



## Student Registration Instructions For Fall 2018 Classes

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The purpose of these instructions is to outline the steps which you will need to follow to register for your Fall 2018 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, March 19 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](http://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 Fall 2018 class schedule in your online registration packet for your convenience. However, you will need to use the Self-Service section of the University’s website to “shop” for Fall 2018 classes. Using the steps outlined below, you will be able to select as many Fall 2018 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:

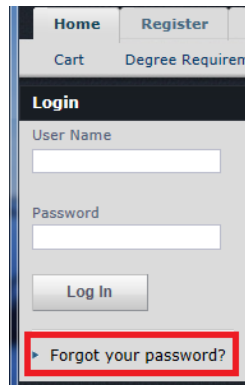
- Open your internet browser, and access [www.masters.edu](http://www.masters.edu) Click on the Students tab, then select the Self-Service icon.

[Students](#) [Faculty/Staff](#) [Campus Links](#) [Alumni](#) [Book Store](#) [Give](#) 



Self Service

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 (661)362-2876.



Home Register  
Cart Degree Requirements

**Login**

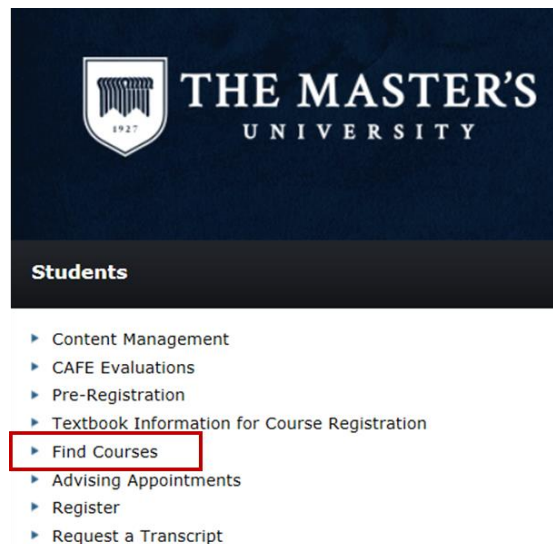
User Name

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 2018 Fall.

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

Session

Search

Clear

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 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
OLD TESTAMENT SURVEY I B101/Lecture/1	8/27/2018 - 12/16/2018	2018 FALL Traditional	3.00	Fees Applicable	Mon/Wed/Fri 8:00 AM - 8:55 AM; The Master's University, Biblical Studies Center, Room 200	70 of 70	<div>Add</div>
Instructors: Varner, William C.							

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.

Back to Registration

My Cart

Cart Items  
 B101/1 3.00 Cr.  
 8/27/2018 - 12/16/2018  
 Mon/Wed/Fri, 8:00 AM - 8:55 AM  
 Varner, William C.

Course Added

Hide

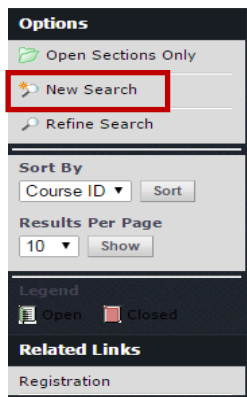
Course **B101/Lecture/1** was added to your shopping cart for period **2018/FALL/Traditional**.  

View Cart

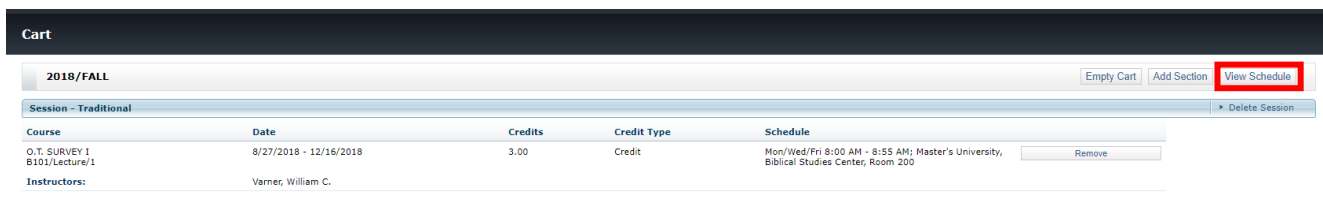
Proceed to Registration

**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.

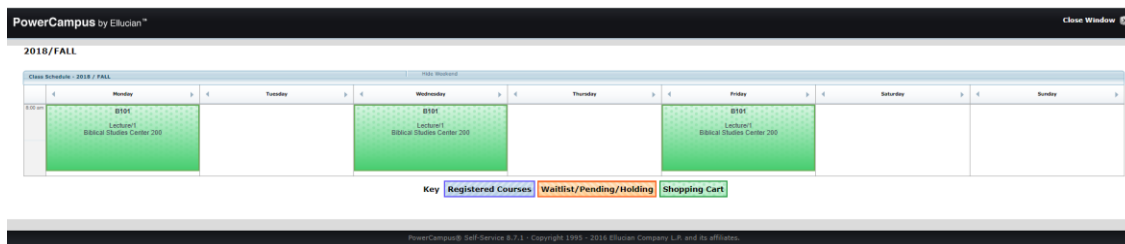
- To start a new search, click on the “New Search” link on the left of the screen.



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.



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 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:

- March 19, 2018 (Monday) First day for **Seniors and Graduate Students** to register. (90 units completed)

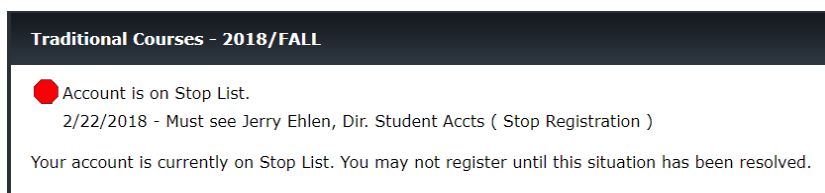
- March 22, 2018 (Thursday) First day for **Juniors** to register.  
(60 units completed)
- March 28, 2018 (Wednesday) First day for **Sophomores** to register.  
(30 units completed)
- April 3, 2018 (Tuesday) First day for **Freshmen** to register.  
(<30 units completed)
- April 6, 2018 (Friday) Final day for priority registration.
- April 21, 2018 (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.

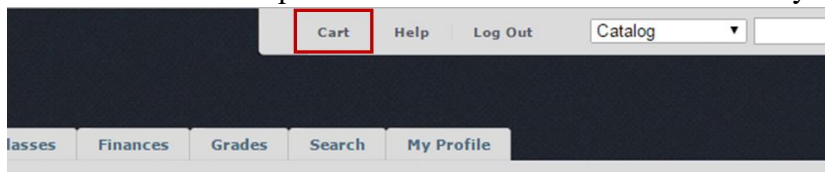
If you have a laptop, you are encouraged to bring it and log into Self-Service as soon as you arrive for your advising appointment. If you do not have a laptop, your advisor will still be able to register you. **Advising and Class Selection** will proceed as follows:

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.

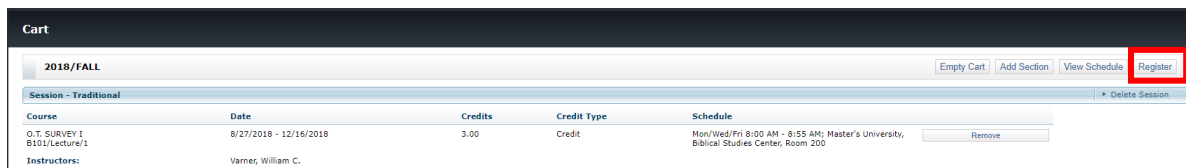
Note: If you have a stop on your account, you will not be able to register for classes. The reason(s) for your stop will be displayed if you click on “Register.” Please correct the issues and make another advising appointment.



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.



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



- 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.

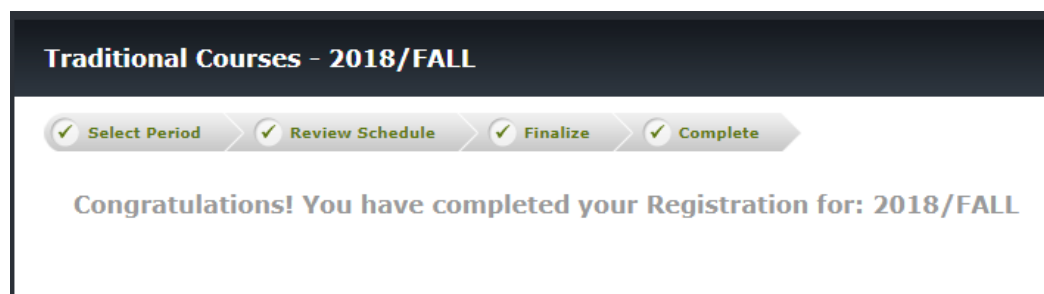
Traditional Courses - 2018/FALL								
<div> <span>✓ Select Period</span> <span>▶ Review Schedule</span> <span>Finalize</span> <span>Complete</span> </div>								
Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	O.T. SURVEY I - B101 / Lecture / 1	8/27/2018 - 12/16/2018	Traditional	3.00	Credit	Mon/Wed/Fri, 8:00 AM - 8:55 AM;	The Master's University, Biblical Studies Center, Room 200	In Cart <span>Remove</span>
Instructors: Varner, William C.								
								<span>Previous</span> <span>Next</span>

**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.

- 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.

- Once the updated schedule is confirmed, click the “Next” button to finish registering for classes.
- Once you are finished, the following screen will appear:



## SCHEDULE REVISIONS

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.

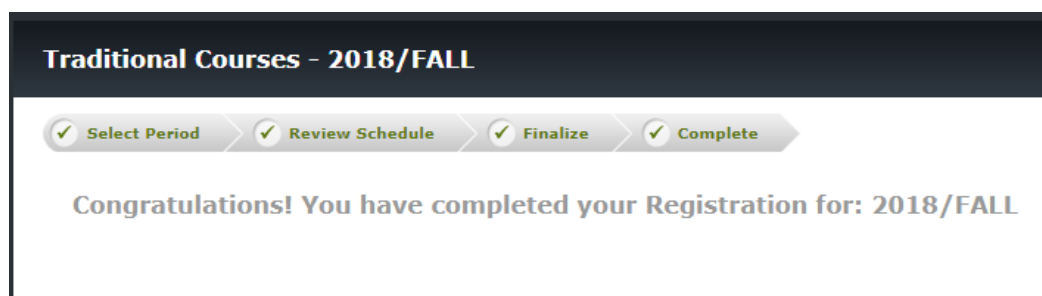
1. Click on the "Register" tab.
2. Click the "Traditional Courses" link.
3. Click the 2018/Fall link.
4. Under the section labeled "Registered Courses" click on the box to **check** the course you want to drop.

Registered Courses						
Drop	Course	Date	Session	Credits	Credit Type	Schedule
<input checked="" type="checkbox"/>	O.T. SURVEY I - B101 / Lecture /	8/27/2018 - 12/16/2018	Traditional	3.00	Credit	Mon/Wed/Fri, 8:00 AM - AM;
<b>Instructors:</b> Varner, William C.						

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:



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.

Session - Traditional					Delete Session
Course	Date	Credits	Credit Type	Schedule	
O.T. SURVEY 1 BIOU/Lecture/1	8/27/2018 - 12/16/2018	3.00	Credit	Mon/Wed/Fri 8:00 AM - 8:55 AM; Master's University, Biblical Studies Center; Room 200	Remove
Instructors:	Varner, William C.				

### **Verify your Fall 2018 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.”**

The screenshot shows the Self-Service interface with the following elements highlighted by red boxes:

- Classes** tab in the top navigation bar.
- Schedule** link in the sub-navigation bar.
- Student Schedule** link in the left sidebar.
- Grid** option under the **Options** section.

The **Options** section also includes a **Text** option, a **Period** dropdown menu set to **2018/FALL**, and three checkboxes: **Courses in Cart**, **Waitlisted Courses**, and **Con Ed Courses**. A **Submit** button is located at the bottom of the options panel. The main content area on the right shows the beginning of the **Student Schedule** view, including a **Class Schedule** header and a table with a time slot of **8:00 am** and a course entry for **Biblic**.

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:**

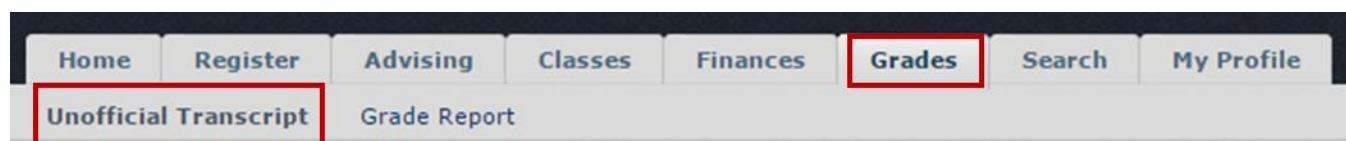
After you have completed your advising appointment, you will be able to make schedule changes since your advisor's authorization remains in effect through the add/drop period of the upcoming semester.

### **Viewing Your Course Schedule:**

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

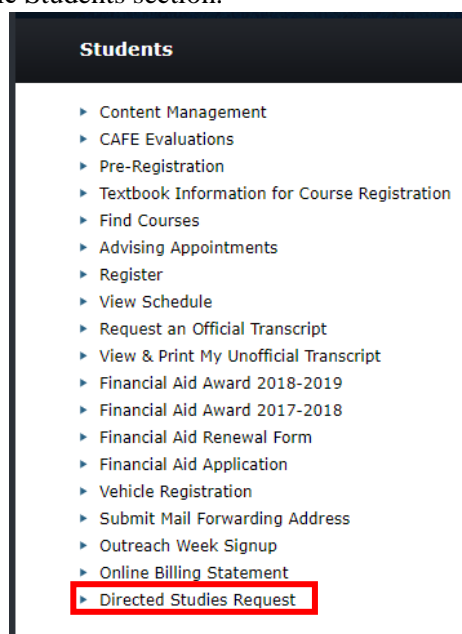
### **Viewing Your Transcript:**

You may view a copy of your TMU transcript at anytime while you are in Self-Service by selecting the ***“View & Print My Unofficial Transcript”*** link.



### **Registering for D.S. Courses:**

To add a Directed Studies (D.S.) course to your schedule, go to the Self-Service homepage and click the “Directed Studies Request” link in the Students section.



You will be taken to a form where you can submit your request.

## Directed Studies Course Request

Use this form to request a Directed Studies course contract to sign. Make sure you discuss this with your instructor before submitting this form.

Your submission will be reviewed and you may receive a request for further information. You will then receive an informational email and a email from RightSignature, our electronics forms service. Make sure you follow the instructions in these emails, your DS is not considered signed until you do so.

If you have any trouble with this form, contact the Registrar ([registrar@masters.edu](mailto:registrar@masters.edu)).

Hi Martin, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. What is your student ID? \*

2. What semester do you wish to take this course in? \*

You will receive further instructions once we process your request.

You can enroll in a D.S. for the fall semester as soon as registration opens (March 19). The last day to enroll in a D.S. course for the fall semester is Monday, September 10, 2018. For more information, please contact the Registrar's Office.

### **Registering for Post-Session Courses:**

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

### **Fall 2018 Check-In:**

You can check into your dorm room on Friday, August 24, 2018, from 9:00am-5:00pm. If you are returning from IBEX for the fall semester, please check in at King Hall on August 24<sup>th</sup> to receive your housing information between 1 pm and 5pm. Please check Self-Service for instructions on how to complete the Fall 2018 check-in process.

### **Non-Returning Students:**

If you decide not to attend The Master's University in Fall 2018, please notify the Registrar's Office by Friday, August 10, 2018.

### **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