

Spring 2015 Residential Seminary Registration Instructions

Student Portal Registration for residential seminary is available until Thursday, January 15.

Step 1: Check your Student Portal for any holds on your account that would prevent registration and make necessary arrangements before meeting with your advisor.

All students with a hold on their account will receive notification. Contact the appropriate office in the Temple Building to make the necessary arrangements:

- Business Office: 423-493-4413 (Student Account holds)
- Financial Aid: 423-493-4207/4223/4474 (FAFSA and Scholarships/ Academic Suspension)
- Admissions: 423-493-4326/4337 (Missing file information)
- Records Office: 423-493-4216 (Academic Warning or Probation)

Once you have cleared with each office, they will sign your Schedule Planning Form to indicate that you are clear with that office to register.

Step 2: To prevent delays in the release of financial aid, requests for Financial Aid and submission of your award letter should be made well in advance of registration for your courses. Packaging may take up to 2 weeks after receiving the FAFSA and up to 4 weeks if verification is required. Act early!

- Financial Aid: 423-493-4207/4223/4474 (FAFSA and Scholarships/ Academic Suspension)

Step 3: Contact your advisor and set up an advising appointment.

Before meeting with your advisor, you must complete any requirements related to missing admissions documents, probation, financial aid, and billing. If you are not returning in the Spring, please contact your advisor and Records so we may update your file.

Step 45: Update any address changes using your Student Portal.

Step 56: Update your Degree Status Sheet.

Using the transcript information in your Student Portal, update your Degree Student Status Sheet to identify which courses you still need to complete the degree program. Your advisor can assist you with this process. Every student is responsible for understanding and completing their degree requirements. Status Sheets are available from your advisor or the Records Office.

Step 6: Print the Schedule Planning Form. Study the Course List and create a trial schedule on the form to bring to your advising appointment.

Don't forget to check the list of prerequisites in the Catalog to be sure you meet the requirements for a class. If needed, make an additional copy of the planning form for yourself for use when you register for courses in the Student Portal.

Step 7: Meet with your advisor and finalize your registration.

Step 8: Log into your Student Portal account, select the SP-15 term and click on the "Registration" link to access the course offerings for online registration.

Instructions for registering through your student portal are found on the web site Registration page. Students on hold with Admissions, Business Office, Financial Aid or Records Office for academic warning or probation will not be able register online until the hold is removed by the office placing the hold.

Step 8: Any time before the first day of class, contact the Business Office to make your payment arrangements. All cancellations of registrations must be done before the course begins or charges will apply.

Step 9: Before the first day of class, print a copy of your schedule from your Student Portal to use for admittance to class. If you print a schedule early, be sure to check for any changes in location before leaving for class. All residential seminary classes will meet at Woodland Park Baptist Church beginning SP-15.