



Student Registration Instructions For Spring 2017 Classes

The purpose of these instructions is to outline the steps which you will need to follow to register for your Spring 2017 classes at The Master's University. 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 TMU 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 Online Pre-Registration Form:

Please use the time before the start of registration on Monday, October 24 to gather information so you can complete all sections of online pre-registration. After completing all of the sections, 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 online pre-registration:

1. Open your internet browser and access www.masters.edu
2. Select the Students link and go to Self-Service.
3. Click the link on the home page titled “Pre-Registration.”



- ▶ Content Management
- ▶ CAFE Evaluations
- ▶ Pre-Registration
- ▶ Textbook Information for Course Registration
- ▶ Find Courses
- ▶ Advising Appointments
- ▶ Register
- ▶ Request a Transcript

- Click on the link labeled “Register for The Master’s University as a traditional Undergraduate Student.”

The Master's University and Seminary Pre-Registration



Welcome to Master's University and Seminary online pre-registration. Below are the options available to you: **THE MASTER'S UNIVERSITY**

The Master's University

Traditional Undergraduate

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

- [Register for The Master’s University as a traditional Undergraduate Student](#)

- Complete/verify the information on each page until you reach the “**Confirmation and Signature**” 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**” to submit your Pre-Registration. You should see a “Congratulations” message. **You will not be allowed to register for classes until you have completed this step.**

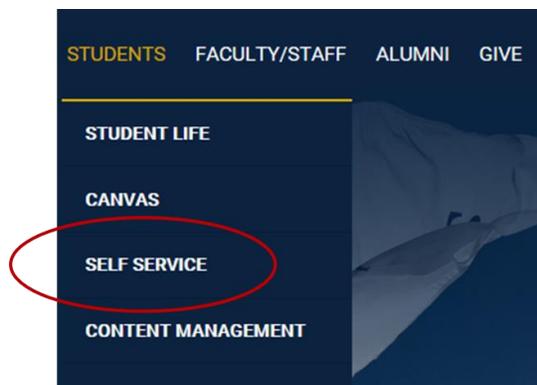
We recommend that you talk with your parents and seek their support, advice or answers before completing these sections:

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

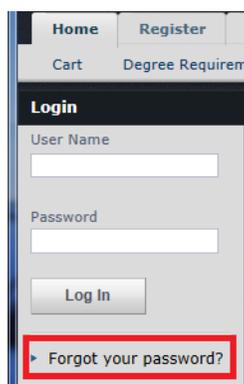
Course Shopping:

We have included a copy of the Spring 2017 class schedule in your on-line registration packet for your convenience. However, you will need to use the Self-Service section of the University’s website to “shop” for Spring 2017 classes. Using the steps outlined below, you will be able to select as many Spring 2017 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:

- Open your internet browser, and access www.masters.edu Click on the Students tab, then select the Self-Service icon.



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



Home Register
Cart Degree Requirem

Login

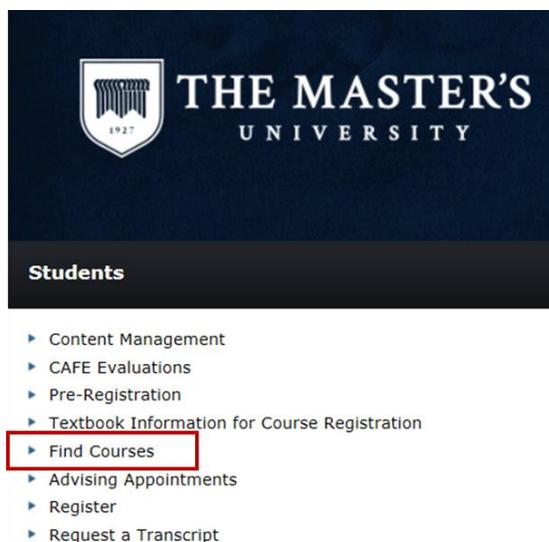
User Name

Password

Log In

[Forgot your password?](#)

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 2017 Spring.

The Registration Type is Traditional.

The Session is Traditional.

Section Search

Basic Search
Advanced Search

Keywords

Course Code

Registration Type

Traditional
 Continuing Education
 Both

Period

2017 SPRING

Session

Traditional

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

- 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	
<input type="checkbox"/> OLD TESTAMENT SURVEY I B101/Lecture/1	1/16/2017 - 5/5/2017	2017 SPRING Traditional	3.00	Fees Applicable	Tuesday/Thursday 8:00 AM - 9:25 AM; The Master's College, Biblical Studies Center, Room 200	70 of 70	Add

Instructors: Behle, James Gregory

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.

Course Added

Course **B101/Lecture/1** was added to your shopping cart for period **2017/SPRING/Traditional.**

My Cart

Cart Items

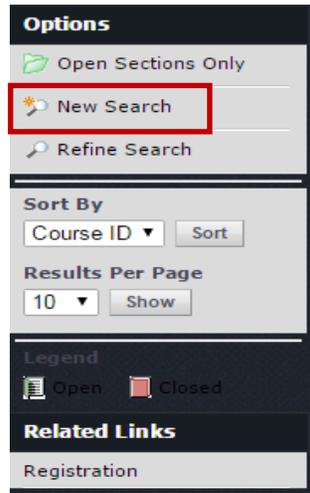
B101/1 3.00 Cr.

1/16/2017 - 5/5/2017

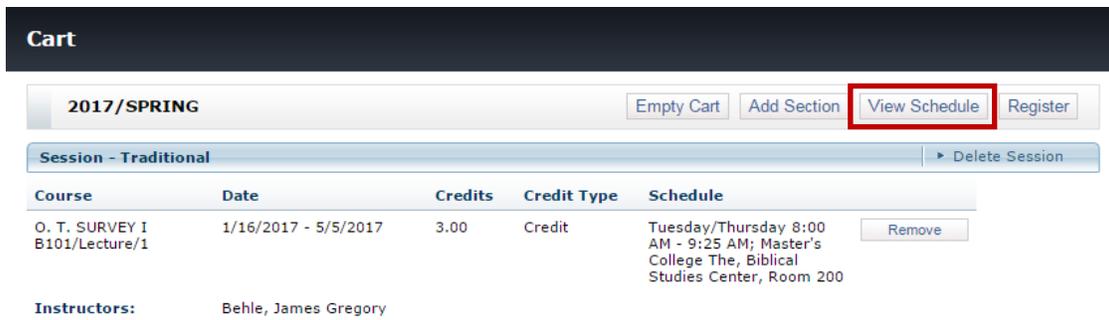
Tuesday/Thursday, 8:00 AM - 9:25 AM

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 (661) 362-2812 or (661) 362-2813.

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.

2017/SPRING

Class Schedule - 2017 / SPRING							Hide Weekend
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am		B101 Lecture/1 Biblical Studies Center 200		B101 Lecture/1 Biblical Studies Center 200			
9:00 am							

Key Registered Courses Waitlist/Pending/Holding Shopping Cart

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

- 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 in 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 pre-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:

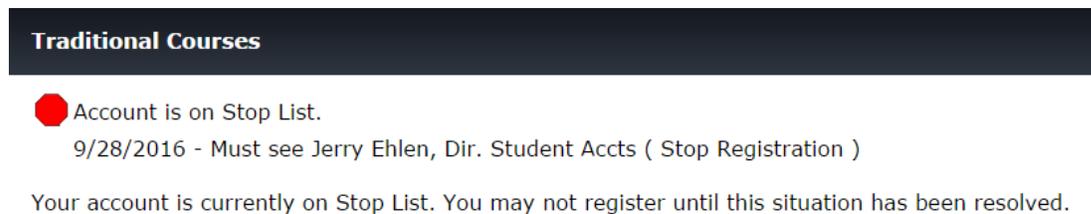
- October 24, 2016 (Monday) First day for **Seniors and Graduate Students** to register. (90 units completed)
- October 27, 2016 (Thursday) First day for **Juniors** to register. (60 units completed)
- November 2, 2016 (Wednesday) First day for **Sophomores** to register. (30 units completed)
- November 7, 2016 (Monday) First day for **Freshmen** to register. (<30 units completed)
- November 11, 2016 (Friday) Final day for priority registration.
- November 15, 2016 (Tuesday) 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 laptop, 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 laptop, 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 in to Self-Service. Then, click on the “Register” tab. Click “Traditional Courses.” This will show you a list of stops (if any) on your account.

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.

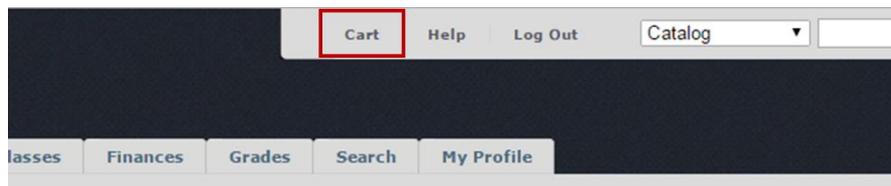


Traditional Courses

● Account is on Stop List.
9/28/2016 - Must see Jerry Ehlen, Dir. Student Accts (Stop Registration)

Your account is currently on Stop List. You may not register until this situation has been resolved.

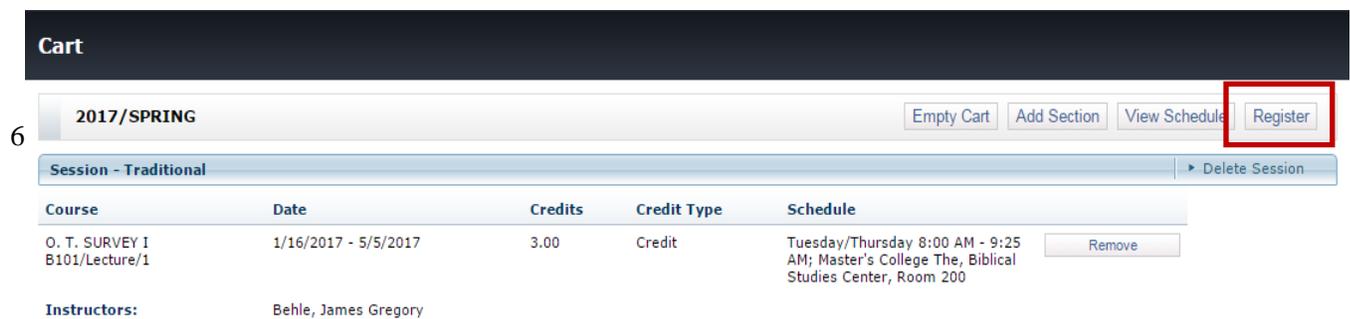
2. Your advisor will access Self-Service on his/her computer and authorize you to select classes.
3. Using your laptop (or logging into a separate session on your advisor’s computer), log in to Self-Service (if you have not already done so.)
4. Click “Cart” at the top of the screen to view classes added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



Cart Help Log Out Catalog

Classes Finances Grades Search My Profile

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



Cart

2017/SPRING Empty Cart Add Section View Schedule Register

6

Session - Traditional Delete Session

Course	Date	Credits	Credit Type	Schedule
O. T. SURVEY I B101/Lecture/1	1/16/2017 - 5/5/2017	3.00	Credit	Tuesday/Thursday 8:00 AM - 9:25 AM; Master's College The, Biblical Studies Center, Room 200

Instructors: Behle, James Gregory

Traditional Courses - 2017/SPRING

✓ Select Period ▶ Review Schedule ▶ Finalize ▶ Complete

Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	ESS WORLD HISTORY II - H212 / Lecture / 1	1/16/2017 - 5/5/2017	Traditional	3.00	Credit	Tuesday/Thursday, 9:35 AM - 11:00 AM;	The Master's College, Biblical Studies Center, Room 100	In Cart <input type="button" value="Remove"/>
Instructors: Jensen, Jeffrey Allan								
<input checked="" type="checkbox"/>	O. T. SURVEY I - B101 / Lecture / 1	1/16/2017 - 5/5/2017	Traditional	3.00	Credit	Tuesday/Thursday, 8:00 AM - 9:25 AM;	The Master's College, Biblical Studies Center, Room 200	In Cart <input type="button" value="Remove"/>
Instructors: Behle, James Gregory								

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:

Traditional Courses - 2017/SPRING

✓ Select Period ▶ ✓ Review Schedule ▶ ✓ Finalize ▶ ✓ Complete

Congratulations! You have completed your Registration for: 2017/SPRING

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 2017/Spring link.
4. Under the section labeled "Registered Courses" click on the box to **check** the course you want to drop.

Registered Courses				
Drop	Course	Date	Session	Credits
<input type="checkbox"/>	O. T. SURVEY I - B101 / Lecture /	1/16/2017 - 5/5/2017	Traditional	3.00
Instructors: Behle, James Gregory				
<input checked="" type="checkbox"/>	ESS WORLD HISTORY II - H212 / Lecture /	1/16/2017 - 5/5/2017	Traditional	3.00
Instructors: Jensen, Jeffrey Allan				

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:

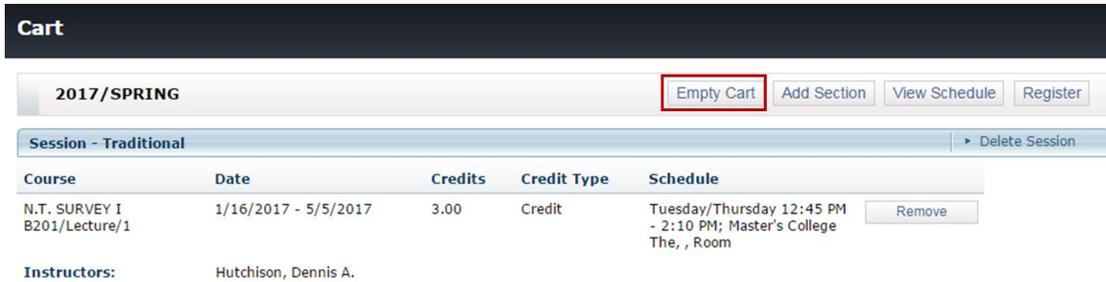
Traditional Courses - 2017/SPRING

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration for: 2017/SPRING

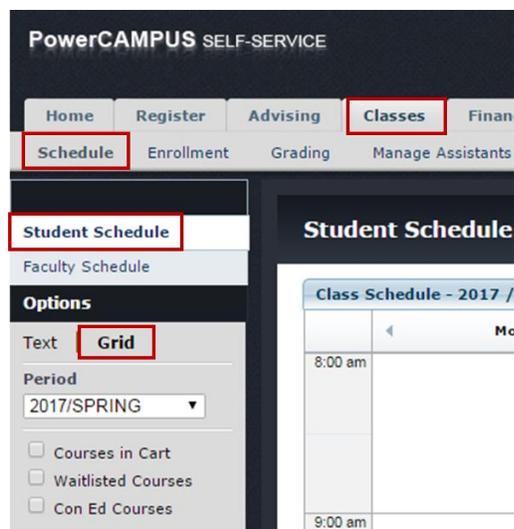
8. When you and your advisor have arrived at a mutually acceptable schedule, we recommend that you print out your copy of the class schedule by clicking on the **Print** option at the top of the screen. This will open up a new "printable" window. To begin printing, click on the **Print** icon in the 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.



Verify your Spring 2017 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:

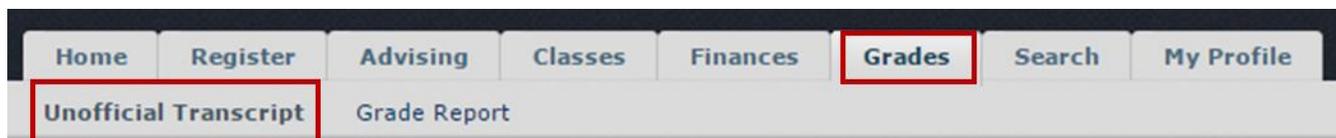
After you have completed your advising appointment, you will be “unauthorized” from further adds and/or drops in your class schedule. If you need to make a change to your schedule at that point, you will need to make contact with your advisor again, so that he/she can authorize you to make the changes in Self-Service. Please note that this authorization lasts until 4:00 AM the following day.

Viewing Your Course Schedule:

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

Viewing Your Transcript:

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



Registering for D.S. Courses:

Please note that you cannot add a Directed Studies course to your schedule in Self-Service. You must submit a completed Directed Studies contract (including all signatures) to the Registrar’s Office. You can enroll in a D.S. for the spring semester as soon as registration opens (October 24). The last day to enroll in a D.S. course for the spring semester is Monday, January 30, 2017. For more information, please contact the Registrar’s Office.

Registering for Winterim and Post-Session Courses:

You may register for Winterim and Post-Session courses by following the link on the Self-Service home page.

Spring 2017 Check-In:

You can check into your dorm room on Wednesday, January 11, 2017, from 9:00-5:00pm. If you are a returning from IBEX for the spring semester, please check in at King Hall on January 11th to receive your housing information between 1 and 5pm. Please check Self-Service for instructions on how to complete the Spring 2017 check-in process.

Non-Returning Students:

If you decide not to attend The Master’s University in Spring 2017, please notify the Registrar’s Office by Friday, December 9, 2016.

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
IT Service Desk	661-362-2876
Nurse	661-362-2662
Financial Aid	661-362-2290