

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 Summer 1 and Summer 2 Sessions.**

Summer Session dates are as follows:

Summer Session 1: 7/3/2017 – 9/3/2017
Summer Session 2: 9/4/2017 – 10/29/2017

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

REGISTRATION OPENING DATE: May 22, 2017

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

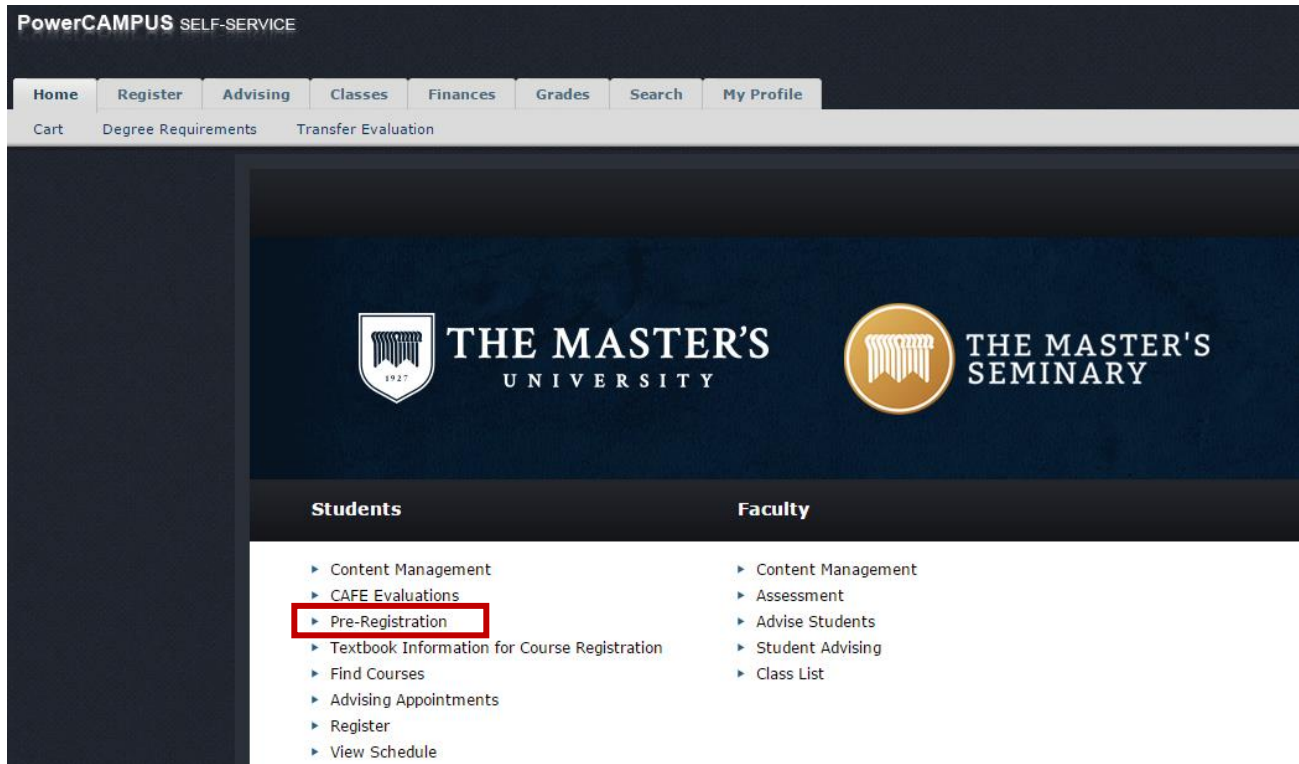
Registration for your courses will not have an end date. If you wish to **drop** a class, you will not be able to do so on your own; in order to drop a course, contact your Academic Counselor.

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

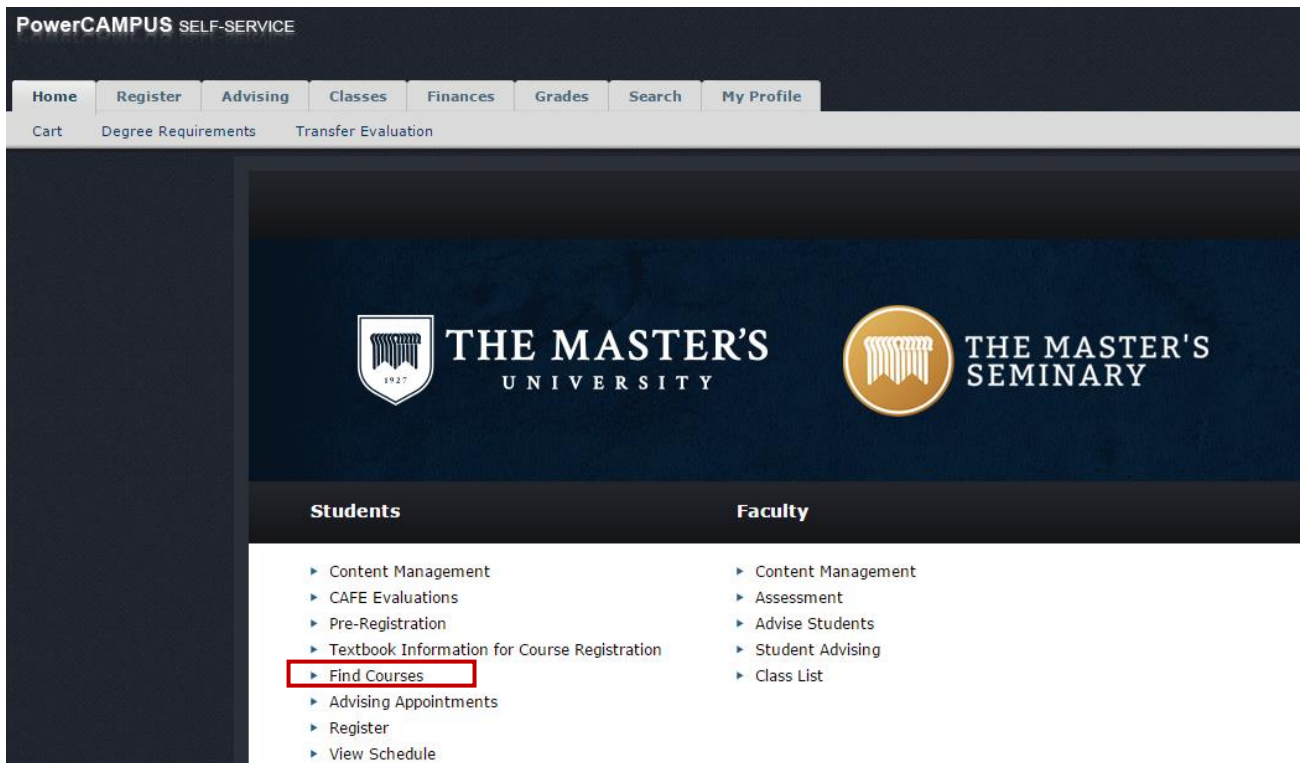
- [Register for The Master's University MA Programs](#)
- [Register for The Master's University Teaching Credential program](#)

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 Summer**.

For **ALL** Summer 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 Summer 2017 semester.

DCP On-Site Session and Course Dates:

- Summer 2017 DCP – (7/3/2017 – 9/3/2017) & (9/4/2017 – 10/29/2017)

DCP Online GE Session and Course Dates:

- Summer 2017 DCP – Distance Education- Transition Term (7/3/2017 – 8/27/2017)

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.

The screenshot shows a web interface with a navigation bar (Invoices, Grades, Search, My Profile) and a search filter for '2016 SPRING' and 'TMC Online'. A table lists courses with columns for Course, Date, Session, Credits, Fees, and Schedule. Two courses are highlighted with red boxes: 'ONLINE: OLD TESTAMENT SURVEY 1 B101/Distance Education/1' and 'ONLINE: OLD TESTAMENT SURVEY 1 B101/Distance Education/2'. A 'Course Added' notification box is overlaid on the right, stating 'Course B101/Distance Education/1 was added to your shopping cart for period 2016/SPRING/TMC Online.' with a 'View Cart' button. A 'My Cart' sidebar is also visible on the right.

Course	Date	Session	Credits	Fees	Schedule
ONLINE: OLD TESTAMENT SURVEY 1 B101/Distance Education/1	3/7/2016 - 5/1/2016	2016 SPRING TMC Online	3.00		TBA 1:00 AM - 1:00 AM; Location to be announced
Grisanti, Michael A.					
ONLINE: OLD TESTAMENT SURVEY 1 B101/Distance Education/2	5/2/2016 - 6/26/2016	2016 SPRING TMC Online	3.00		TBA 1:00 AM - 1:00 AM; Location to be

TO ADD A CLASS TO YOUR SCHEDULE:

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

The screenshot shows the top navigation bar with buttons for 'Cart', 'Help', 'Log Out', a 'Catalog' dropdown menu, and a 'Search' button. The 'Cart' button is highlighted with a red box.

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

The screenshot shows the 'Cart' page for the '2017/SUMMER' session. It features buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register' (highlighted with a red box). Below is a table of added sessions with columns for Course, Date, Credits, Credit Type, and Schedule. Each row has a 'Remove' button.

Course	Date	Credits	Credit Type	Schedule
OL: O.T. SURVEY 1 B101/Distance Education/1	7/3/2017 - 8/27/2017	3.00	Credit	TBA 1:00 AM - 1:00 AM; Master's University, , Room
Instructors:	Grisanti, Michael A.			
OL: N.T. SURVEY 1 B201/Distance Education/1	7/3/2017 - 8/27/2017	3.00	Credit	TBA 1:00 AM - 1:00 AM; Master's University, , Room
Instructors:	Halstead, Thomas Allen			

Continued on next page

- 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.

Traditional Courses - 2017/SUMMER

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	OL: O.T. SURVEY I - B101 / Distance Education / 1	7/3/2017 - 8/27/2017	Online Degree Progra	3.00	Credit	TBA, 1:00 AM - 1:00 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
Instructors: Grisanti, Michael A.									
<input type="checkbox"/>	OL: N.T. SURVEY I - B201 / Distance Education / 1	7/3/2017 - 8/27/2017	Online Degree Progra	3.00	Credit	TBA, 1:00 AM - 1:00 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
Instructors: Halstead, Thomas Allen									

- 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.

- Once the updated schedule is confirmed, click the "Next" button.

Traditional Courses - 2017/SUMMER

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
OL: O.T. SURVEY II -B102 /Distance Education /1	7/3/2017 - 8/27/2017	TMU Online	3.00	Credit	TBA, 1:00 AM - 1:00 AM	The Master's University, , Room	Awaiting advisor approval
Instructor: Grisanti, Michael A.							

- Once you are finished, a Confirmation Screen will appear.

Traditional Courses - 2017/SUMMER

Select Period
 Review Schedule
 Finalize
 Complete

You have successfully submitted your 2017/SUMMER schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

TO DROP A CLASS FROM YOUR SCHEDULE YOU MUST CONTACT YOUR ACADEMIC COUNSELOR.

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 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.
 - Your login for Canvas will now be your TMU Office 365 email. To log into Canvas, simply go to www.masters.edu and click on the Canvas link. Alternately, you can go to <https://masters.instructure.com>. This will redirect you to the Microsoft Office 365 login page (the same page you use to log into your TMU email) and this will sign you into Canvas. Just remember that you will sign in with "username@masters.edu", instead of "username@mail.masters.edu."
- Email: All email communication from staff, your Instructor, and Canvas will be sent to your TMU email account (username@masters.edu). Please use this account regularly or set up email forwarding.
- Important Email Update: All TMU student emails have changed to (username@masters.edu), instead of (username@mail.masters.edu). If you would like more information, or have any questions, please see our FAQ at <http://www.masters.edu/emailchange>.
- 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