Registering for Summer Courses Using Self-Service

The instructions below will outline the steps that you will need to follow in order to register for both Summer 1 and Summer 2 Sessions.

To avoid late add/drop fees do not wait until the last day to complete registration. Students who register after June 22nd will pay the Late Registration Fee of $25 per unit.

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

Summer Session 1: 7/06/2015 – 8/30/2015
Summer Session 2: 8/31/2015 – 10/25/2015

Registration dates: May 25th – June 22nd
Registration fees: Major Courses $450/ Unit
General Education Courses $250/ Unit

LATE Registration Dates: June 23rd – July 2nd
LATE Registration Fees: Major Courses $475/ Unit
General Education Courses $275/ Unit

Please note: Financial Aid calculates your aid based on the normal registration fees. If you register after June 22nd, 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 review the latest copy of your customized schedule to confirm your Summer 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, please contact your Academic Counselor.
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 traditional Undergraduate Student

Degree Completion Program

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

The Master’s College Online Degree Program

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

Graduate Programs

- Register for The Master’s College MA Programs - Summer
- Register for The Master's College Teaching Credential 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 Summer**.

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

8. Using your 2015-2016 Customized Schedule, find all of your courses and correct course dates for the Summer 2015 semester.

**DCP On-Site Session and Course Dates:**

**DCP Online GE Session and Course Dates:**
- Summer 2015 DCP – Extension/1 (7/06/2015 – 8/30/2015)

*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>
</tr>
</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>
</tr>
</tbody>
</table>