



THE MASTER'S UNIVERSITY

NEW STUDENT PRE-REGISTRATION INSTRUCTIONS SPRING 2017

Now that you're accepted to The Master's University, it's time to begin the registration process! The next step for you to complete is *pre-registration*. The following are instructions regarding pre-registration for the spring 2017 semester. Pre-registration will be completed online by accessing our website at www.masters.edu. If you have difficulty completing the online pre-registration, please contact your admissions counselor at 661-362-2363

Follow the instructions below to begin your New Student Pre-Registration:

1. To begin, search www.masters.edu/selfservice and log in using your TMU Self-Service username and password (provided separately). You can also access Self-Service by clicking the Resources tab at www.masters.edu.

*Note: new student pre-registration will be available beginning on October 14, 2016.



- | Students | Faculty |
|--------------------------------------------------------------------------------------------------------|----------------------|
| ▶ Content Management | ▶ Content Management |
| ▶ CAFE Evaluations | ▶ Assessment |
| ▶ Pre-Registration  | ▶ Advise Students |
| ▶ Textbook Information for Course Registration | ▶ Student Advising |
| ▶ Find Courses | |
| ▶ Advising Appointments | |
| ▶ Register | |
| ▶ View Schedule | |
| ▶ Request a Transcript | |
| ▶ Financial Aid Award | |
| ▶ Financial Aid Renewal Form | |
| ▶ Financial Aid Application | |
| ▶ Vehicle Registration | |
| ▶ Submit Mail Forwarding Address | |
| ▶ Outreach Week Signup | |
| ▶ Online Billing Statement | |

2. Select **Register for The Master's University as a Traditional Undergraduate Student**. Be sure not to use the pre-registration link for another program, such as Degree Completion or TMC Online.
3. Complete the information in each section. To save your changes along the way, click the **Save and Continue** button at the bottom of each page. If you need to log out and complete registration at another time, make sure that you have completed the current page, then click the **Save and Continue** button before exiting. Always save your information before logging out.

Traditional Undergraduate Pre-Registration

THE MASTER'S UNIVERSITY

Personal

Contact

Emergency Contact

Housing

Meal Plan

Vehicle Information

Health Insurance

Information Release

Billing and Payment

Sign & Confirm

Welcome to Pre-Registration!

Before you can register for classes at The Master's University and Seminary, we need to gather some more information and preferences from you.

Use the *Continue* buttons to walk through each step. You can also use the menu on the left to navigate directly to a 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.

[Click here to continue](#)

The screenshot above shows the list of sections in pre-registration. Note that some of these sections may require guidance from your parents.

4. When you have completed and saved each pre-registration section you will be able to **Sign & Confirm** your information. Please ensure that all sections are complete and accurate before confirming your information. Electronically sign the confirmation page using your Self-Service username and password.
5. Once you have signed and confirmed your pre-registration form, the next step is to submit a **\$200 Tuition Deposit** at masters.edu/tuitiondeposit. This \$200 deposit, which is refundable until January 1, secures your spot at The Master's University and allows you to proceed to **Course Registration**. The deposit will be credited toward your student billing account for next semester, and is not an extra fee. You will find a link to the online deposit payment form once you confirm and submit your pre-registration form. You may also pay by phone (661-362-2237) or by mailing a check to the following address:

The Master's University
Office of Student Finance
21726 Placerita Canyon Road
Santa Clarita, CA 91321

6. Once your pre-registration information has been submitted and the \$200 deposit received, you will be ready to schedule an **Academic Advising Appointment**. During your advising appointment—in person or by phone—your academic advisor will walk through your class schedule for the upcoming semester. Instructions for this step will be sent separately.

Note: Course Registration for new students opens on November 15, 2016.

REMINDERS:

WEEK OF WELCOME (A.K.A., “WOW”): JANUARY 9-10.

Plan now to arrive on campus for the new spring 2017 semester on **Monday, January 9th**. Check-in will begin at 9:00 a.m. (airport pick-ups may be arranged through the Admissions Office). You’ll spend Monday and Tuesday participating in our personalized *Week of Welcome* orientation program. On Wednesday through Friday you’ll experience our much-anticipated annual *Truth & Life Conference*. For more information about the conference, which is free for all TMU students and alumni, visit www.truthandlife.org.

HEALTH CENTER INFORMATION:

Remember to complete and return all information regarding your health history to our campus nurse before **Monday, January 2, 2017**. Mail to: The Master's University Health Center, 21726 Placerita Canyon Road, Santa Clarita, CA 91321. For questions or concerns, contact the Health Center at (800) 568-6248 ext. 2662, or visit them at www.masters.edu/campuslinks/healthservices/.