Register for Online Degree Program Courses
Using Self-Service

Below are the instructions you need to follow to register for both Fall 1 and Fall 2 Sessions.

Please review the latest copy of your customized schedule to confirm your Fall 2018 course schedule. In order to qualify for Financial Aid, you must register for all of the courses on your customized schedule, for both the Fall 1 and Fall 2 sessions.

OL Degree Program 1: 8/27/2018 – 10/21/2018
OL Degree Program 2: 10/22/2018 – 12/16/2018

PRE-REGISTRATION:
All students must complete Pre-Registration every semester before they can register for classes.

1. Log-in to MasterNet/Self Service with your TMU Username and password and select Pre-Registration, under the Students column.
2. Select Online Degree Program (NOT TMU Online).
3. Select “Continue” and fill out the required information. If you are unable to complete the process, your information will be saved and you can return later to finish.
4. Verify your choices, sign the form electronically, and submit it online.

If you have not fulfilled your financial obligations, you may have a STOP placed on your account. To clear this STOP, contact Student Accounts at 661.362.2212 or email accountinfo@masters.edu. You will not be able to register for classes until the STOP has been cleared.

SELECT CLASSES:
1. On the Self-Service home page, under the Students column, click Find Courses. You can search for a course by entering either a keyword (e.g. Economics) or the course code (e.g. ECN200). Make sure you select the correct Period and Session so that you sign up for the right course.

   This Period: Fall 2018
   This Session: OL Degree Program 1 and/or OL Degree Program 2

2. Using your most recent Customized Schedule, find and add all of your courses, making sure you have the correct session (OL Degree Program 1 and OL Degree Program 2).
3. Click “Add” to add classes to your Cart. A box will appear after you click add; simply hide this box and continue to make your selections.

REGISTER FOR THE CLASSES IN YOUR CART:
1. Click “Cart” at the top of the screen to view the classes in your cart.
2. Click the Register box at the top right of the screen. If the Register button does not appear, you probably have a STOP on your account.
3. Review your cart to make sure that you only have classes you want to register for. To remove a class from your cart, simply click “Remove.”
4. Continue to click “Next,” making sure that your selections are correct, until a Confirmation Screen appears. Congratulations, you are now registered for classes!