Registering for Courses Using Self-Service

The Spring 2015 semester (March 9, 2015 – June 27, 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 (February 2\textsuperscript{nd} – March 8\textsuperscript{th}).

**Registration Dates and Fees:**
Registration Dates are listed below. Please note these registration fees and the periods attached to them carefully.

<table>
<thead>
<tr>
<th>Registration dates:</th>
<th>February 2\textsuperscript{nd} – February 23\textsuperscript{rd}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees:</td>
<td>Major Courses</td>
</tr>
<tr>
<td></td>
<td>General Education Courses</td>
</tr>
</tbody>
</table>

**Late Registrations Dates:** February 24\textsuperscript{th} – March 8\textsuperscript{th}

| Late Registrations Fees: | Major Courses | $475/ Unit |
|                         | General Education Courses | $275/ Unit |

Please note: Your Financial Aid has already been calculated based on the normal registration fees. If you register after February 23\textsuperscript{rd}, your financial aid will not cover the late registration fees, so you, the student will have to pay the extra dollars out of pocket. Please note that your personal costs will go up if you register late.

Please review the latest copy of your customized schedule to confirm your Spring 2015 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:

Walter Aguilar  
waguilar@masters.edu  
661-362-2674

Jeff Newman  
jnewman@masters.edu  
661-362-2677
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

The Master's College and Seminary Pre-Registration

Welcome to Master’s College and Seminary online pre-registration. Below are the options available to you:

The Master’s College

Traditional Undergraduate

- Register for The Master’s College as a new Undergraduate Student
- Register for the Master’s College as a continuing Undergraduate Student

Summer Institute Program (SIP)

- Register for The Master’s College as a SIP Student

Degree Completion Program

- Register for The Master’s College as a DCP Student

The Master’s College Online

- Register for The Master’s College as an Online Student

Graduate Programs

- Register for The Master’s College Teaching Credential program
- Register for The Master’s College MA/B 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 Jerry Ehlen in Student Finance immediately at jehlen@masters.edu or (661) 362-2214.
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 **2015 Spring**.

   For **ALL Spring 2015 DCP On-Site and Online Courses** the Session is:
   - **DCP**


   DCP On-Site Session and Course Dates:

   DCP Online GE Session and Course Dates:

   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.
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:

- **Accessing Your Joule Course Home Page:**
  - Your course home pages will be listed on [www.masters.edu/joule](http://www.masters.edu/joule) a few days after you register for the course. A username and password is required to log in.
  - New students will receive an email to their TMC Email Account regarding accessing Joule. 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:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Student Finance Center</td>
<td>(661) 362-2237</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>(661) 362-2813</td>
</tr>
<tr>
<td>IT Helpdesk</td>
<td>(661) 362-2876</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>(661) 362-2292</td>
</tr>
<tr>
<td>TMC Online</td>
<td>(661) 362-2690</td>
</tr>
<tr>
<td>Degree Completion</td>
<td>(661) 362-2673</td>
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