

Student Portal Help Sheet

To view classes being offered:

1. Login to the student portal with your new user name and password, and make sure you have selected the correct term.
2. On the left hand side of the screen, you will see a list of links. Click on “Course Offering.”
3. On the next page, filter for classes that you want to take, either by day or by department, or if you want to see everything that is being offered, bypass all of the filters and simply click “Search” in the right-hand bottom corner.
4. Maneuver between pages of the course offering by clicking on the number of the page.

To register:

1. Login to the student portal with your new username and password, and make sure you have selected the correct term.
2. On the left hand side of the screen, you will see a list of links. Click on “Unofficial Registration.”
3. On the next page, please update your personal information if it has recently changed.
4. Filter for classes that you want to take by day, or if you want to see everything that is being offered, bypass all of the filters and simply click “View Courses” on the bottom of the page.
5. Maneuver between pages of the course offering by clicking on the number of the page.
6. Click to check “Credit” or “Audit” for any class for which you would like to register. Once you have completed this, click “Process Registration.”
7. You will not receive a confirmation of your registration. Your bill for classes will serve as confirmation. Billing will begin after late registration has begun.

Courses are numbered according to subject area as follows:

100	Biblical Studies
200	Old Testament Studies
300	New Testament Studies
400	Theological Studies
500	Christian Education
600	Psychological Studies
700	Practical Theology
800	Missiological Studies

All classes that begin with numbers are graduate classes and all classes that begin with letters are undergraduate classes. Courses are listed by department, course number and section number. So for example, 301 New Testament Greek I, section 2 would be listed as 30030102. Or OT301 Old Testament Foundations, section 1 would be listed as OT30101.