

Online Registration



1. To begin, go to the [Seminary Website](#) and click on Portal under Current Students. You will see a login prompt where you will enter your seminary email address and password.

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2. Check the current term on the left hand side of the page. If the term listed differs from the term you are registering for, change the term by clicking on **(change)** and selecting from the list provided.

****Note**** You can change the term and register for any future terms that the Registrar has opened for registration.

After you have selected the term you are registering for, select **unofficial registration** from the list on the left of the page.

****Note**** Your registration remains unofficial until the add/drop date for each term. You may change classes online as necessary with no add/drop fee charged during this period of time. Beyond the add/drop date, you will need to contact the registrar to make any class changes and a fee will be charged to your student account.

Student Name
Current term: **FA-11**
(change)
Edit Profile | Logout

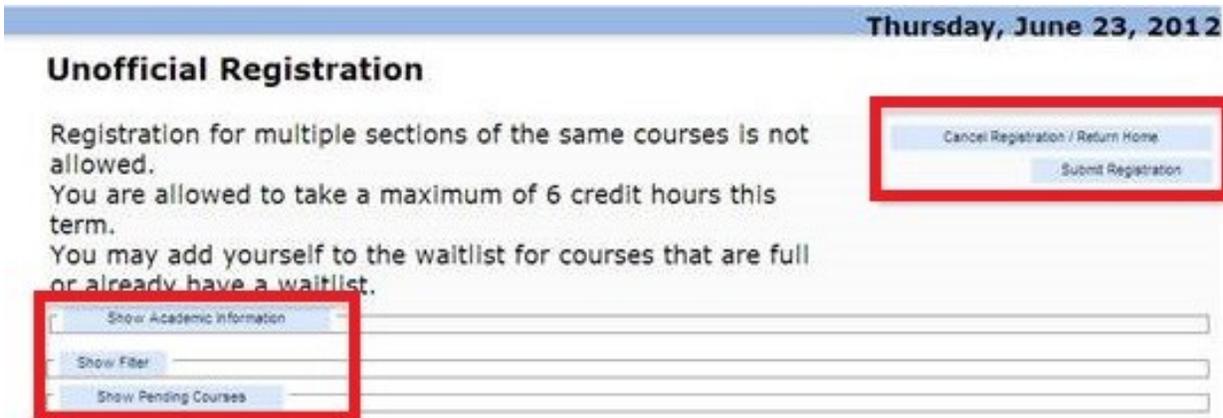
Student Portal

- Home
- Student Directory
- Student Email
- Moodle

Administrative Services

- My Schedule
- My Student Account
- My Grades
- My Degree Audit
- My Transcript
- Course Offering
- Unofficial Registration**

3. After clicking on **Unofficial Registration**, you will see the screen below. You will be able to use this screen to find the courses that you need to register for. Explanations of the course finding tools are below the picture.



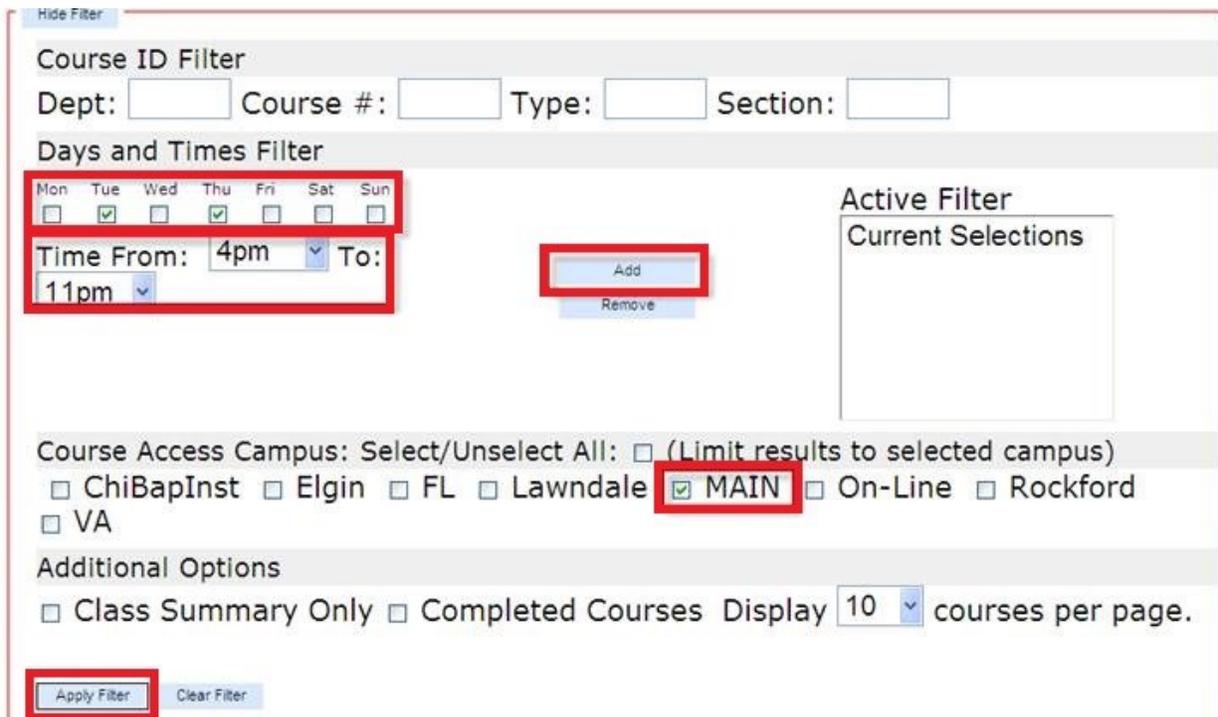
Show Academic Information – Clicking on this shows the name of your advisor and your current major.

Show Filter – You can use the filter to search for classes meeting only on certain campuses, certain days or times, or Online. Make your filter selections using the options provided. Click **Add**. The selections you make will appear under Current Selections after you click the **Add** button.

Show Pending Courses – As you select classes for this term, they will be added here as a reminder of what you have chosen and a place to confirm that you are ready to submit your registration.

Cancel Registration/Submit Registration–If the **Show Pending Courses** looks correct, click on **Submit Registration**. If it is incorrect, click on **Cancel Registration**. You will be able to start over at this point.

4. Apply any filtering options that will help you narrow down the courses that you need to take. Click **Apply Filter** at the bottom of the filter section. You see a list courses matching the criteria that you selected. If you made a mistake in making the filter, or need to change it, select **Clear Filter** at the bottom of the filter section.



5. Select the courses that you are planning on participating in. Be sure to click on **Submit Registration** at the top or bottom of the screen to submit your course choices. Repeat steps 4-5 for different courses as needed.

Current Offering for Term: FA-11

| 1

Biblical Hebrew I [BL30100] 16 seats left
Start-End Dates: 9/26/2011 - 12/9/2011

Credit
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
Mariottini, Claude F.	3	MAIN	KERN -unassigned	T	Weekly	7:00 PM - 9:40 PM

Early & Medieval Christianity [CH30100] 2 seats left
Start-End Dates: 9/26/2011 - 12/9/2011

Credit
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
Hamstra, Jr., Sam	3	MAIN	KERN -unassigned	R	Weekly	4:00 PM - 6:40 PM

Bldg. Reconciled Communities [CT30300] 18 seats left
Start-End Dates: 9/26/2011 - 12/9/2011

Credit
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
Price, Robert J.	3	MAIN	KERN -unassigned	T	Weekly	7:00 PM - 9:40 PM

Seminary Success [IN30000] 29 seats left
Start-End Dates: 9/26/2011 - 12/9/2011

Credit
 Audit

Instructor	Credits	Campus	Room	Days	Date	Time
Mariottini, Claude F.	3	MAIN	KERN -unassigned	T	Weekly	7:00 PM - 9:40 PM

6. After submitting your registration choices, a confirmation screen appears showing what you have registered for. If you would like a paper copy for your records, simply press the print button at the top of the page.

Unofficial Registration Checkout

 Printer Friendly Version

Current Schedule for the FA-11 term

Course ID	Course Name	Instructor	Days	Time	Date
BL30100	Biblical Hebrew I	Mariottini, Claude F.	TR	04:00 PM - 06:00 PM	9/26/2011 - 12/9/2011
CT30300	Bldg. Reconciled Communities	Price, Robert J.	T	07:00 PM - 09:40 PM	9/26/2011 - 12/9/2011

7. If you want to check on your registrations and see your course schedule, you can click on **My Schedule**. Be sure to select the term on the main page to see the correct schedule before clicking on **My Schedule**.

Thursday, June 23, 2011

My Schedule

Show wait-listed classes?

Matrix Display

Start Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:00:00 PM			Biblical Hebrew I		Biblical Hebrew I		
7:00:00 PM			Bldg. Reconciled Communities				

Course Schedule

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Credits
BL	301	00		Biblical Hebrew I	Mariottini, Claude F.	TR	KERN -unassigned	04:00 PM - 06:00 PM	3
CT	303	00		Bldg. Reconciled Communities	Price, Robert J.	T	KERN -unassigned	07:00 PM - 09:40 PM	3

Total Credits: 6
 No waitlist courses were found.