

HOW TO REGISTER

Please follow these easy steps to register online for your classes.

Step 1

On the SCS homepage click “Register for Courses” Now!

- This is found on the Right side of the screen under “Highlights”.

REGISTER FOR COURSES-NOW!
SPRING 2009 - REGISTRATION IS
NOW OPEN

Step 2

Click "Register Me Now" when ready.

REGISTRATION FOR SPRING 2009 COURSES NOVEMBER 3 TO DECEMBER 13

PLEASE CONTACT YOUR **ACADEMIC ADVISOR** BEFORE REGISTERING TO APPROVE YOUR SCHEDULE.

YOU MUST REGISTER FOR BOTH MODULES (3 & 4) AT THIS TIME. ADDING COURSES AFTER THE REGISTRATION DATES WILL RESULT IN ADDITIONAL FEES.

REGISTRATIONS AFTER DECEMBER 13TH WILL BE ASSESSED A LATE REGISTRATION FEE OF \$119.

Current Students, both on-ground and online, may now register for all courses using the Empower Web Registration feature. Students may also pay their tuition bill online.

Guide to WEB REGISTRATION- please read and/or print this page before attempting registration.

- 1.) Before you register, please make sure that you have received approval from **your academic advisor** for the courses you intend to take.
 - 2.) Please note, on-ground students MAY NOT sign up for online courses unless you have a special waiver from your advisor.
 - 3.) Make sure you have a user name and password to login.
 - 4.) Logon, and choose the RECORDS tab, and then "Course Registration."
(If you cannot logon, follow the directions at the bottom of this page.)
 - 5.) You can filter the list of courses by program and/location.
 - 6.) Choose your courses by placing a mark in the box, and when you are done click "Register."
 - 7.) You may pay online by going to the BILLING tab and choosing "Estimated Tuition Worksheet."
- *At this point, any aid or loans are not yet taken into account on your estimated tuition, so if you are on any Financial Aid we ask you to pay Angela Pecenka in the Student Billing Office to ensure accurate payments.*
- 8.) After submitting payment online, or paying in person, you are officially registered for the course.

REGISTER ME NOW!

- Please read this page carefully and when you are ready to continue...
- Go to the bottom of the page and Click "Register Me Now"

Step 3

Login using your Blackboard username and password.



welcome to the Student Information System for Southern California Seminary

 **SOUTHERN CALIFORNIA Seminary** On-line Student Services

Click [here](#) to see our course catalog

On-Line Forms

Click [here](#) if interested in Inquiring or Applying to this institution.

Click [here](#) if want to continue on update an application you have started.

For Current Users

Username

Password

News:

If you have forgotten your password click [HERE](#) to have it emailed to you.

Step 4

Go to Records and Click Course Registration.

The screenshot shows a web browser window titled "Program Menu - SCS - Prod 3.55.0 55". The browser's address bar and navigation icons are visible. The application interface includes a logo for "Seminariy" and a "Program Menu" section. A navigation bar contains three tabs: "General", "Billing", and "Records", with "Records" currently selected. A sub-menu is open under "Records", listing several options: "Course Registration" (highlighted in yellow), "Query Course Catalog", "Query Course Schedule", "Student Complete Schedule", and "Student Schedule".

Program Menu - SCS - Prod 3.55.0 55

[LOG OUT \(TPITTMAN\)](#)

Seminariy
Program Menu

Currently Set User: Mr Thomas G Pittman Term: Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

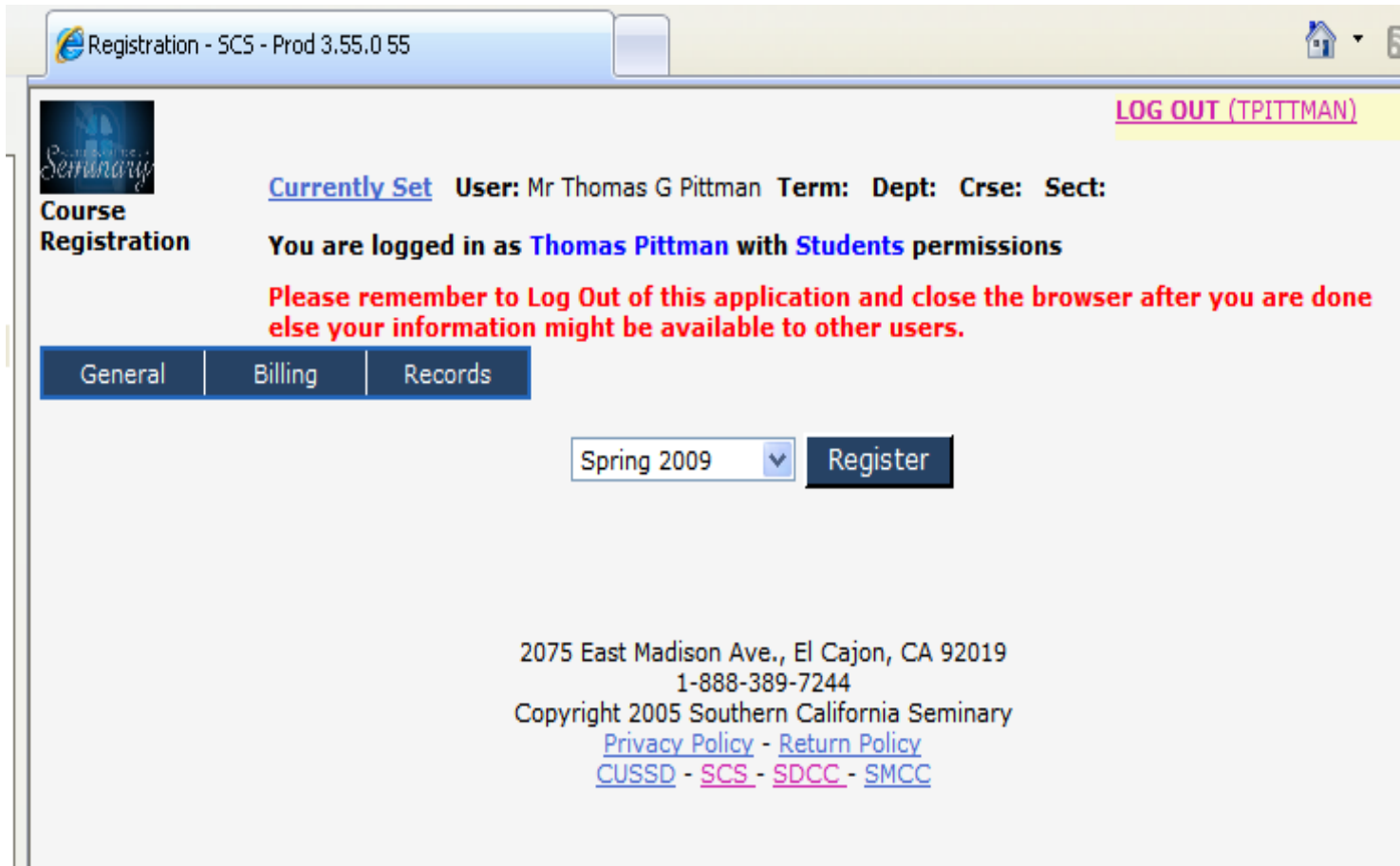
Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | **Records**

- Course Registration**
- Query Course Catalog
- Query Course Schedule
- Student Complete Schedule
- Student Schedule

Step 5

Select the correct Term.



The screenshot shows a web browser window with the title "Registration - SCS - Prod 3.55.0 55". The browser's address bar is empty. The page content includes a logo for "Southern California Seminary" in the top left corner. In the top right corner, there is a link labeled "LOG OUT (TPITTMAN)". Below the logo, the text "Course Registration" is displayed. The main content area shows the user's current session: "Currently Set User: Mr Thomas G Pittman Term: Dept: Crse: Sect:" followed by "You are logged in as Thomas Pittman with Students permissions". A red warning message states: "Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users." Below this, there are three tabs: "General", "Billing", and "Records", with "General" being the active tab. A dropdown menu is set to "Spring 2009" and a "Register" button is visible. At the bottom of the page, the address "2075 East Madison Ave., El Cajon, CA 92019" and phone number "1-888-389-7244" are listed, along with the copyright notice "Copyright 2005 Southern California Seminary" and several links: "Privacy Policy", "Return Policy", "CUSSD", "SCS", "SDCC", and "SMCC".

Registration - SCS - Prod 3.55.0 55

[LOG OUT \(TPITTMAN\)](#)

Course Registration

Currently Set User: Mr Thomas G Pittman Term: Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | Records

Spring 2009

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1-888-389-7244
Copyright 2005 Southern California Seminary
[Privacy Policy](#) - [Return Policy](#)
[CUSSD](#) - [SCS](#) - [SDCC](#) - [SMCC](#)

Step 6

Click the "Add Courses" button at the bottom left of the screen.

Registration - SCS - Prod 3.55.0 55

[LOG OUT \(TPITTMAN\)](#)

Seminarij
Course Registration

[Currently Set](#) User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | Records

Credit Hrs	Undergrad	Graduate
Earned	12	15
Required	0	0
Registered		
Elected		

Successful Registration

[Add Courses](#) [?](#) [Print Schedule](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
					Credits:	0		

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog								
					Credits:	0		

Step 7

Search for the classes you want to take.

- You can search for classes using each of the criteria shown on the right.
- All Online students must select Online under location.
- On-ground students may select SCS main campus to get all classes listed.
- **Caution!** All classes are listed in each section. They are not separated by program. This means you could potentially try to sign up for a class (Graduate Students trying to register for Undergraduate classes) that is outside your program. If you do this an error message will result..

Registration - SCS - Prod 3.55.0.55

[LOG OUT \(TPITTMAN\)](#)

Currently Set User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:

Course Registration You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General Billing Records

Location (Select A Location) Department (Select A Department)

Session (Select A Session)

Course Instructor (Select An Instructor)

Days Mon Tue Wed Thu Fri Sat Sun

Starts After (24HH:MM) Ends Before (24HH:MM)

Search

Step 8

Select All the Classes for both Modules 3 and 4 that you want to register for by clicking in the box on the far left and then click "Register" at the bottom of the page.

mpower/fusebox.cfm?fuseaction=WEB5RG5URegList

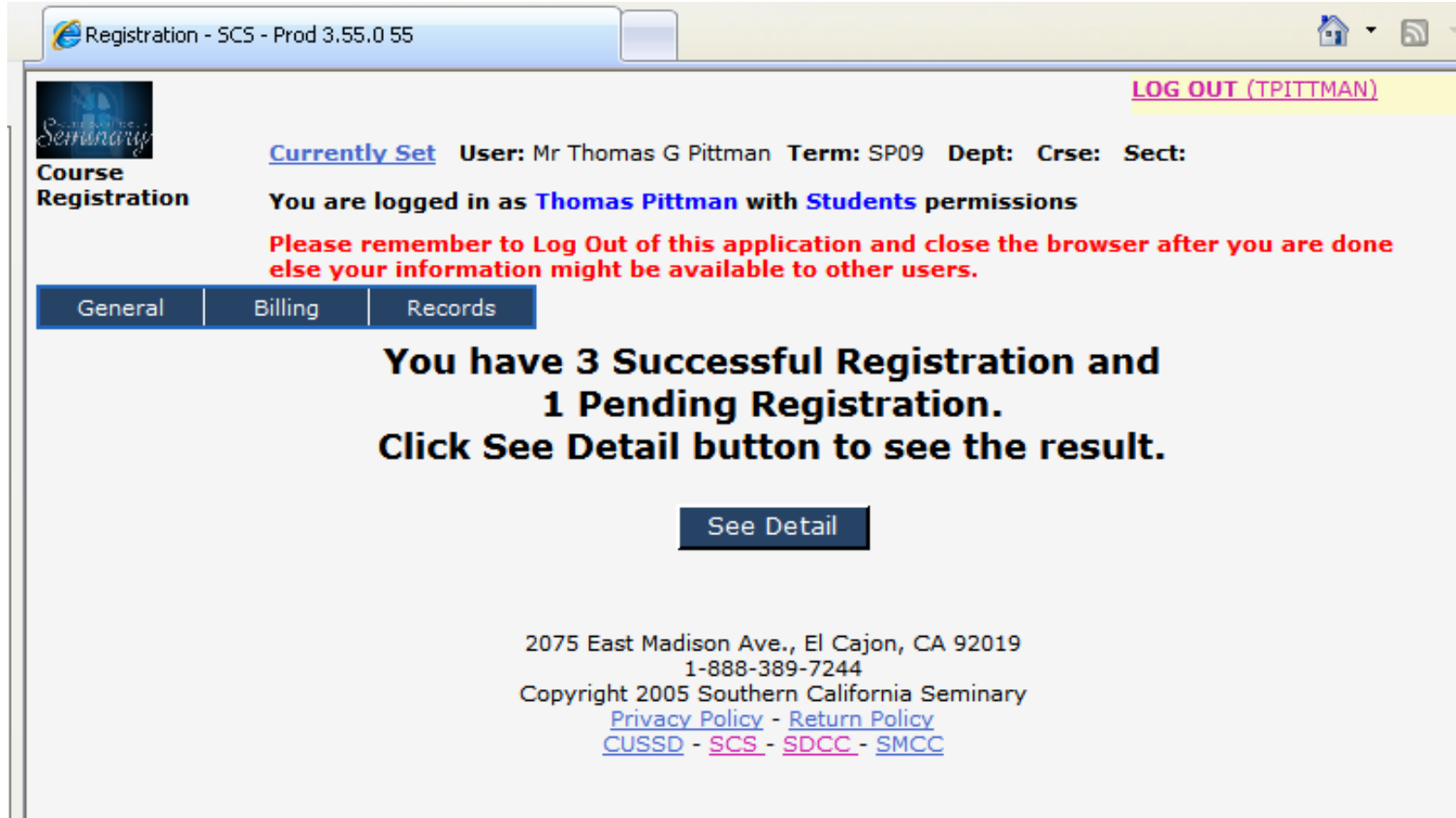
Registration - SCS - Prod 3.55.0 55

<input type="checkbox"/>	Credit EN	102	A	English Composition	3	MAIN	TBD	03/05/2009	R	19:00/22:00	Keckler	25	DETAIL
<input type="checkbox"/>	Credit HI	104K	A	Church History K	3	MAIN	TBD	01/10/2009	S	09:00/12:00	Staff	25	DETAIL
<input type="checkbox"/>	Credit HI	105K	A	Hstry of Church II K	3	TBD	TBD	03/07/2009	S	09:00/12:00	Staff	25	DETAIL
<input type="checkbox"/>	Credit MI	605	A	World Chrst Movmt	3	TBD	TBD	01/05/2009	M	19:00/22:00	Barnes	20	DETAIL
<input type="checkbox"/>	Credit OT	507	A	Old Test Hstry II	3	MAIN	TBD	01/06/2009	T	16:00/19:00	Hare	25	DETAIL
<input type="checkbox"/>	Credit PM	471	A	Ministry Internship	3	TBD	TBD	01/08/2009	R	19:00/22:00	Cancel	20	DETAIL
<input type="checkbox"/>	Credit PM	471K	A	Ministry Intrnshp K	3	MAIN	TBD	01/09/2009	F	19:00/22:00	Ahn	25	DETAIL
<input type="checkbox"/>	Credit PM	511	A	Spiritual Discipline	3	MAIN	TBD	01/06/2009	T	19:00/22:00	Moulton	24	DETAIL
<input type="checkbox"/>	Credit PM	511K	A	Spiritual Dscpln K	3	MAIN	TBD	03/07/2009	S	13:00/16:00	Ahn	20	DETAIL
<input type="checkbox"/>	Credit PM	602	A	Pastoral Ministry	3	TBD	TBD	01/05/2009	M	16:00/19:00	Fisher	25	DETAIL
<input type="checkbox"/>	Credit PM	771	A	Ministry Intrnshp I	3	TBD	TBD	01/05/2009	M	19:00/22:00	Fisher	20	DETAIL
<input type="checkbox"/>	Credit PY	805	A	Dissertation Researc	3	MAIN	TBD	01/07/2009	MTWRFS	00:00/23:59	Ballestero	25	DETAIL
<input type="checkbox"/>	Credit PY	807	A	Advan Psych Testing	3	TBD	TBD	03/10/2009	T	16:00/22:00	Staff	25	DETAIL
<input type="checkbox"/>	Credit PY	905	A	Dis Rrch Study Mth 2	3	TBD	TBD	01/07/2009	MTWRFS	00:00/23:59	Woods	25	DETAIL
<input type="checkbox"/>	Credit PY	914	A	Doctoral Intern 4	3	TBD	TBD		MTWRFS	00:00/23:59	Jenkins	20	DETAIL
<input checked="" type="checkbox"/>	Credit RS	501	A	Grad Resrch & Wrtg	3	TBD	TBD	01/06/2009	T	19:00/22:00	Woods	20	DETAIL
<input type="checkbox"/>	Credit RS	502	A	Grd Rsch Wrt APA Stl	3	MAIN	TBD	03/04/2009	W	16:00/19:00	Woods	25	DETAIL
<input type="checkbox"/>	Credit TH	207K	A	Spiritual Dscpln K	3	MAIN	TBD	03/07/2009	S	13:00/16:00	Ahn	20	DETAIL
<input type="checkbox"/>	Credit TH	311K	A	Theology I	3	TBD	TBD	01/10/2009	S	13:00/16:00	Ahn	20	DETAIL
<input type="checkbox"/>	Credit TH	313	A	Theology III	3	MAIN	TBD	01/05/2009	M	16:00/19:00	Serrato	25	DETAIL
<input type="checkbox"/>	Credit TH	314	A	Theology IV	3	MAIN	TBD	03/09/2009	M	16:00/19:00	Hare	25	DETAIL
<input type="checkbox"/>	Credit TH	611	A	Theology I	3	TBD	TBD	01/06/2009	T	19:00/22:00	Hare	20	DETAIL
<input type="checkbox"/>	Credit TH	611K	A	Theo 1God Angels K	3	TBD	TBD	01/10/2009	S	13:00/16:00	Ahn	20	DETAIL
<input checked="" type="checkbox"/>	Credit TH	612	A	Theology 2: A, H & S	3	MAIN	TBD	03/04/2009	W	19:00/22:00	Moulton	25	DETAIL
<input type="checkbox"/>	Credit TH	612	B	Theology 2: A, H & S	3	MAIN	TBD	03/04/2009	W	19:00/22:00	Serrato	25	DETAIL

Register

NOTE:

If there are any problems click "See Detail" for any Pending Registrations.



The screenshot shows a web browser window with the title "Registration - SCS - Prod 3.55.0 55". The browser's address bar is empty. The page header includes a logo for "Southern California Seminary" on the left and a "LOG OUT (TPITTMAN)" link on the right. Below the header, the user information is displayed: "Currently Set User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:". A message states: "You are logged in as Thomas Pittman with Students permissions". A red warning message reads: "Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users." Below this, there are three tabs: "General", "Billing", and "Records". The main content area features a large, bold message: "You have 3 Successful Registration and 1 Pending Registration. Click See Detail button to see the result." Below this message is a "See Detail" button. At the bottom of the page, the address "2075 East Madison Ave., El Cajon, CA 92019" and phone number "1-888-389-7244" are listed, along with the copyright notice "Copyright 2005 Southern California Seminary" and several links: "Privacy Policy", "Return Policy", "CUSSD", "SCS", "SDCC", and "SMCC".

Registration - SCS - Prod 3.55.0 55

[LOG OUT \(TPITTMAN\)](#)

Course Registration

Currently Set User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | Records

**You have 3 Successful Registration and 1 Pending Registration.
Click See Detail button to see the result.**

[See Detail](#)

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[CUSSD](#) - [SCS](#) - [SDCC](#) - [SMCC](#)

NOTE:

The "See Detail" screen will look something like this.

ower/fusebox.cfm?fuseaction=WEB5RG5UReg Live Search

Registration - SCS - Prod 3.55.0 55 LOG OUT (TPITTMAN)

Course Registration [Currently Set](#) **User:** Mr Thomas G Pittman **Term:** SP09 **Dept:** **Crse:** **Sect:**

You are logged in as Thomas Pittman with Students permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | **Billing** | **Records**

Credit Hrs	Undergrad	Graduate
Earned	12	15
Required	0	0
Registered		9
Elected		3

Successful Registration

[Add Courses](#) [?](#) [Print Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
DROP	BL	552	A	CR	Elementary Hebrew II	3	T	04:00/07:00	Rohm
DROP	BL	602	A	CR	Interm Greek 2	3	M	07:00/10:00	Rohm
DROP	RS	501	A	CR	Grad Resrch & Wrtg	3	T	07:00/10:00	Woods

Credits: 9

Pending Registration -- see reasons below

[Reprocess Pending](#) [?](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
DELETE	TH	612	A	CR	Theology 2: A, H & S	3	W	07:00/10:00	Moulton

Comments: Reason: Other requisites undetermined 11/04/2008

Credits: 3

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Step 9

Verify you were able to register for needed classes by going back to Records and selecting "Student Schedule".

The screenshot shows a web browser window titled "Student Schedule - SCS - Prod 3.55.0 55". The browser address bar contains "http://www.scs.edu/". The application header includes a logo for "Southwest Baptist University" and a "LOG OUT (TPITTMAN)" link. The main content area displays the user's current session information: "Currently Set User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:". Below this, it states "You are logged in as Thomas Pittman with Students permissions" and includes a red warning: "Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users." A navigation menu is visible with three tabs: "General", "Billing", and "Records". The "Records" tab is selected and highlighted in yellow, and a dropdown menu is open, listing the following options: "Course Registration", "Query Course Catalog", "Query Course Schedule", "Student Complete Schedule", and "Student Schedule". The "Student Schedule" option is highlighted in yellow.

Student Schedule - SCS - Prod 3.55.0 55

LOG OUT (TPITTMAN)

Student Schedule Currently Set User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | **Records**

- Course Registration
- Query Course Catalog
- Query Course Schedule
- Student Complete Schedule
- Student Schedule**

Step 10

Review and Print your Schedule. Contact the Registrar for any difficulties that are encountered at (619) 590-2112.

* Building and room numbers for courses have not yet been assigned for On-ground courses.

Student Schedule - SCS - Prod 3.55.0 55

[LOG OUT \(TPITTMAN\)](#)

Student Schedule [Currently Set](#) User: Mr Thomas G Pittman Term: SP09 Dept: Crse: Sect:

You are logged in as **Thomas Pittman** with **Students** permissions

Please remember to Log Out of this application and close the browser after you are done else your information might be available to other users.

General | Billing | Records

Student Schedule - Spring 2009
Pittman, Mr Thomas Gale

[Printable Version](#)

Registered Courses

Dept	Crse	Sec	Title	CrHrs	Begin	Instr	Bldg	Room	Start	End	Days	Location
BL	552	A	Elementary Hebrew II	3	1/6/2009	Rohm	Main Campus	TBD	04:00pm	07:00pm	T	SCS Main Campus courses
BL	602	A	Interm Greek 2	3	1/5/2009	Rohm	to be determined	TBD	07:00pm	10:00pm	M	SCS Main Campus courses
RS	501	A	Grad Resrch & Wrtg	3	1/6/2009	Woods	to be determined	TBD	07:00pm	10:00pm	T	SCS Main Campus courses

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