Course Registration through your TTU Student Portal

STEP 1. Go to the TTU website at www.tntemple.edu. (Popup blockers must be disabled to register online.) On the lower right hand column of the page, click the link that reads **Ecams** *for* **Students**

STEP 2. When the "**Student Login**" page opens, type in your username and password. The password is case sensitive. Your username is your last name with a capital letter followed by the last six numbers of your CAMS ID number (Smith002001). Initially, the password is exactly the same as your username. You will need to change the password to one of personal preference after you log in the first time. Contact Records if you are unable to access your portal.

STEP 3. From the drop down, select the term for which you are registering. The appropriate term will be designated as *FA* for fall, *SP* for spring, or *SU* for summer; followed by a dash and the year of the term. Click "Login" to enter the portal.

Student Portal Login

Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username: [   ]

*Password: [   ]

Term: SP-12

Forgot Password?
Contact your portal admin if you forgot your Username

Login

STEP 4. Once you have successfully entered the "Student Portal", you will see several options in your navigation menu under "Administrative Services." If you only want to survey the course offerings but <u>not</u> register, select "**Residential Course Offerings**" to view courses held on campus or "**Online Course Offering**" to view only online courses. If you click the "**Registration**" link, you will see all the courses and will be able to register for courses as well.

Administrative Services

Residential Course Offering
Online Course Offering
Degree Audit Options
Registration
My Transcript
My Schedule
My Ledger
My Financial Aid
My Grades
My Housing

STEP 5. If you see the popup like the figure below after clicking on "**Registration,**" you will need to contact your advisor to determine why he or she has not removed the Stop Registration on your portal.

Registration Alerts

Your Advisor RICHARD MR. VAUPEL has prevented your registration until you see him/her for advising. Please contact your Advisor.

STEP 6. If there is no Stop Registration then a listing of **all** available courses will open.

Registration for multiple sections of the same courses is not allowed.   Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the SP-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date

Current Offering for Term: SP-12

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next

ACADEMIC STUDY HALL [ACAD0100R] 40 seats left + Book List   Start-End Dates: 1/10/2012 - 5/4/2012

DegAudit	Instructor	Credits	Campus	Room	Days	Date	Time
	BARTLEY, CANDACE MRS.	0	MAIN	LRC-312	MWF	Weekly	2:00 PM - 2:50 PM

ACADEMIC STUDY HALL [ACAD0100R2] 40 seats left + Book List   Start-End Dates: 1/10/2012 - 5/4/2012

STEP 7. You can find a course by scrolling through the pages of courses or take a short cut to the courses by clicking the "**Show Filter**" button. This will allow you to have the option to display the courses by Dept, days, and times.

Registration for multiple sections of the same courses is not allowed.

Show Academic Information

Hide Filter

Course ID Filter
Dept: BIBL   Course #:   Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
☑	☐	☑	☐	☑	☐	☐

Time From: 7am To: 11pm   Add
                                                            Remove

Active Filter
Current Selections

Course Access Campus: Select/Unselect All: ☑ (Limit results to selected campus)
☑ MAIN

Additional Options
☐ Class Summary Only ☐ Completed Courses Display 10 ☑ courses per page.

Apply Filter Clear Filter

Show Pending Courses

After you select your filter options, click the "**Apply Filter**" button in the lower left.

STEP 8. The courses are listed in alpha-numeric order by title: for example,
   BIBLICAL RESEARCH AND WRITING [BIBL6723D].

ENGLISH BIBLE EXEGESIS: GENERAL EPISTLES [BIBL6563RZ] 0 seats left [Class is full] + Book List   Start-End Dates: 1/10/2012 - 5/4/2012

FacAppReq	Instructor	Credits	Campus	Room	Days	Date	Time
	WOODRUFF, KEVIN MR.	3	MAIN	-	N\A	Weekly	N/A - N/A

BIBLICAL RESEARCH AND WRITING [BIBL6733D] 17 seats left + Book List   Start-End Dates: 3/2/2012 - 5/4/2012

☐Credit	Instructor	Credits	Campus	Room	Days	Date	Time
	RIVERA, TED DR.	3	MAIN	-	N\A	Weekly	N/A - N/A

HEBREW EXEGESIS: PROPHETS [BIBL7343R] 10 seats left + Book List   Start-End Dates: 1/10/2012 - 5/4/2012

PreReq	Instructor	Credits	Campus	Room	Days	Date	Time
	STEPHENS, GREGORY DR.	3	MAIN	BH-306	MWF	Weekly	8:00 AM - 8:50 AM

Note the "Section" designator at the end of the course number (BIBL6723**D**). *Online Learning Only* courses will have a section of **A, B, C,** or **D**. (Campus students must have a *Resident Student Approval Form* completed to register for Online Learning courses.) Any course with an "**R**" section is a *residential only* course. Courses with a "Z" are independent studies and have restricted enrollment. Also note that **undergraduate courses are 0000-4000 numbers and graduate level courses are 5000-8000 numbers.** Be sure you are registering for the correct level.

Courses for which you have not met prerequisites will display with PreReq and you will not be allowed to register for them. Courses with FacAppReq require approval of the instructor to enroll in the course. Courses with DegAudit are courses that are outside your college level (undergraduate, graduate, seminary, doctoral). Courses for which you may register have the ☐Credit button. These courses will count toward your credit hours and GPA calculation).

The title banner for the course will indicate the number of seats remaining in the course and flag the course as "full" if no more seats remain. To register for a course that is full, you must have the professor's approval. Also in the title banner is a link to the book list that will enable you to view and order the textbooks for this course.

ENGLISH BIBLE EXEGESIS: GENERAL EPISTLES [BIBL6563RZ] 0 seats left [Class is full]   + Book List

To register for a course, click the "Credit" box [☐Credit] to the left of the course instructor's name.

STEP 9. When you have selected all the courses for which you wish to register, click the "**Process Registration**" button at the bottom right or top right of each page.
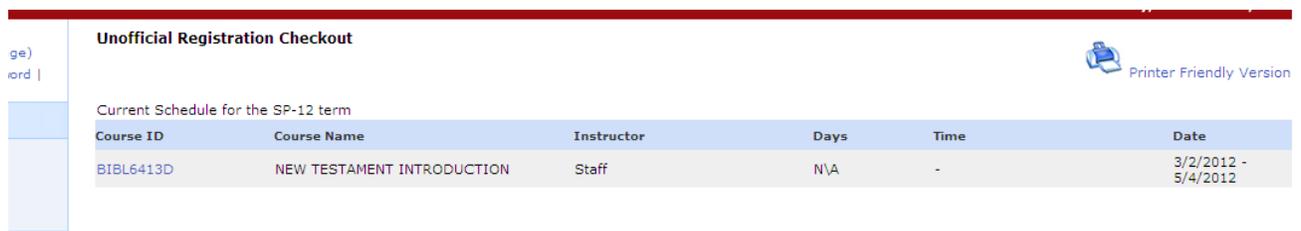
Richard Vaupel Current term: SP-12	Unofficial Registration		Thursday, December 15, 2011
Student Portal			
Process Registration or Cancel	Registration for multiple sections of the same courses is not allowed.		Cancel Process Registration

NOTE: Do not leave the Registration window without hitting "Cancel" or "Process Registration." Doing so will put a lock on your Registration and you will not be able to return. Either cancel or process what you want to keep but do not log out without doing one or the other.

STEP 10. When you click the "**Process Registration**" button, a pop-up box will appear, asking you if you are sure that you want to process your registration. Click "**OK**". *Additional courses may be added by repeating steps 8-10 listed above.*

Message from webpage

? Are you sure you want to process your registration now?

OK   Cancel
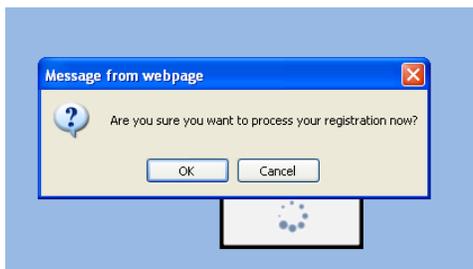
STEP 11. Once you have submitted your registration for processing, your schedule of courses will appear. To the right, above your schedule, there is a picture of a printer. If you click the icon, a "**Printer Friendly Version**" will be accessed so that you may print a copy of your schedule for your personal records.

Unofficial Registration Checkout

Printer Friendly Version

Current Schedule for the SP-12 term

Course ID	Course Name	Instructor	Days	Time	Date
BIBL6413D	NEW TESTAMENT INTRODUCTION	Staff	N\A	-	3/2/2012 - 5/4/2012

STEP 12. Dropping and Adding a Course:
Until a course is made official, you may drop the course from your schedule. Click the "**Registration**" link under "Administrative Services" in the navigation menu on the left hand portion of the screen."

The course list will open with your current schedule at the top. Under *"This is your current schedule for the SP-12 term"* is a ☐Drop button. Click on the box next to the Course ID for the course you wish to drop. To add another course, repeat steps 8-10 above. If you are finished, click "Process Registration" to save the change. You may now print a new schedule.

Unofficial Registration

Registration for multiple sections of the same courses is not allowed.   Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the SP-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
☑ Drop		BIBL6413D	NEW TESTAMENT INTRODUCTION	3	Staff	N\A	N/A - N/A	Weekly

Current Offering for Term: SP-12

STEP 13. Locating Your Textbooks:
On your menu you have three options to locate textbooks: **"Residential Course Offering," "Online Course Offering,"** and **"Registration."**

Administrative Services

Residential Course Offering
Online Course Offering
Degree Audit Options
Registration
My Transcript

"Registration" will take you directly into the full course list where you can view your textbooks in a pop up without going to the bookstore. After locating your course using Step 8, click on the **"Book List"** link in the course title bar.

BIBLICAL RESEARCH AND WRITING [BIBL6733D] 17 seats left   + Book List

☐Credit	Instructor	Credits	Campus
	RIVERA, TED DR.	3	MAIN

Clicking on the **"Book List"** link will open a pop up giving all the books for that course. Close the pop up by clicking on **"Book List"** again.

ENGLISH BIBLE EXEGESIS: GENERAL EPISTLES [BIBL6563RZ] 0 seats left [Class is full]   + Book List   Start-End Dates: 1/10/2012 - 5/4/2012

| FacAppReq	Instructor	Credits	Campus	Room	Days	Date	Time
	WOODRUFF, KEVIN MR.	3	MAIN	-	N\A	Weekly	N/A - N/A

BIBLICAL RESEARCH AND WRITING [BIBL6733D] 16 seats left   Book List   Start-End Dates: 3/2/2012 - 5/4/2012

Book List

ISBN	Book Cost	Title	Publisher	Publisher Phone	Author	Copyright	Required
1. 0226823377	$16.66	A Manual for Writers of Term Papers, Theses, and Dissertations. 7th ed.	University		Turabian, Kate L. (Revised)	2007	Yes
2. 0060891548	$12.74	On Writing Well: The Classic	Harper		Zinsser, William	2006	Yes

If you are ready to order your textbooks or want more information about them, select either **"Residential Course Offering"** or **"Online Course Offering"** in the menu and then locate the course for

which you want to view the textbook list. Click on the **"Book List"** link next to the course number and a pop up will take you directly to the **eCampus Virtual Bookstore.**
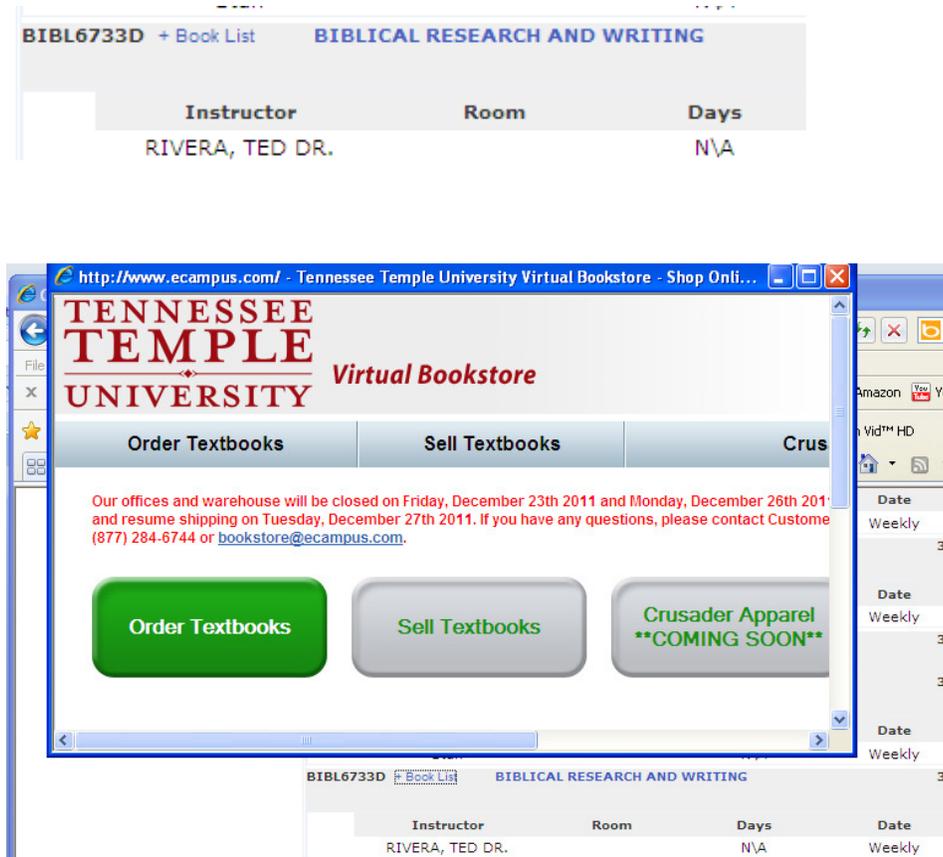
When you have finished in the **eCampus Virtual Bookstore,** be sure to return to your **Student Portal** by closing the Virtual Bookstore window. This will return you to your **"Residential Course Offering"** or **"Online Course Offering"** page from which you entered the Virtual Bookstore.

STEP 14. Payment:
Select the **"My Ledger"** tab under "Administrative Services" on the menu. Your Billing Ledger page will appear with charges applied for this term. If you wish to pay by credit card, select the **"Pay by Credit Card"** tab and follow the prompts.   If you wish to pay by electronic funds transfer from your checking account, select the **"Pay by Check"** tab and follow the prompts.

Billing Ledger

Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill
SP-12	12/15/2011	Seminary DLP Tuition	$675.00	$0.00	$675.00	PRE-Bill
SP-12	12/15/2011	Seminary-Distance Ed Technology Fee	$75.00	$0.00	$750.00	PRE-Bill
SP-12	12/15/2011	Seminary DLP Registration Fee	$35.00	$0.00	$785.00	PRE-Bill
SP-12	12/15/2011	Seminary DLP Tuition	$0.00	$675.00	$110.00	PRE-Bill
SP-12	12/15/2011	Seminary-Distance Ed Technology Fee	$0.00	$0.00	$110.00	PRE-Bill
SP-12	12/15/2011	Seminary DLP Registration Fee	$0.00	$0.00	$110.00	PRE-Bill

Show Pending Financial Aid

Show Pending Housing Charges

** Previous Balance: $0.00
** Current Balance: $110.00
Pending Financial Aid: $0.00
Pending Housing Charges: $0.00
** Overall Balance: $110.00
Pay by Credit Card
Pay by Check
** Balance may include Pre-Bill items.

If you wish to pay through Financial Aid, please contact their office at 423-493-4207 to ensure you have the funds available. If you would like to set up a payment plan or are planning to pay by any other means than credit card, check or Financial Aid, please contact our Business Office at 423-493-4417.

Congratulations, your online registration is complete!

If you have problems with using your Student Portal, please contact the Records Office at 423-493-4208/4216 for assistance.