

How to Register Online for Courses Through the Student Portal

Note: Before you start, you need to know what courses you want to enroll in. Make a list of the course names you want to take along with the course numbers & section numbers. This *greatly* simplifies online registration!

1. **Log In:** Log into the Student Portal using the same Username and Password you use to log into Canvas.
 - You received this username and password from the IT Department when you were accepted to Midwestern.
 - If you do not know your username and password, contact the MBTS Helpdesk at helpdesk@mbts.edu or call 816-414-3763.
2. **Check the Term:** Make sure that the correct term is displayed.
3. **Click on Registration** – see the menu on the left side of the screen.
4. **Show Filter:** Click the tab that says Show Filter. This opens up some additional dialog boxes.
5. **Choose the Correct Campus:** Underneath the title Course Access Campus, you'll see 3 different boxes you can check:
 - AM – Ames, IA – This does not apply to any post-graduate students.
 - MAIN ----- This applies to most doctoral courses.
 - ONLINE ----- This is if you want to take an ONLINE course.
6. **Type the Course Number:** Underneath the title, Course ID Filter, you'll see 4 dialog boxes. In the one entitled Course #, type just the number of the course you want to take next spring.
 - Refer to your degree audit and to the seminar schedule.
 - Graduate (Master's level) courses have 4 digits in the course number, like this: BS2101 or HT3100.
 - Doctoral courses have 5 digits in the course number, like DR30060.
7. **Apply Filter:** Scroll down and click on "Apply Filter." The course you want will display below.

Watch out for multiple sections: There may be more than one section of the course you want. Section 1 of DR30020 may be offered in the beginning of the week and Section 2 of DR30020 may be offered at the end of the week. Make sure you are enrolling for the section you intend to attend. Our system will show you dates of February 1-July 31 for all spring courses because those are the term dates. Similarly, fall courses are all dated August 1-January 31. Refer to the seminar schedule to see the dates you are required to be on campus for your section.

Many courses are offered in multiple languages: Do not sign up for a class marked with section "H01" unless you are admitted to the Hispanic DMin track, for this course is offered in Spanish! Similarly, courses marked "R01" are offered in Romanian and sections "K01" and "K02" are offered in Korean. Courses with only numbers in the section are offered in English.

8. **Check the “Credit” Box:** To enroll in the class you see listed, check the box beside the word “credit.” It will look like this:

Credit

When you click in this box, that will place the course in your “shopping cart” until you finish choosing all your courses.

9. **REPEAT:** *If you want to enroll in another course, repeat steps 4-8 above.*
10. **Process Registration:** When you’re finished selecting all your courses, click on “Process Registration” at the bottom right of the screen. The courses you just enrolled in will be displayed.