Registering for Courses using Self Service

The SPRING term (3/09-5/03/2015 and 5/4-6/28/2015) is upon us. These instructions will outline the steps which you will need to follow to add and/or drop classes within the registration period (2/02-2/23/2015).

During this registration period, you will register for all the classes you plan to take this term, including both the Spring 1 (3/09-5/03/2015) and Spring 2 (5/4-6/28/2015) Sessions. To avoid missing assignments and add/drop fees, do not wait until the last day to complete registration. Students who register after February 23rd will pay a $30 Late Registration Fee.

Note: If you are an Audit student, these instructions do not apply to you. See the Registration tab on our website for more information.

PRE-REGISTRATION:

All students must complete Pre-Registration every semester. Do not skip this section.

1. Log-in to Self Service with your TMC Username and password.

2. Select Pre-Registration under the Students column

3. In the options offered, select Register for The Master’s College as an Online Student
4. Complete the remaining steps in Pre-Registration

TO SELECT CLASSES:

5. On the home page, under the column labeled Students, click on Find Courses.

6. Here you can search for the course(s) you wish to register for. Be sure to select the correct options for Period and Session in order to choose the correct course.

   The **Period** is 2015 Spring
   
   The **Session** is TMC Online 1
The available Online courses will show up when you click “Search.”

7. Optional: In the Section Search, enter a keyword such as “Bible,” and this will filter the list of courses the next page will display. Or, you can enter the Course Code such as “B” or “B101” (find Course Codes [here](#)).

On the page entitled “Section Search,” double check to make sure you are in the right Period and Session.


9. Click “Add” to add classes to your Shopping Cart. A box will appear after you click add; simply hide this box and continue to make your selections.

**Note:** Online courses are very rigorous and require 12-15 hours of work per week per course. For an 8-week session, taking 2 courses is considered Full Time.

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**TO ADD A CLASS TO YOUR SCHEDULE:**

1. Click “Cart” at the top of the screen to view classes added to your cart.
2. Click the Register box at the top of the screen.

3. 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.

4. 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.

5. Once the updated schedule is confirmed, click the “Next” button.
6. Once you are finished, a Confirmation Screen will appear:

   ![Confirmation Screen]

   Congratulations! You have completed your Registration for: 2011/Fall

   - Modify your schedule for 2011/Fall
   - Select another Registration Period

TO DROP A CLASS FROM YOUR SCHEDULE:

1. Click on the “Register” tab.

   ![Register Tab]

2. Click the “Traditional Courses” link.
3. Click the 2015/SPRING link.

4. Under the section labeled “Registered Courses” select the check mark box next to the course you want to drop.

5.

6. 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.
7. Once the updated schedule is confirmed, click the “Next” button.

8. Once you are finished, the following screen will appear:

REMINDERS:

View our Academic and Financial Policies:
http://www.masters.edu/academics/online/currentstudents/policies.aspx

Accessing Your Course Home Page:

Your courses will be listed on your Canvas homepage a few days before your course start date. A username and password is required to log in.

New students will receive an email to their TMC Email Account regarding accessing Canvas and their Online course. Returning students will use their Canvas Login from previous courses. For help logging in, click “Help me log in” and your password will be resent.

Viewing Your Transcript and Grades:

You can view a copy of your TMC transcript in Self-Service by selecting the Grades tab, then Unofficial Transcript.

Your Student I.D. Number:

You can view your Student I.D. Number by clicking on the "My Profile" tab, and selecting "Account Information". It will appear on the page (labeled as System ID), along with your username, name, and e-mail address.

Helpful Telephone Numbers:

Academic Counselor – Elisa Adams (661) 362-2690

Registrar’s Office – Donna Henderson (661) 362-2812

Computer/Self-Service Help Desk – (661) 362-2876