TMC Online Degree Programs
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.

Note: If you are an Audit student, these instructions do not apply to you. See the Registration tab on our website for more information.

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 Registrations Dates: June 23rd – July 2nd
LATE Registrations 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 8th, 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.

To Drop a course you must contact your Academic Counselor.

If you have any questions please contact your Academic Counselor.
PRE-REGISTRATION:

All students must complete Pre-Registration every semester. Do not skip this section.

1. Log-in to 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 an Online Degree 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. Complete the remaining steps in Pre-Registration
TO SELECT CLASSES:

5. On the home page, under the column labeled Students, click on Find Courses.

6. Here you can search for the course(s) you wish to register for. Be sure to select the correct options for Period and Session in order to choose the correct course.

The Period is 2015 Summer
The Session is Online Degree Program

The available Online courses will show up when you click “Search.”

7. Optional: In the Section Search, enter a keyword such as “Bible,” and this will filter the list of courses the next page will display. Or, you can enter the Course Code such as “B” or “B101” (find Course Codes here).

On the page entitled “Section Search,” double check to make sure you are in the right Period and Session.

8. Find your courses and correct course dates (7/06-8/30/2015 OR 8/31-10/25/2015)

9. 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.
**Note:** Online courses are very rigorous and require 12-15 hours of work per week per course. For an 8-week session, taking 2 courses is considered Full Time.

**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. Click on boxes next to courses that you do not want to register for and the check mark will disappear. 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:

TO DROP A CLASS FROM YOUR SCHEDULE YOU MUST CONTACT YOUR ACADEMIC COUNSELOR.
IMPORTANT REMINDERS:

View our Academic and Financial Policies:
http://www.masters.edu/academics/online/currentstudents-1/policies/

- Accessing Your Online Course Home Page:
  - Your courses will be listed on your Canvas homepage a few days before your course start date. A username and password is required to log in.
  - New students will receive an email to their TMC Email Account regarding accessing Canvas and their Online course. Returning students will use their Canvas 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 Canvas 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 (labeled as System ID), along with your username, name, and e-mail address.

Helpful Telephone Numbers:

Student Finance Center (661) 362-2237
Office of the Registrar (661) 362-2812
IT Helpdesk (Computer/Self-Service) (661) 362-2876
Office of Financial Aid (661) 362-2292
TMC Online (661) 362-2690
Degree Completion (661) 362-2673