Registering for Courses using Self Service

The Summer 2014 (7/7-10/26) 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 (5/26-6/16). To avoid missing assignments and add/drop fees, do not wait until the last day to complete registration. Students who register after June 16th will be subject to a $30 Late Registration Fee.

Please review the latest copy of your customized schedule to confirm your Summer 2014 semester course schedule. In order to qualify for Financial Aid, you must register for all of the courses on your customized schedule. If you have any questions, as always, contact your Academic Counselor:

Elisa Adams
eadams@masters.edu
(877) 302-3337

PRE-REGISTRATION

1. Log-in to MasterNet/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 a DCP Student
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. Online students are not required to pay parking and network fees. To avoid being charged for these services:
   a. Under Vehicle Information, select “I will not be parking a vehicle on-campus, and do not need a parking permit.”
   b. Under Network Use, select “I will not be connecting a computer to The Master's College network.”

6. 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 Jerry Ehlen in Student Finance immediately at jehlen@masters.edu or (661) 362-2214.

**TO SELECT CLASSES:**

7. On the home page, under the column labeled Students, click on Find Courses.
8. 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 **2014 Summer**
   
   The **Session** is **DCP 1** for Summer 1 (7/7-8/31)
   **DCP 2** for Summer 2 (9/1-10/26)

   In the Section Search, enter a keyword such as “Online,” 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](#)).

9. Click “Add” to add classes to your Shopping Cart. *Make sure you are selecting the “OL” or “Online” version of the class*. A box will appear after you click add; simply hide this box and continue to make your selections.
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]

TO DROP A CLASS FROM YOUR SCHEDULE:

1. Click on the “Register” tab.
2. Click the “Traditional Courses” link.

3. Click the 2014/Summer link.

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

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

![Traditional Courses - 2011/Fall]

**REMINDERS:**

- **View our Academic and Financial Policies:**
  [http://www.masters.edu/academics/online/currentstudents/policies.aspx](http://www.masters.edu/academics/online/currentstudents/policies.aspx)

- **Accessing Your Course Home Page:**
  - Your course home pages will be listed on [www.masters.edu/joule](http://www.masters.edu/joule) 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 Joule and their Online course. Returning students will use their Joule 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 Joule will be sent to your TMC 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 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 the "Account Information" sub tag. It will appear on the page, 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