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.
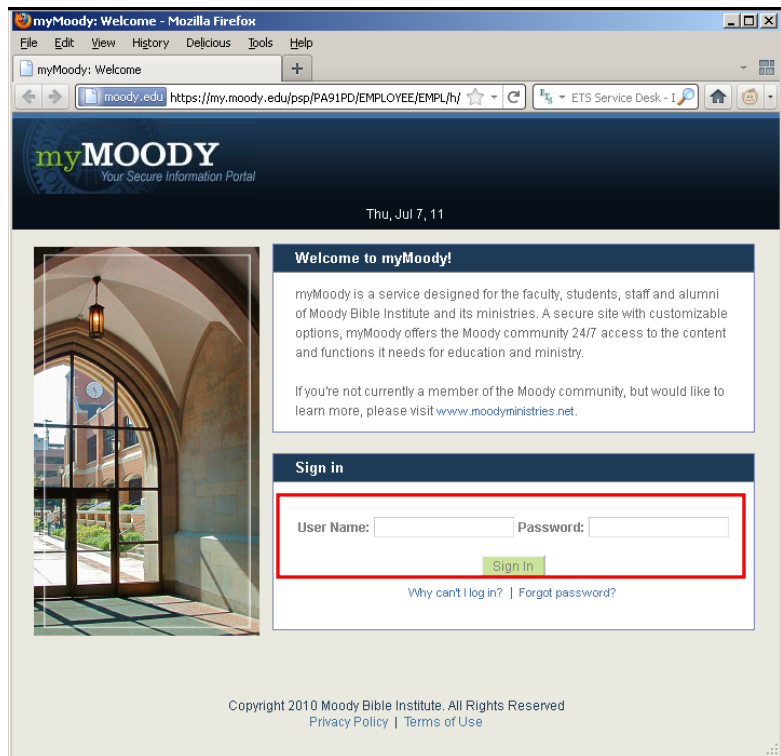
Contents

1) The myMOODY Portal

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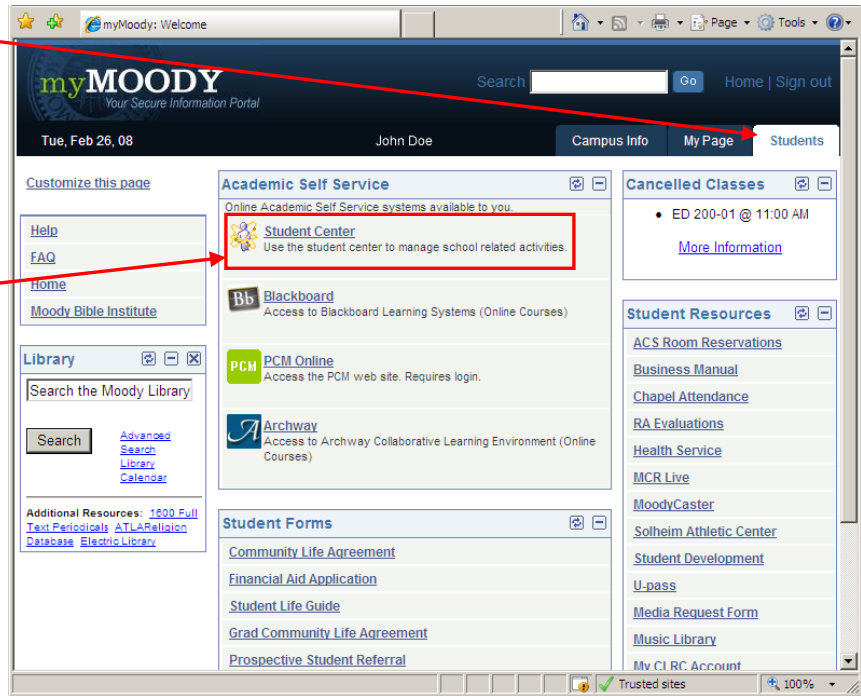
1. Type your **User ID** and **Password** in the appropriate fields and click the **Sign In** button (see red highlighted box to the right).

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

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

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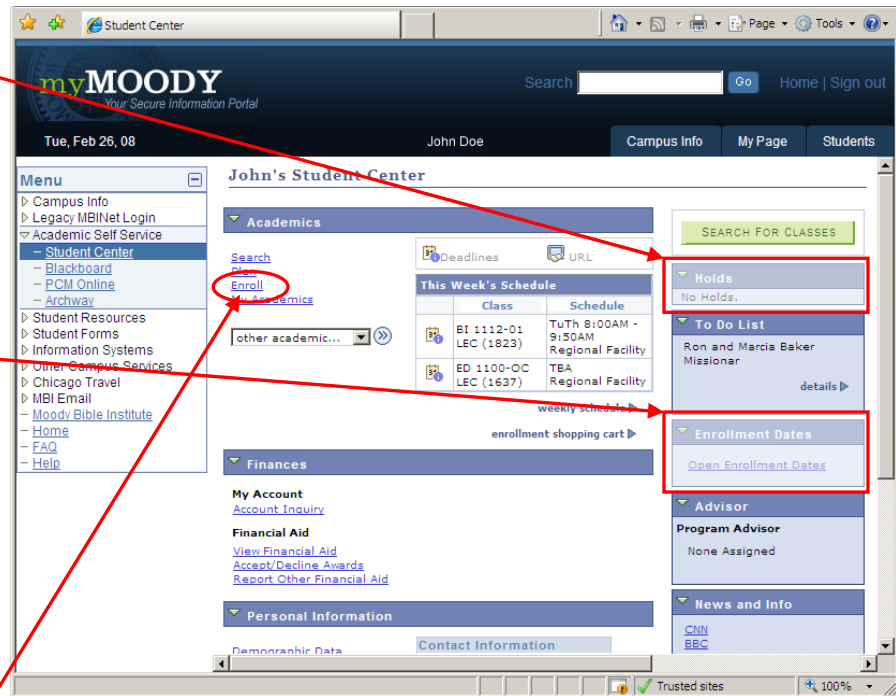

2) The Student Center

Within the Student Center, you can manage your school-related activities such as **Academics**, **Finances**, **Personal Information** and **Admissions**.
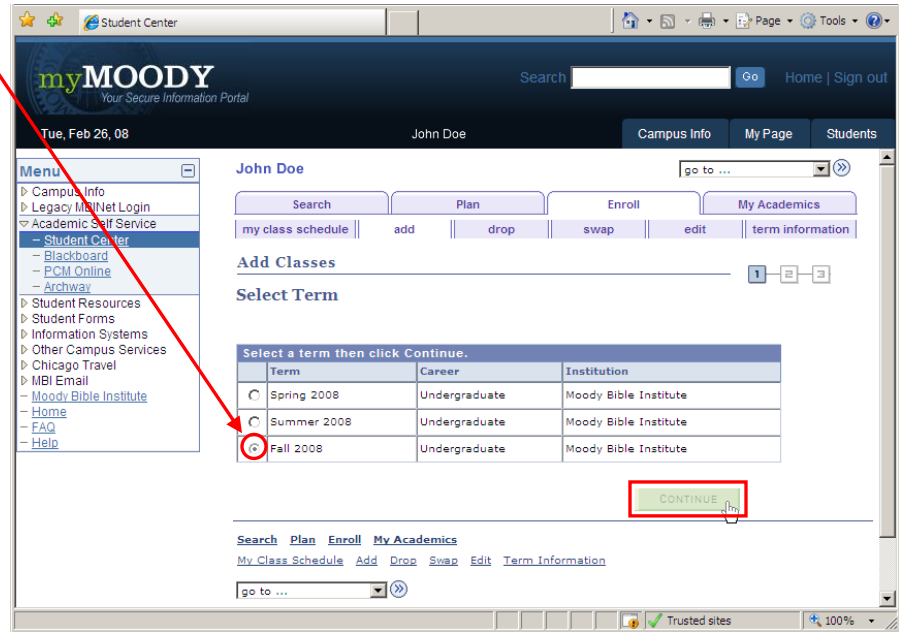
1. Prior to registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.

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

3. 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.

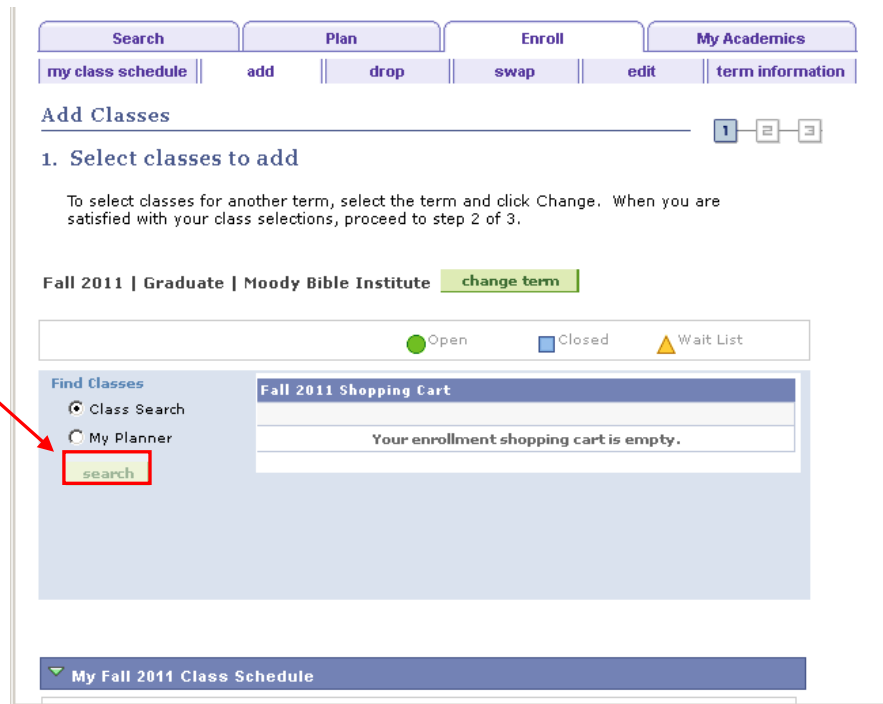   b. Choose the **Spring** term for March and June modular courses.

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."

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

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

CLEAR CRITERIA   SEARCH

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: 1:00PM)
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

Location

☐ Show Open Classes C
☐ Show Open Entry/Ex

CLEAR CRITERIA   SEARCH

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

4. 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.

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

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.

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.*