on Find Courses.



4. You can enter various information to find your classes.

In the Section Search, enter a keyword such as “Bible.” Or, you can enter the Course Code such as “B” or “B101”. You do not have to enter information into both the Keywords and the Course Code boxes.

The period is 2014 Fall.

The Registration Type is Traditional.

The Session is Traditional 1.

Section Search

Basic Search **Advanced Search**

Keywords:

Course Code:

Registration Type: Traditional Continuing Education Both

Period:

Session:

Click “Search” and a list of classes meeting your specifications will show up.

5. Click “Add” to add classes to your cart. The class may already be full before you add it to your cart. If it is, select “Wait.” It will still be added to your cart.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
PRINCIPLES OF PERSONAL BIBLE STUDY B350/Lecture/1	9/2/2014 - 12/18/2014	2014 FALL Traditional 1	3.00		Tuesday/Thursday 9:35 AM - 11:00 AM; The Master's College, Music Center, Room 104	20 of 20	<input type="button" value="Add"/>

Instructors: Price, Betty A.

A box will appear after you click “Add” or “Wait.” Simply hide this box and continue to make your selections. An inventory of your cart can be seen on the right side of the screen.

My Cart

Cart Items

B350/1	3.00 Cr.
9/2/2014 - 12/18/2014	
Tuesday/Thursday, 9:35 AM - 11:00 AM	

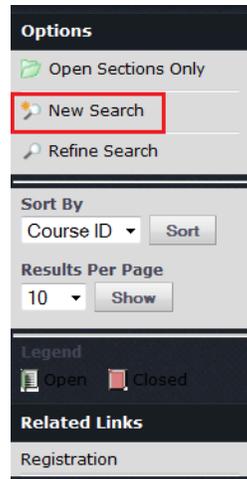
Course Added

Course **B350/Lecture/1** was added to your shopping cart for period **2014/FALL/Traditional 1**.

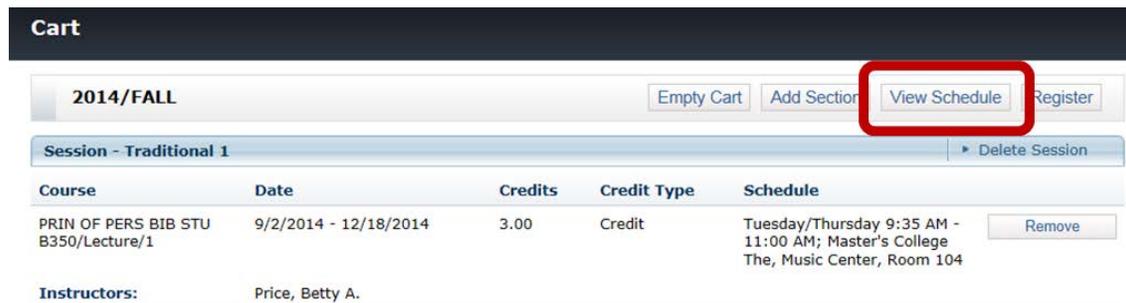
Note: Your cart has unlimited holding capacity. You can place as many classes in it as you want. However, you won't be able to empty your cart until you meet with your advisor. The more courses you place in it, the longer the list will be that you will need to sort through every time you try to find the

classes you actually want. If you need assistance in the procedure to shop for classes, the Registrar's Office will be available to help you at ext. 2812 or 2813.

6. To start a new search, click on the "New Search" link on the left of the screen.



7. If you want to see the weekly schedule of the classes in your cart, click on "View Schedule."



This will open up a new window. Classes listed in **Blue** are Registered courses. Classes listed in **Orange** are Waitlisted/Pending classes, and classes in **Green** are classes in your shopping cart.

Class Schedule - 2014 / FALL						<input type="checkbox"/> Hide Weekend
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 am						
10:00 am		B350 Lecture/1 Music Center 104		B350 Lecture/1 Music Center 104		
11:00 am						
12:00 pm	BTH321 Lecture/1 Biblical Studies Center 203		BTH321 Lecture/1 Biblical Studies Center 203		BTH321 Lecture/1 Biblical Studies Center 203	

Key Registered Courses Waitlist/Pending/Holding Shopping Cart

Close this window to go back to the standard view of your cart.

8. When you have completed shopping, log out of Self-Service or simply exit your browser.

Note: The classes you place in your shopping cart will stay there until you empty them (when you meet with your advisor). You are free to access the class shopping option as many times as you want. You do NOT need to complete all of your shopping at one sitting.

Registration: Advising & Class Selection:

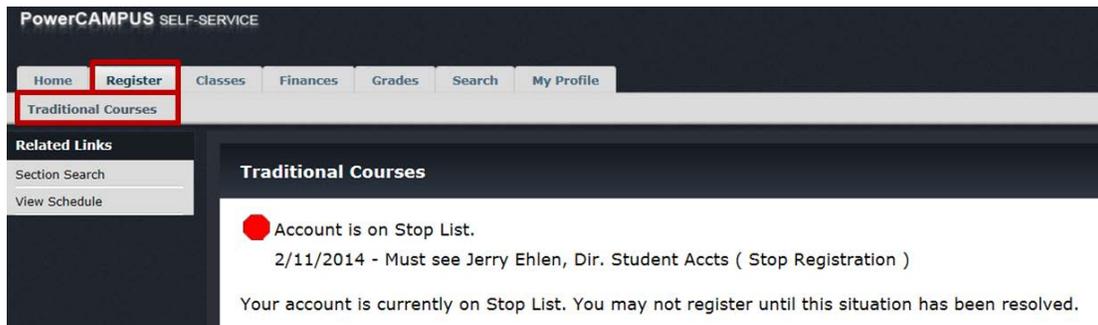
You **MUST** complete **Pre-Registration and Course Shopping BEFORE** you meet with your faculty advisor. He/she will **NOT** be able to register you for classes unless you have completed on-line registration and shopped for classes. Also, your advisor will **NOT** be able to register you for classes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

- March 24, 2014 (Monday) First day for **Seniors, Rising Seniors, and Graduates** to register.
- March 27, 2014 (Thursday) First day for **Rising Juniors** to register.
- April 2, 2014 (Wednesday) First day for **Rising Sophomores** to register.
- April 8, 2014 (Tuesday) First day for **Freshmen** to register.
- April 11, 2014 (Friday) Final day for priority registration.
- April 26, 2014 (Saturday) First day of registration for **New Students**.

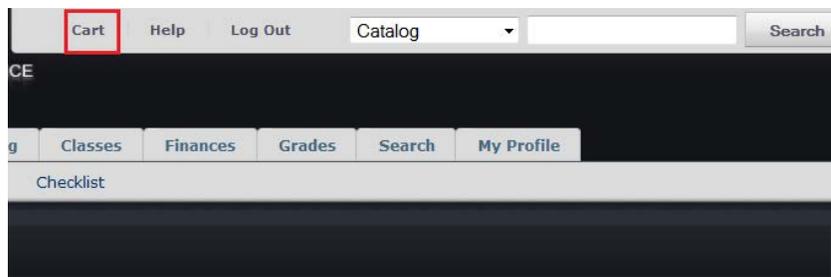
You may schedule an advising appointment as early as possible, however, you will not be able to process your course selections until the date(s) listed above.

If you have a notebook computer, you are encouraged to bring it and log into Self-Service as soon as you arrive for your advising appointment. If you do not have a notebook computer, your advisor will still be able to register you. **Advising and Class Selection** will proceed as follows:

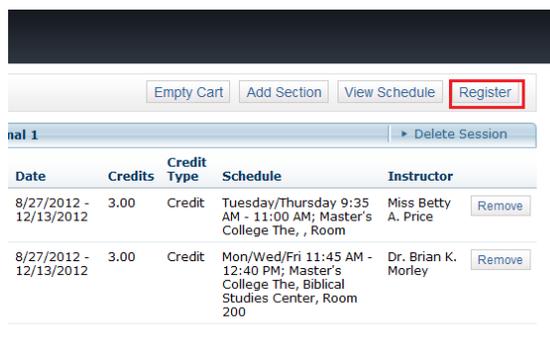
1. BEFORE you register for classes, please make sure you do not have any stops on your account. To see if you have any stops on your account, log into Self-Service. Then, click on the “Register” tab. Click “Traditional Courses.” This will show you a list of stops (if any) on your account.



2. Your advisor will access Self-Service on his/her computer and authorize you to select classes.
3. Using your notebook (or logging into a separate session on your advisor’s computer), log into Self-Service (if you have not already done so.)
4. Click “Cart” at the top of the screen to view classes added to your cart.



5. Click the Register box at the top of the screen



Note: If you have a stop on your account, you will not be able to register for classes. The reason(s) for your stop will be displayed if you click on “Register.” Please correct the issues and make another advising appointment.

6. All classes will have check marks in boxes next to the course name. Click on boxes next to courses that you do not want to register for and the check mark will disappear. Verify the classes you want to register for are selected and the classes you don’t want to register for are not selected.

Note: If you need to register for a course that is not in your shopping cart, click on the **Section Search** icon to return to the **Section Search** screen. Find and add the class(es) you need to your cart & then click on the **Registration** link on the left of the page to return to the **Registration** screen.

7. After all selections are made, click “Next.” This shows your “Updated Schedule.” The system will check to see if the classes you’ve selected are open and have no time conflicts. If the classes you’ve selected meet these criteria, you will be added to each of the classes. At this point, you have a reserved seat in the class. If any of the criteria are not met for any of the classes, the system will NOT process any of your requests.

Note: If you do not see your updated schedule, click the “Previous” button.

8. Once the updated schedule is confirmed, click the “Next” button.
9. Once you are finished, the following screen will appear:

-
- **Modify your schedule for 2014/FALL**
- **Select another Registration Period**

TO DROP A CLASS

At this point, you may add additional classes (from your shopping cart) and/or drop classes you didn't really want. Continue to work with your advisor to add and drop classes until you get the schedule you want. If you do not need to make any changes, please proceed to number 8.

1. Click on the "Register" tab.
2. Click the "Traditional Courses" link.
3. Click the 2014/Fall link.
4. Under the section labeled "Registered Courses" select the check mark box next to the course you want to drop.

Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	O. T. SURVEY I - B101 / Lecture /	9/2/2014 - 12/18/2014	Traditional 1	3.00	Credit	Mon/Wed/Fri, 8:00 AM - 8:55 AM;	The Master's College, Biblical Studies Center, Room 200	Registered
Instructors: Varner, William C.								
<input checked="" type="checkbox"/>	PRIN OF PERS BIB STU - B350 / Lecture /	9/2/2014 - 12/18/2014	Traditional 1	3.00	Credit	Tuesday/Thursday, 9:35 AM - 11:00 AM;	The Master's College, Music Center, Room 104	Registered
Instructors: Price, Betty A.								

[Previous](#) [Next](#)

5. After all selections are made, click "Next." This shows your "Updated Schedule."

Note: If you do not see your updated schedule, click the "Previous" button.

6. Once the updated schedule is confirmed, click the "Next" button.
7. After you are finished, the following screen will appear:

Traditional Courses - 2014/FALL

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

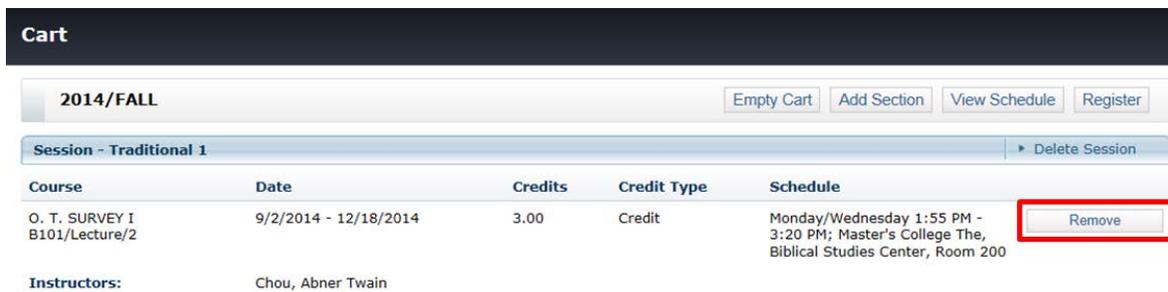
Congratulations! You have completed your Registration for: 2014/FALL

- **Modify your schedule for 2014/FALL**
- **Select another Registration Period**

8. When you and your advisor have arrived at a mutually acceptable schedule, we recommend that you print out your copy of the class schedule by clicking on the **Print** option at the top of the screen.

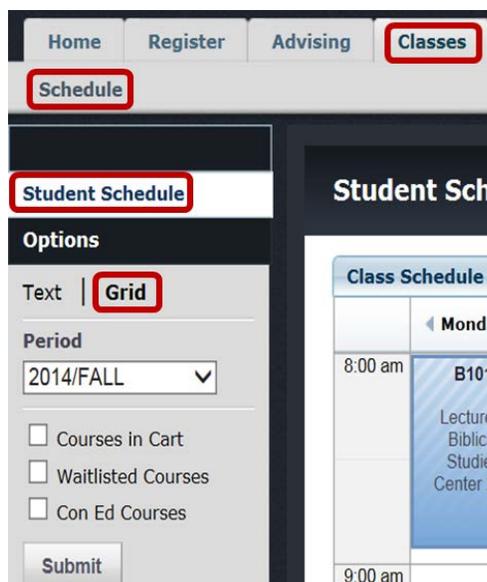
This will open up a new “printable” window. To begin printing, click on the *Print* icon in the Microsoft tool bar. You may then close this window.

9. At this point, you should empty your shopping cart of all the extra courses that will not be needed. To empty the shopping cart, you should:
 - a) Click on the “**Cart**” link.
 - b) Click “**Remove**” next to the classes that you will not be adding to your schedule. This will remove them from your cart.
 - c)



Verify your Fall 2014 processed schedule:

1. Click on the “**Classes**” tab.
2. Click on the “**Schedule**” link.
3. Click on “**Student Schedule.**” This will display your schedule. If you want to see it in a calendar format, click on “**Grid.**”



After the above is completed, you can select the *Logout* option to exit Self-Service.

REMINDERS:

Adding and/or Dropping Classes After You've Completed Advisement:

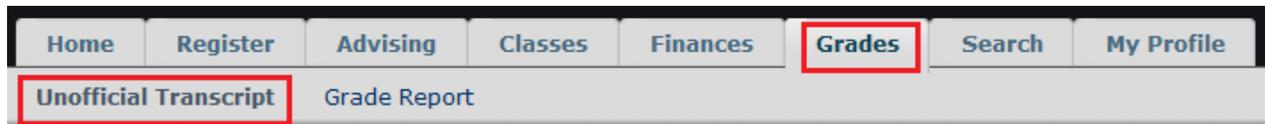
After you have completed your advising appointment, you will be “unauthorized” from further adds and/or drops in your class schedule. If you need to make a change to your schedule at that point, you will need to make contact with your advisor again, so that he/she can authorize you to make the changes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

Viewing Your Course Schedule:

You can view your course schedule at any time while you are in Self-Service by selecting the “*Classes*” tab, then the “*Schedule*” link, then the “*Student Schedule*” link.

Viewing Your Transcript:

You can view a copy of your TMC transcript at anytime while you are in Self-Service by selecting the “*Grades*” tab, then the “Unofficial Transcript” link.



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 link on the Self-Service home page.

Fall 2014 Check-In:

Check-in for continuing students will be on Friday, August 29, 2014, from 9:00-5:00. Please check Self-Service for instructions on how to complete the Fall 2014 Check-in process.

Non-Returning Students:

If you decide not to attend The Master’s College in Spring 2014, please notify the Registrar by August 15, 2014.

Helpful Telephone Numbers:

Student Life	661-362-2821
Student Finance Center	661-362-2212
Student Employment	661-362-2678
Enrollment 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