

Register for DCP Courses Using Self-Service



THE MASTER'S
UNIVERSITY

The instructions below will outline the steps that you will need to follow in order to register for **both Spring 1 and Spring 2 Sessions.**

Spring Session dates are as follows:

Spring Session 1: 3/13/2017 – 5/7/2017
Spring Session 2: 5/8/2017 – 6/30/2017

Registration for both sessions will be open during the following period.

REGISTRATION OPENING DATE: January 30th

Please review the latest copy of your customized schedule to confirm your Spring 2017 course schedule. In order to qualify for Financial Aid, **you must register for all of the courses on your customized schedule.**

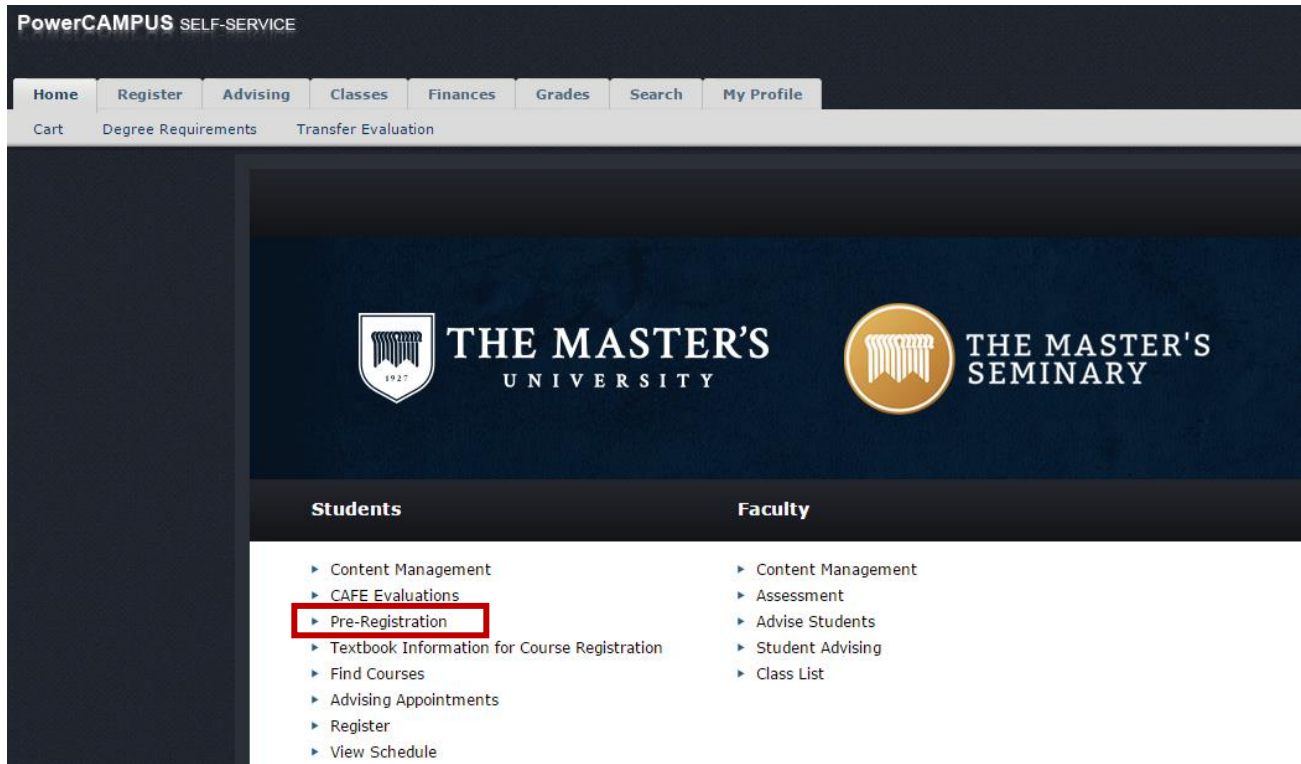
Registration for your courses will not have an end date. If you wish to **drop** a class, you will not be able to do so on your own; in order to drop a course, contact your Academic Counselor.

If you have any questions, please contact your Academic Counselor.

PRE-REGISTRATION

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

1. Log-in to [MasterNet/Self Service](#) with your TMU Username and password.
2. Select Pre-Registration under the Students column



3. In the options offered, select Register for The Master's University as a DCP 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

Traditional Undergraduate

i 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](#)

Degree Completion Program

- [Register for The Master's University as a DCP Student](#)

**DCP Students
Pre-Register Here**

The Master's University Online Degree Program

- [Register for The Master's University as an Online Degree Student](#)
- [Register for The Master's University as a TMC Online Student](#)

Graduate Programs

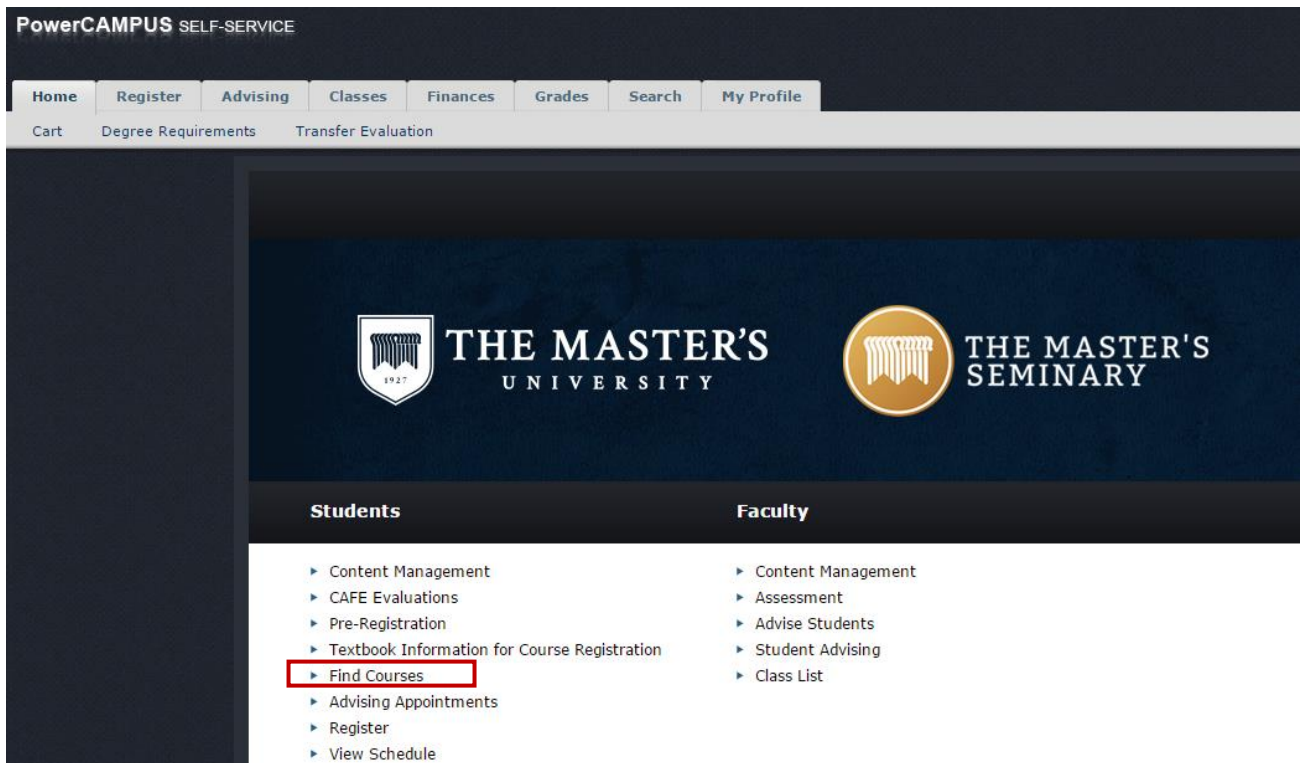
- [Register for The Master's University MA Programs](#)
- [Register for The Master's University Teaching Credential program](#)

4. Select "Continue" to walk through each step of pre-registration. You can also use the menu on the left to navigate directly to particular section. If you are unable to complete the entire process, your information will be saved and you may return at a later time to finish.
5. Once you have completed all the sections of 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 will be required to clear the STOP on your account before proceeding to registration. To clear this STOP, contact Student Accounts at 661.362.2212 or email accountinfo@masters.edu.

TO SELECT CLASSES:

6. On the Self-Service home page, under the column labeled Students, click on Find Courses.

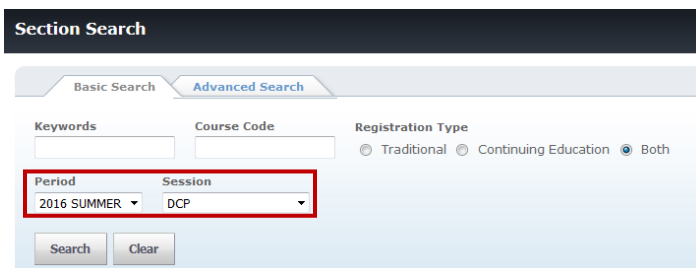


7. Here you can search for the course(s) you wish to register for. Be sure to select the correct Period and Session in order to choose the correct course.

The **Period** is **2017 Spring**.

For **ALL** Spring 2017 *DCP On-Site and Online Courses* the **Session** is:

- **DCP**



8. Using your 2017-2018 Customized Schedule, find all of your courses and correct course dates for the Spring 2017 semester.

DCP On-Site Session and Course Dates:

- Spring 2017 DCP – (3/13/2017 – 5/7/2017) & (5/8/2017 – 6/30/2017)

DCP Online GE Session and Course Dates:

- Spring 2017 DCP – Distance Education/1 (3/13/2017 – 5/7/2017)
- Spring 2017 DCP – Distance Education/2 (5/8/2017 – 6/30/2017)

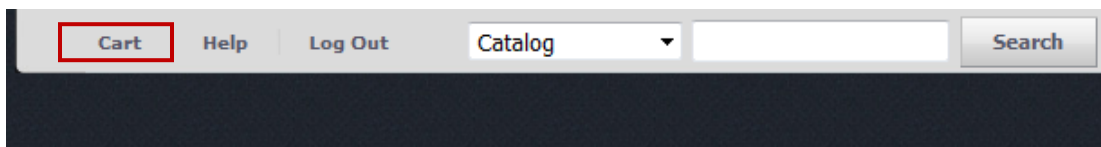
If you are taking an Online GE course, make sure you are selecting the “Online” version of the course. Click “Add” to add classes to your Shopping Cart. A box will appear after you click add; simply hide this box and continue to make your selections.

Showing 1 - 10 of 58

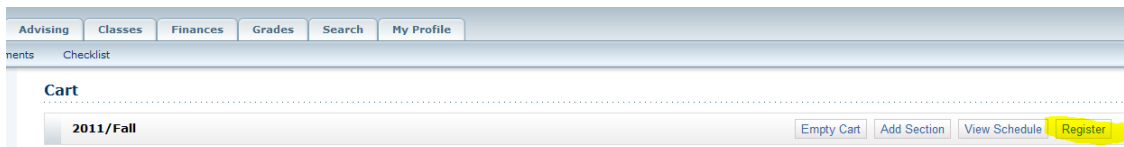
Course	Date	Session	Credits	Fees	Schedule	Available Seats	
ONLINE: OLD TESTAMENT SURVEY I B101/Distance Education/1	7/11/2016 - 9/4/2016	2016 SUMMER TMC Online	3.00		TBA 1:00 AM - 1:00 AM; Location to be announced	25 of 25	Add
Instructors: Grisanti, Michael A.							
ONLINE: OLD TESTAMENT SURVEY I B101/Distance Education/2	9/5/2016 - 10/30/2016	2016 SUMMER TMC Online	3.00		TBA 1:00 AM - 1:00 AM; Location to be announced	25 of 25	Add

TO ADD A CLASS TO YOUR SCHEDULE:

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



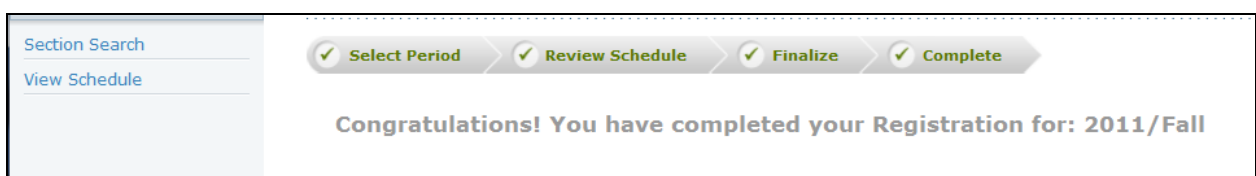
2. Click the Register box at the top of the screen.



3. All classes will have check marks in boxes next to the course name. 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:



IMPORTANT REMINDERS:

View our Academic and Financial Policies:

<http://www.masters.edu/academics/online/currentstudents-1/policies/>

- Accessing Your Online 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 TMU 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.
- Email: All email communication from staff, your Instructor, and Canvas will be sent to your TMU email account (@mail.masters.edu). Please use this account regularly or set up email forwarding.
- Viewing Your Transcript and Grades: You can view a copy of your TMU 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 the "Account Information" sub tag. It will appear on the page (labeled as System ID), along with your username, name, and e-mail address.

Helpful Telephone Numbers:

Student Finance Center	(661) 362-2212
Office of the Registrar	(661) 362-2813
IT Helpdesk	(661) 362-2876
Office of Financial Aid	(661) 362-2292
TMU Online	(661) 362-2671
Degree Completion	(661) 362-2671