

Register for Online Degree Program Courses Using Self-Service



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.
2. Select Pre-Registration under the Students column.
3. Select **Online Degree Program**
4. Select "Continue" and fill out the required information to complete each step of pre-registration. If you are unable to complete the process, your information will be saved and you can return later to finish.
5. Once you have completed the pre-registration form, you will 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.

TO SELECT CLASSES:

1. On the Self-Service home page, under the Students column, click Find Courses. Here you can search for the courses you want to register for. *Make sure you select the correct Period and Session so that you sign up for the right course.*
This Period: Spring 2018
This Session: Online Degree Program.
2. Using your most recent Customized Schedule, find and add all of your courses, *making sure you have the correct course dates.*

You can search either by entering a keyword (e.g. Economics) or the course code (e.g. ECN200).

Make sure you have the correct session (Online Degree Program) and the correct dates, so that you do not sign up for the wrong class!

Spring Session 1	1/15/2018 – 3/11/2018
Spring Session 2	3/12/2018 – 5/06/2018

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.

Once the classes are in your cart, you still need to finalize your schedule by clicking "Register."

TO 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.
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Important Reminders:

View our Academic and Financial Policies:

<http://www.masters.edu/academics/online/currentstudents/policies/>

- Accessing Your Online Course Home Page:
 - Your courses will be listed on your **Canvas homepage** a few days before your course starts. A username and password is required to log in.
 - New students will receive an email *to their TMU email account* regarding accessing Canvas and their online course.
 - Your login for Canvas is your TMU Office 365 email. To log into Canvas, simply go to www.masters.edu and click on the Canvas icon under the Students tab at the top of the page.
- Email: All email communication from staff, instructors, and Canvas will be sent to your TMU email account (username@masters.edu). *Please use this account regularly or set up email forwarding.*
- Transcript and Grades: You can view a copy of your TMU transcript in Self-Service by selecting the Grades tab, then Unofficial Transcript.
- Student I.D. Number: You can view your Student I.D. Number by clicking on My Profile, and selecting Account Information. It will appear on the page (labeled as System ID), along with your username, name, and e-mail address.
- Billing: You can view your current balance on Self Service by going to Finances, then Balance. Enter the correct billing period (Spring 2018 etc.) to see your current balance. Under Finances, you can also view your financial aid awards, and any missing documents that the Office of Financial Aid might need.
- Textbooks: Textbook information can be found on the course syllabus in Canvas. Additionally, you can go to www.masters.edu/academics/online, click on Student Resources then Textbooks, to see a complete booklist for every online major.

Helpful Telephone Numbers:

Student Accounts	(661) 362-2212
Office of the Registrar	(661) 362-2812
IT Helpdesk (Computer/Self-Service)	(661) 362-2876
Office of Financial Aid	(661) 362-2292
TMU Online	(661) 362-2671
