

How to Register for Online Courses

1. Go to www.mbts.edu and view the schedule. Click “Academics” then “Schedules.”

The screenshot shows the homepage of the Midwest Baptist Theological Seminary & College. At the top left is the logo with the text "for the Church MIDWESTERN BAPTIST THEOLOGICAL SEMINARY". To the right are navigation links: "about", "admissions", "academics", and "news & resources". A search bar is also present. Below the navigation is a dark banner with the text "Excellence In Education" and a "READ MORE" button. To the right of this banner is a vertical menu with links: "Undergraduate", "Masters", "Doctoral", "Online", "Midwestern Training Network", "Fusion", "Tuition & Fees", "Catalogs And Forms", "Schedules", "Faculty", "Registrar", "Library", and "Midwestern Women's Institute". Below this is a large banner image of a man in a suit with the text "Preview Day is the best time to experience Midwest Baptist Theological Seminary and College. You can talk with professors, hear from our leaders, meet with current students and walk our campus. We look forward to seeing you here in Kansas City!" and a "REGISTER NOW" button. At the bottom of the banner are three tabs: "FUTURE STUDENTS", "CURRENT STUDENTS", and "ALUMNI & FRIENDS". Below the tabs are four icons with labels: "admissions", "degrees", "apply online", and "visit campus".

- Click the appropriate schedule and view it to plan your semester.

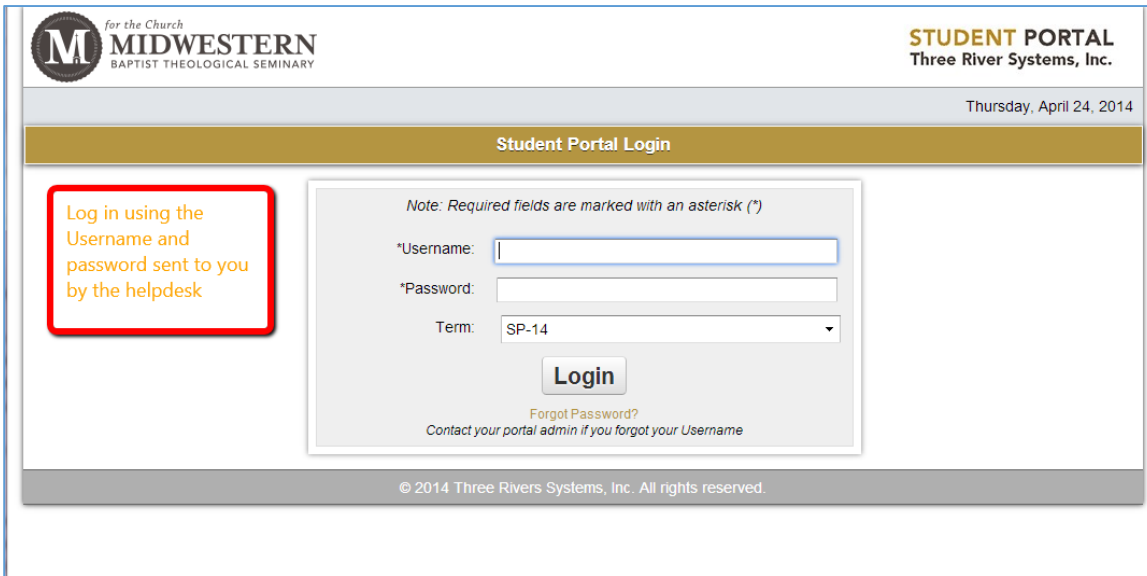
The screenshot shows the "CATALOGS AND FORMS" and "SCHEDULES" page. The main heading is "CATALOGS AND FORMS" and "SCHEDULES". Below this is a section for "SPRING 2015" with a list of course offerings: "January Term Course Offerings", "On-Campus Graduate Courses", "On-Campus Undergraduate Courses", "Online Graduate Courses", "Online Undergraduate Courses", "Doctoral Seminars", and "MWI Courses". A yellow arrow points to "Online Undergraduate Courses". Below this is a section for "FALL 2014" with a list of course offerings: "On-Campus Graduate Courses", "On-Campus Undergraduate Courses", "Online Graduate Courses", "Online Undergraduate Courses", "Doctoral Seminars", and "MWI Courses". On the right side of the page is a vertical menu with the following links: "Current Students", "Catalogs and Forms", "Financial Services", "International Students", "Registrar", "Student Life", and "Tuition and Fees".

2. To access the student portal, click "current students"

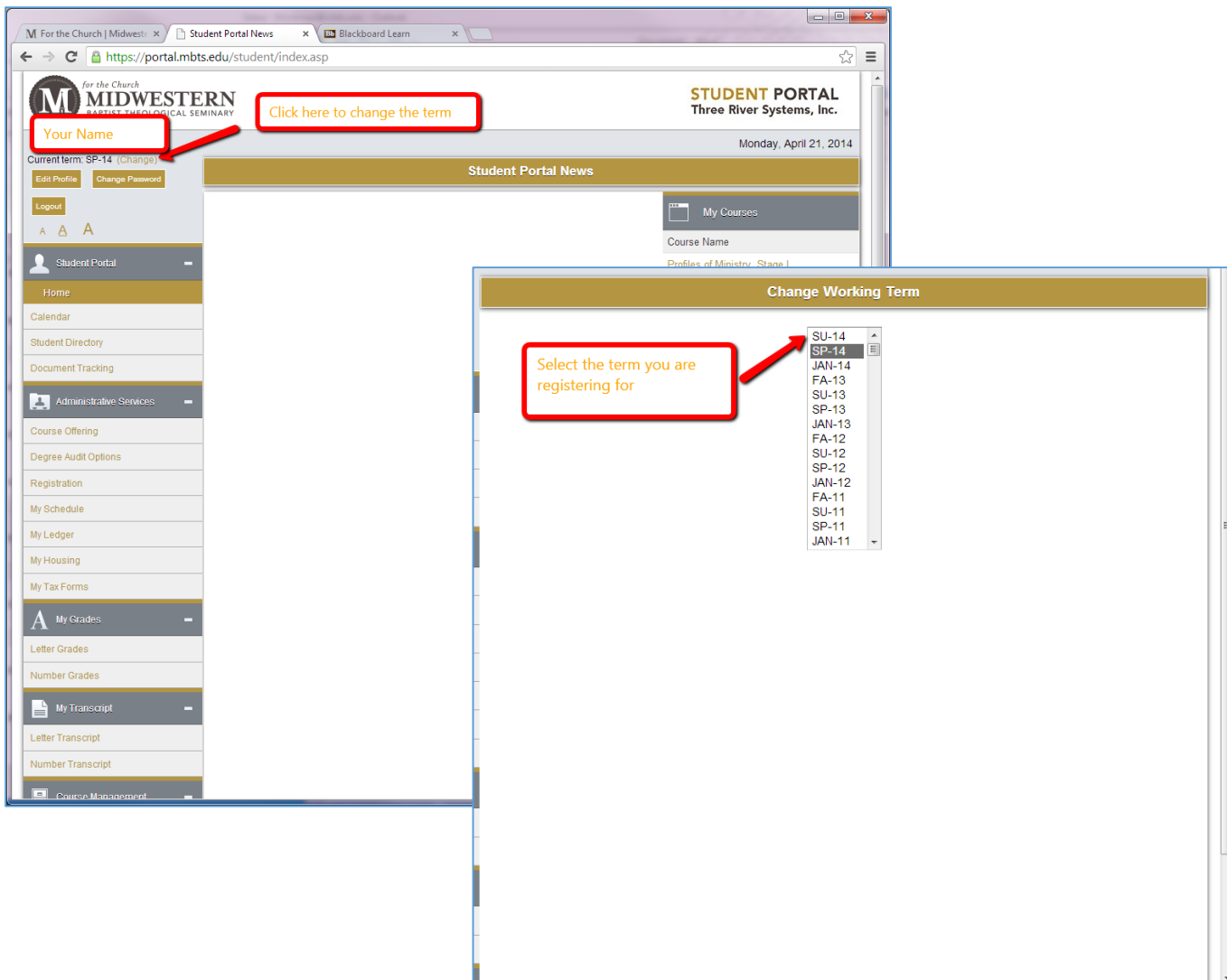
The screenshot shows the top portion of the MBTS website. The browser address bar displays www.mbts.edu. The header includes the MBTS logo, navigation links for "about", "admissions", "academics", and "news & resources", and utility links for "APPLY NOW", "GIVE", "DR. JASON ALLEN", "CONTACT US", and a "SEARCH" box. The main content area features a large image of a man with a beard holding a book, with the heading "THE MIDWESTERN TRAINING NETWORK" and a "LEARN MORE" button. A red box highlights the "CURRENT STUDENTS" link in the navigation menu, with a red arrow pointing to it and the text "Click 'current students'". Below the navigation menu are icons for "admissions", "degrees", "apply online", and "visit campus", and a "STAY CONNECTED at MBTS" banner.

This screenshot shows the same MBTS website page as above, but with a different navigation menu. The "CURRENT STUDENTS" link is now highlighted in the navigation menu, with a red box around it and a red arrow pointing to it, accompanied by the text "Click 'student portal'". The navigation menu now includes "FUTURE STUDENTS", "CURRENT STUDENTS", and "ALUMNI & FRIENDS". Below the navigation menu are icons for "calendar", "student portal", "blackboard", and "student e-mail", and a "STAY CONNECTED at MBTS" banner. The footer contains links for "LATEST NEWS & HAPPENINGS", "VIDEO", and "TWITTER".

3. Log in to the Student Portal.

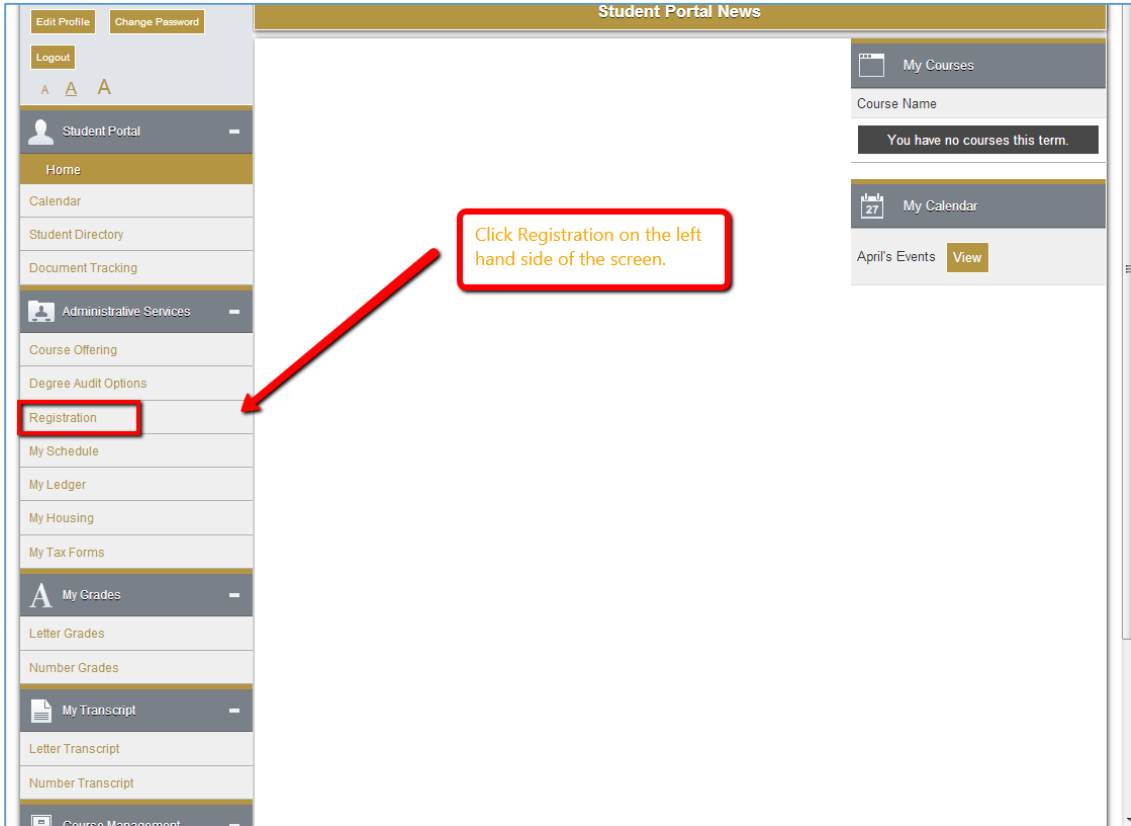


4. Under your name on the top left in your student portal, click "Change" to change the term to the one you are registering for.

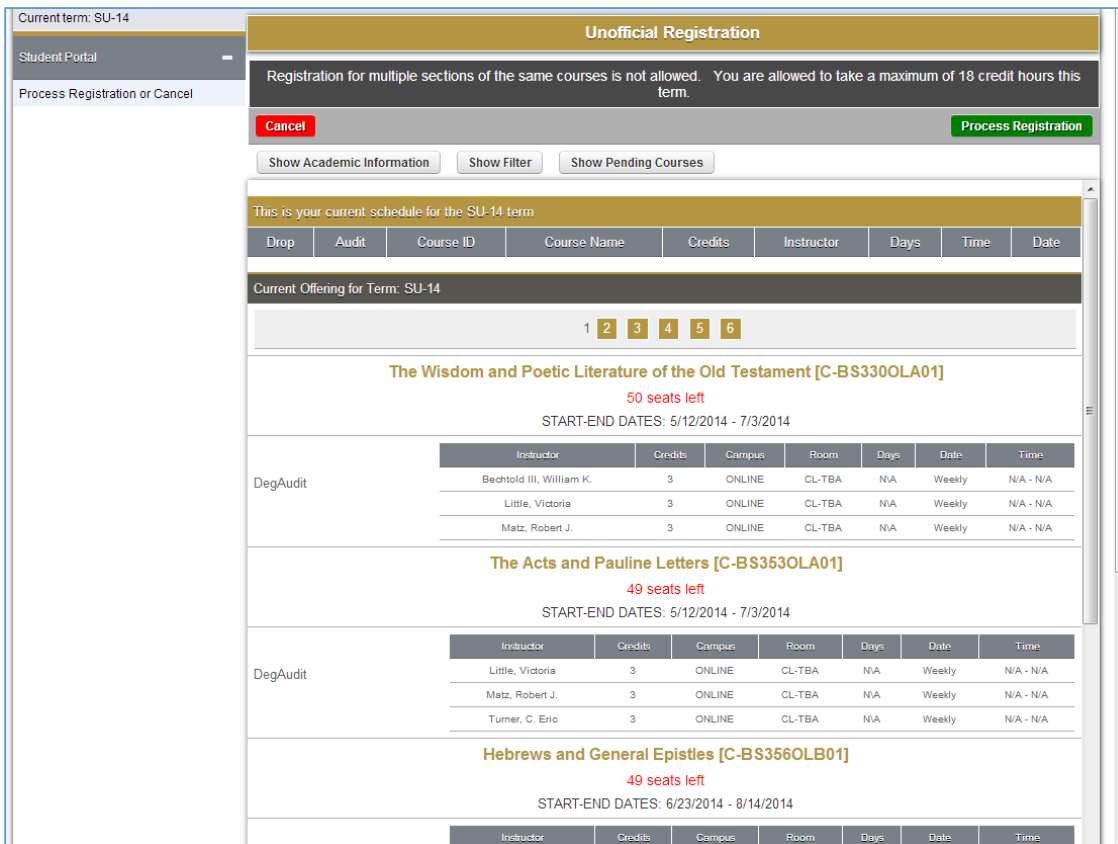


After you select the term, your screen will look like this:

5. Click on "Registration"



The link will take you to a page that looks like this:



6. Here you can filter the results of the courses you are searching for.

Current term: SU-14

Student Portal

Process Registration or Cancel

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 18 credit hours this term.

Cancel Process Registration

Show Academic Information Show Filter Show Pending Courses

Click "show filter" to filter out all the on campus course

This is your current schedule for the SU-14 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date																															
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Current term: SU-14

Student Portal

Process Registration or Cancel

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 18 credit hours this term.

Cancel Process Registration

Show Academic Information

Hide Filter

Course ID Filter

Dept: M- Course #: Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time From: 7am Active Filter

Time To: 11pm Current Selections

Add Remove

Course Access Campus

Select/Unselect All: (Limit results to selected campus)

AM-Ames, IA MAIN ONLINE

Additional Options

Class Summary Only Completed Courses Display 10 Courses Per Page.

Apply Filter Clear Filter

Show Pending Courses

This is your current schedule for the SU-14 term

1. M- in the department will bring up only MATS courses

C- will bring up undergraduate online courses

2. Check only online to further narrow the search

Click apply filter

- On this page, you can finally register for your courses. Check the box of the courses you would like to register for, then click "process registration."

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Check the box to select the course

Courses with these boxes are courses that will go toward your degree

Current term: SU-14

Student Portal

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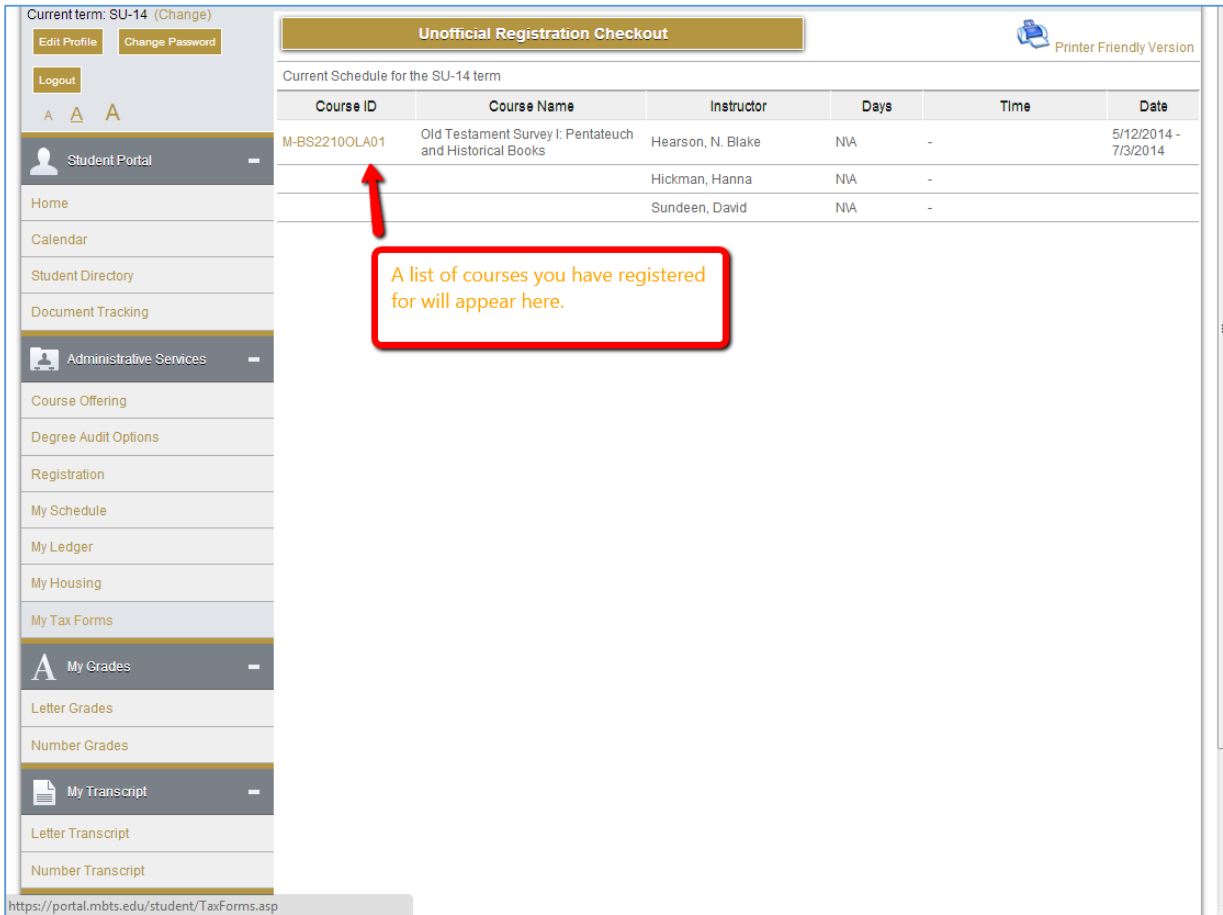
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After you have selected all your courses by checking the boxes, click "Process registration"

8. Check the list of courses you have registered for to make sure it is correct. IF it is not correct, click on Registration again and you will find an option to “drop” the courses.



The screenshot shows the 'Unofficial Registration Checkout' page. The current term is SU-14. The page displays a table of registered courses for the SU-14 term. A red arrow points to the first row of the table, and a red box contains the text: 'A list of courses you have registered for will appear here.'

Course ID	Course Name	Instructor	Days	Time	Date
M-BS2210OLA01	Old Testament Survey I: Pentateuch and Historical Books	Hearson, N. Blake	NA	-	5/12/2014 - 7/3/2014
		Hickman, Hanna	NA	-	
		Sundeen, David	NA	-	

If you try to register for your courses, and you get an error message that says you have business holds, contact Cynthia Elder, celder@mbts.edu and she can help get your account up-to-date.

If you have any other issues or questions:

Graduate students contact Hanna Hickman: hhickman@mbs.edu

Undergraduate students contact Victoria Little vlittle@mbts.edu