

# Student Registration

Moody Theological Seminary

**Purpose:** This document walks students through the process of registering for classes at Moody Theological Seminary. It covers Chicago campus (“Main Campus”), Michigan (“Michigan Campus”), modular (various campuses), and online (“Online” campus) registration.

## Contents

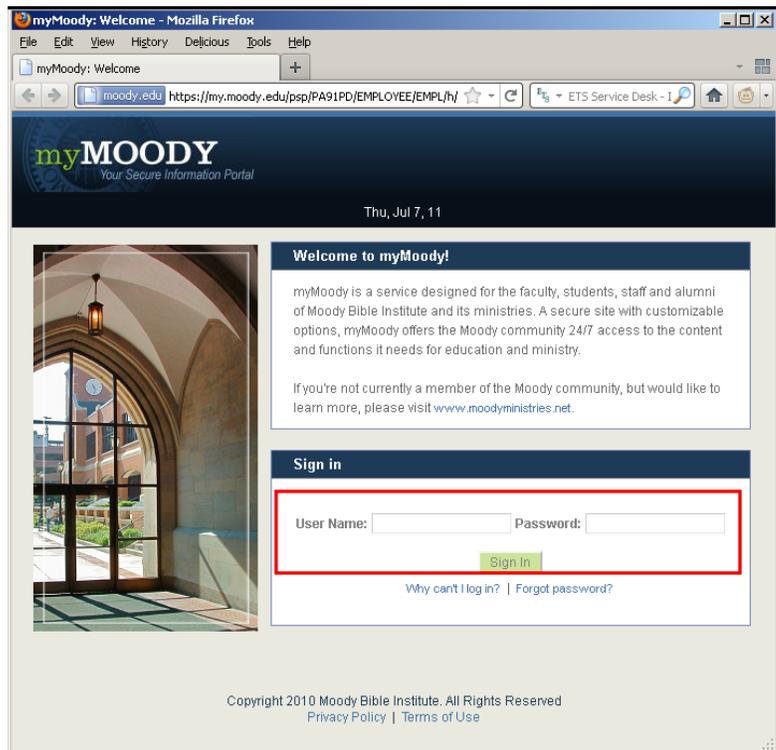
- 1 The myMOODY Portal
- 2 The Student Center
- 3 The Shopping Cart

## 1) The myMOODY Portal

The myMOODY website (my.moody.edu) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

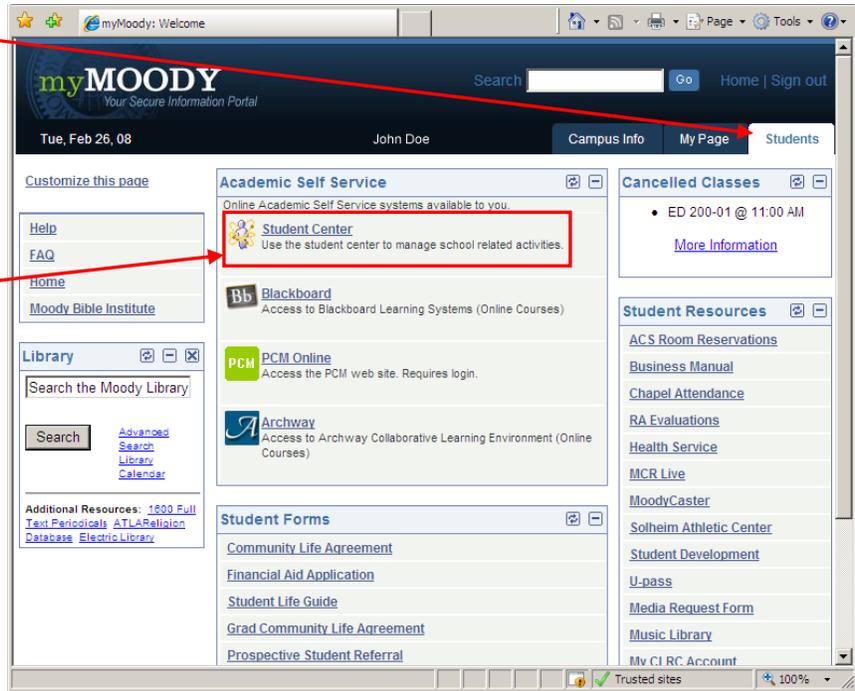
1. Type your **User ID** and **Password** in the appropriate fields and click the **Sign In** button (see red highlighted box to the right).

*If you do not know your User ID or Password, click the appropriate link below the sign on box for further instructions.*



- After logging in to the portal, click the **Students** tab. This page provides content specifically relevant to students.

- To begin the actual registration process, click on the **Student Center** (see red highlighted box to the right).

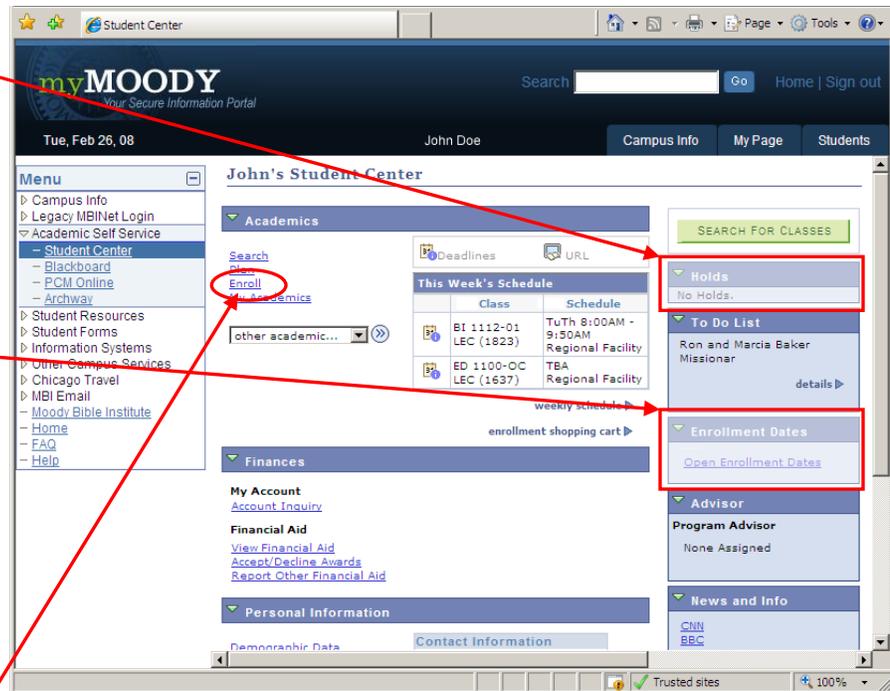


## 2) The Student Center

Within the Student Center, you can manage your school-related activities such as **Academics**, **Finances**, **Personal Information** and **Admissions**.

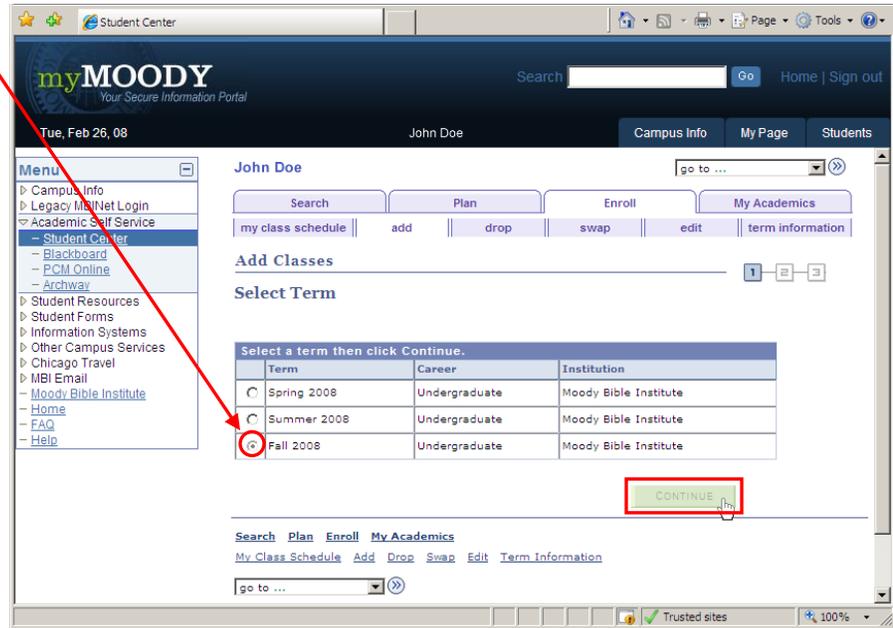
- Prior to registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.

- Check the **Enrollment Dates** to find your assigned preregistration time or to verify that registration is open for a specific semester.



- John Doe does not have any holds, so he can proceed to enrollment by clicking the **Enroll** link.

4. On the next screen, select the term for which you want to enroll.
  - a. Choose the **Fall** term for January and October modular courses.
  - b. Choose the **Spring** term for March and June modular courses.

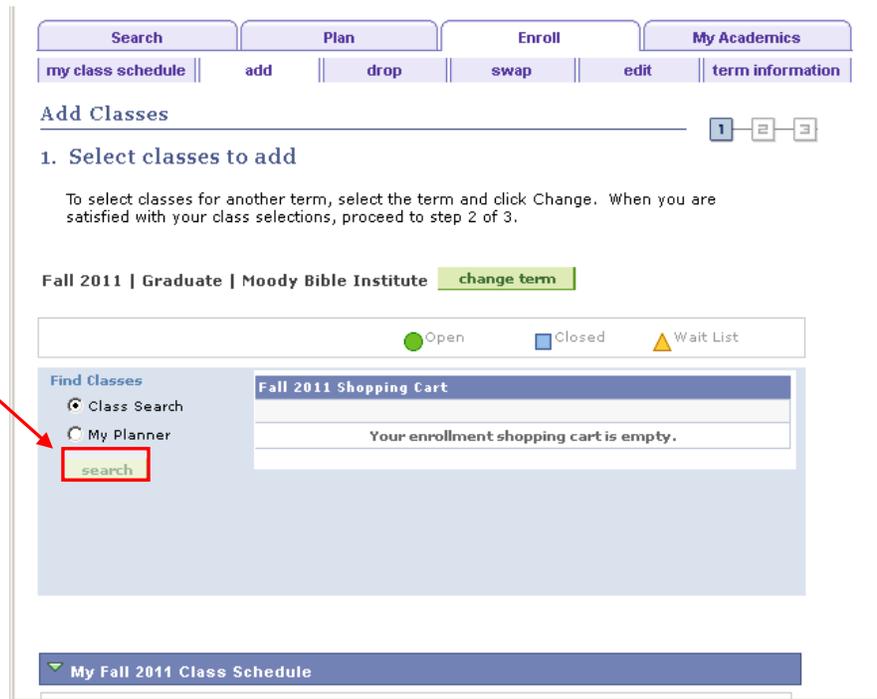


5. Click the **CONTINUE** button.

### 3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. *The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens.*

1. To add a class to your shopping cart, click the **search** button.



2. On the search screen, provide details about the type of class you would like to add. **Pay special attention to select the correct campus!**

- a. **Campus:** Many courses are offered in locations other than the main Chicago campus.
  - i. To view courses in ALL locations, leave this field blank.
  - ii. To narrow your choices to only Chicago courses, choose "Main Campus."
  - iii. To narrow your choices to only Michigan courses, choose "Michigan Campus."
  - iv. To narrow your choices to only online courses, choose "Online."

The screenshot shows the 'Add Classes' search interface. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1 | 2 | 3'. Below this is the 'Enter Search Criteria' section. A red box highlights the 'Campus (Class Location)' dropdown menu, which is open and showing a list of options: 'Independent Studies', 'Main Campus', 'Michigan CEU's', 'Michigan Campus', 'North Central Region', 'Northeast Region', 'Online', 'Online-SP', 'PCM Sites', 'SouthEast Region', and 'Spokane Campus'. The 'Main Campus' option is highlighted. To the right of the dropdown, there is a text input field with the placeholder '(example: statistics)'. Below the dropdown, there is a 'Course Number' field with a dropdown menu set to 'is exactly' and a text input field with the placeholder '(example: 1136) numbers only'. There are also buttons for 'Search' and 'Clear Criteria'.

b. **Course Career:** Make sure that **Graduate** is selected:

The screenshot shows the 'Class Search Criteria' form. At the top, there is a heading 'Class Search Criteria' and a sub-heading 'Course Career'. The 'Course Career' dropdown is set to 'Graduate'. Below this is the 'Course Title Keyword' field with the text 'Continuing Education' and a placeholder '(example: statistics)'. Below that is the 'Course Subject' dropdown, which is set to 'Graduate'. A red arrow points to the 'Graduate' option in this dropdown. Below the dropdown is the 'Course Number' field with a dropdown menu set to 'is exactly' and a text input field with the placeholder '(example: 1136) numbers only'. At the bottom of the form, there is a green button labeled 'Additional Search Criteria'. Below the form are two buttons: 'CLEAR CRITERIA' and 'SEARCH'.

**Class Search Filters:** Use the following filters to help you find the class you're looking for. If you want to search for all online classes, leave these areas blank and hit **Search** at the bottom.

**Course Title Keyword:** best if used with single keywords, eg: **Survey** when looking for survey of Theology

**Course Subject:** Choose the specific subject area of your class. (Some subjects may not apply to both the Seminary and undergraduate school)

**Course Number:** four digit number assigned to each class, eg: **3321** for Survey of Theology

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**  
**Course Career** Undergraduate  
**Course Title Keyword** (example: statistics)  
**Course Subject**  
**Course Number** is exactly (example: 1136) numbers only  
Use Additional Search Criteria to narrow your search results.  
**Additional Search Criteria**  
[Return to Add Classes](#)

To find modular classes, click on **Additional Search Criteria**  
You will then need to select **Modular** under the **Mode of Instruction** criteria

**Additional Search Criteria**  
**Meeting Start Time** greater than or equal to (example: 3:00PM)  
**Meeting End Time** less than or equal to  
**Day of Week** include only these days  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun  
**Instructor Last Name** is exactly  
**Class Nbr** (example: 1136)  
**Minimum Units** greater than or equal to  
**Maximum Units** less than or equal to  
**Course Component**  
**Session**  
**Mode of Instruction** Modular  
Directed Studies  
Field Education  
In Person  
Independent Studies  
**Modular**  
Online - Self-Paced  
Online Instruction  
 Show Open Classes  
 Show Open Entry/Ex

3. Once your criteria are set, click the **SEARCH** button.

- Scroll through the search results to find the specific class you would like to add, then click its **select class** button.

Notice the **Open, Closed, Wait List** icons. Classes are marked with these icons to help you quickly determine current class availability.

Multiple sections of the same class are listed under the same class title.

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

Moody Bible Institute | Fall 2011

My Class Schedule show all Shopping Cart

BI 5506 We 8:00AM - 10:50AM Room: TBA

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Integration Lab**, Course Career: **Graduate**, Show Open Classes Only: **No**, Campus: **Online**

Return to Add Classes START A NEW SEARCH

Open Closed Wait List

IL 5500 - Biblical Spiritual Formation Lab 1

View All Sections First 1-2 of 2 Last

| Section        | Status                  | select class  |
|----------------|-------------------------|---------------|
| 01-LAB(1073)   | Open                    | select class  |
| Session 8 Week |                         |               |
| Days & Times   | Room                    | Instructor    |
| TBA            | Online Classroom        | Faculty Staff |
| Meeting Dates  | 08/23/2011 - 10/17/2011 |               |
| 02-LAB(1074)   |                         |               |
| Session 8 Week |                         |               |
| Days & Times   | Room                    | Instructor    |
| TBA            | Online Classroom        | Faculty Staff |
| Meeting Dates  | 10/25/2011 - 12/19/2011 |               |

- The next screen displays the class details. Verify that the details are correct, and click **NEXT** to select this class.

Student Center

my MOODY Your Secure Information Portal

Tue, Feb 26, 08 John Doe

Search [ ] Go Home | Sign out

Campus Info My Page Students

John Doe go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2008 | Undergraduate | Moody Bible Institute

BI 2210 - Gospel of John

Class Preferences

BI 2210-01 Lecture Open Permission Nbr [ ]

Grading Graded

Units 4.00

Session Regular Academic Session

Career Undergraduate

CANCEL NEXT

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------|------|------------|----------------|
| 01      | Lecture   | TBA          | TBA  | Staff      |                |

Search Plan Enroll My Academics

Trusted sites 100%

6. You are now back at the Shopping Cart. This screen verifies the addition of your class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click **PROCEED TO STEP 2 OF 3**. Otherwise, you can log out and return to your shopping cart to complete registration later.

myMOODY  
Your Secure Information Portal

Tue, Feb 26, 08 John Doe

Menu

- Campus Info
- Legacy MBINet Login
- ▾ Academic Self Service
  - Student Center
  - Blackboard
  - PCM Online
  - Archway
- Student Resources
- Student Forms
- Information Systems
- Other Campus Services
- Chicago Travel
- MBI Email
- ▾ Moody Bible Institute
  - Home
  - FAQ
  - Help

John Doe go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BI 2210 has been added to your Shopping Cart.

Fall 2008 | Undergraduate | Moody Bible Institute change term

Open Closed Wait List

Add to Cart:

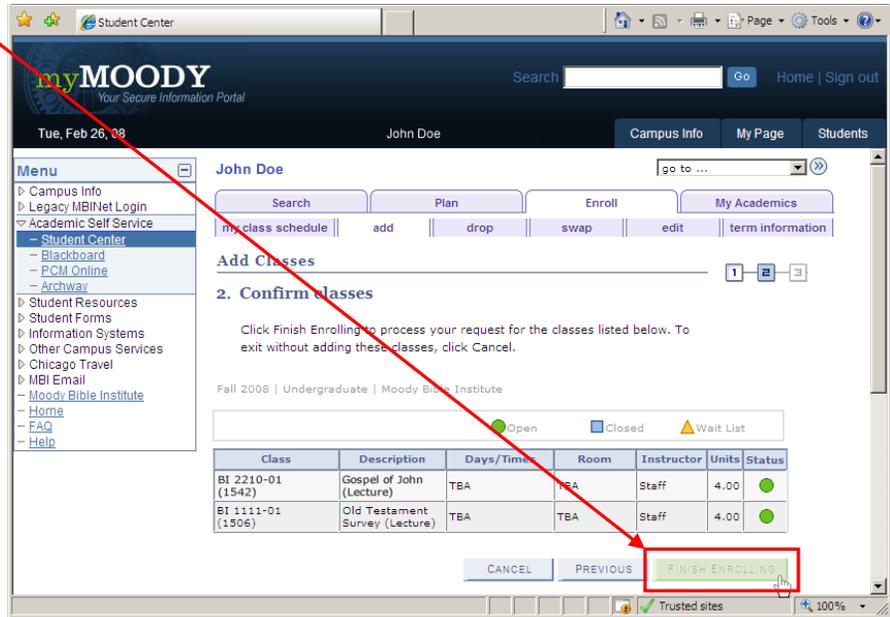
Enter Class Nbr enter

Find Classes Class Search My Planner search

| Delete | Class             | Days/Times | Room | Instructor | Units | Status |
|--------|-------------------|------------|------|------------|-------|--------|
|        | BI 2210-01 (1542) | TBA        | TBA  | Staff      | 4.00  |        |
|        | BI 1111-01 (1506) | TBA        | TBA  | Staff      | 4.00  |        |

PROCEED TO STEP 2 OF 3

7. The next enrollment step is to confirm the selection of your classes that are in your current Shopping Cart. If everything looks good, click **FINISH ENROLLING**. Otherwise, you can return to the previous screen to make adjustments.



*NOTE: Be sure to review the status of each course before completing registration. It is possible that while they were in your shopping cart, courses may have closed.*

8. The final enrollment step is to review the classes that you have selected to make sure that you were properly registered. **Classes that were successful will be marked with a green check mark.** Classes that produced an error will be marked with a red "X."



If there is a red "X" then you can use the error message listed to determine the reason. If you are unable to determine this, you can call the registration hotline for additional help

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add and drop courses. You may also return to the main Student Center screen to review your billing information. **Should you encounter any trouble during this registration process, please feel free to contact Moody's registration hotline at 312-329-8052 or 1-877-772-9478.**