Online Learning Spring 2013 Registration Instructions

Online Registration for Online Learning students will begin on November 5, 2012. All sessions in the SP-13 term will be available for registration. There are no longer any drop/add dates for Online Learning so register before the registration end date for each session. Be sure to check the Online Academic Calendar for the beginning date of each session and the registration end date. All cancellations of registrations must be done before the course begins or charges will apply.

Step 1: Make arrangements to remove any holds on your account that would prevent registration.
All students with a hold on their accounts will receive notification from the office that has the hold applied. Contact the appropriate offices to make the necessary arrangements and then have them notify Online Learning that you are cleared to register.
• Business Office: 423-493-4413 (Student Account holds)
• Financial Aid: 423-493-4201/4207/4223 (FAFSA and Scholarships)
• Admissions: 423-493-4200 (Missing file information)
• Records Office: 423-493-4208 (Academic Warning or Probation)

Step 2: Complete the Student Information Form.
To provide the most current information for student files, every student registering must complete the Student Information Form, available online at the Registrar’s web link. Please complete this form before submitting your registration for courses since registrations will not be finalized until the form is received in Records.

Step 3: Update your Degree Status Sheet if you are pursuing a degree program.
Using the transcript information from your Student Portal, update your Degree Student Status Sheet to identify which courses you still need to complete the degree program. Status sheets are available from your advisor or Records if you do not already have one in progress.

Step 4: Study the Course List and create a trial schedule.
Check the list of prerequisites to be sure you meet the requirements for a course. The course list is available on the web site or under “Registration” in your Student Portal. Remember that undergraduate courses are numbered 4000 or below and graduate courses are numbered 5000 or above.

Step 5: Contact your advisor to discuss your selection of courses.
Advisors are available to discuss your course selection to help you stay on track toward degree completion. A list of advisors and contact information is available with the registration information on the web site.

Students who are not pursuing a degree may finalize their registration by contacting the following person:
• Graduate Education and Seminary students - Mr. Donovan Johnson at 423-493-4321 or johnsond@tntemple.edu
• Undergraduate students - Mrs. Kerri Ellis at 423-493-4376 or ellisk@tntemple.edu
• Discovery Program students - Mrs. Tina Liburd at 423-493-4417 or liburdt@tntemple.edu

If you completed any forms (Independent Studies, Transient Studies) as part of your registration process, forward those forms to the Online Learning office. Change of Program is an online form at the Registrar’s web link.

If you intend to complete your program of study in 2013, you may go to the Registrar’s web link and submit your Application for Graduation at this time.

Step 6: Log into your Student Portal account, select the SP-13 term, and click on the “Registration” link to access the course offerings for online registration.
(Students with holds on their accounts will not be able register online until the holds are removed.) Select your courses and click the “Process Registration” link to save courses added to your scheduled course list. Click “Cancel” to log out without saving your registrations. You may print a copy of your scheduled courses, if desired.

Step 7: Any time before the first day of class, contact Financial Aid and/or the Business Office to make your payment arrangements.
Note: Any student who has not made arrangements for payment by the first day of classes will be dropped from all classes and withdrawn. Access to your courses in Moodle should be available two days before the course begins.

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