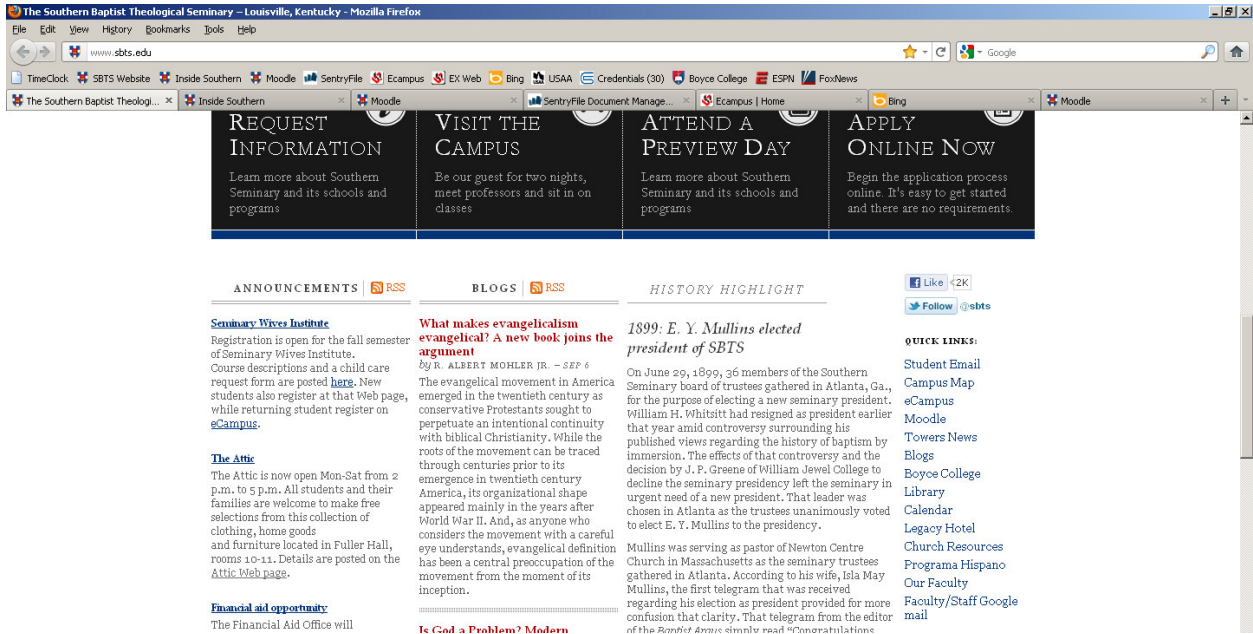


How to Register for Classes Using Moodle

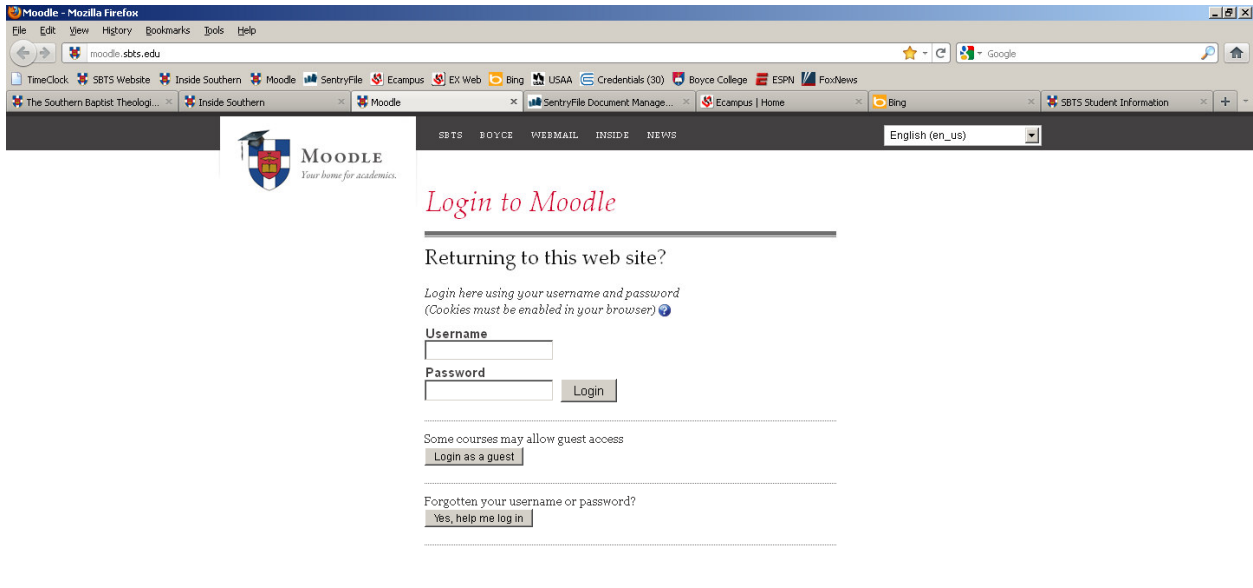
Last updated 10/27/2011

For the best user functionality, use Mozilla Firefox as your web browser. If you don't have Firefox installed on your computer, you can download it at: <http://www.mozilla.org/en-US/firefox/new/>

Access Moodle through the SBTS website.



Log in with your username and password. If you're a new student, your username and password are on your acceptance letter. If you are a current student and don't remember your password, please contact Academic Records.

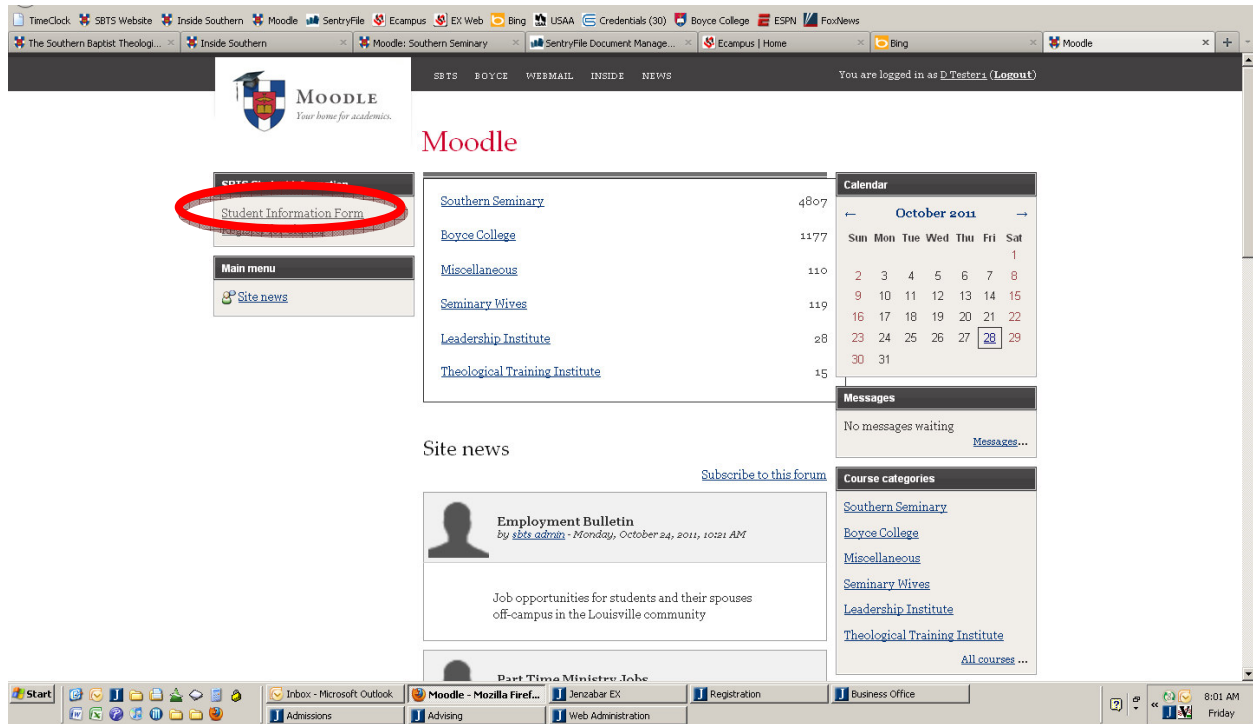


 The Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, KY 40280
(800) 626-5525

How to Register for Classes Using Moodle

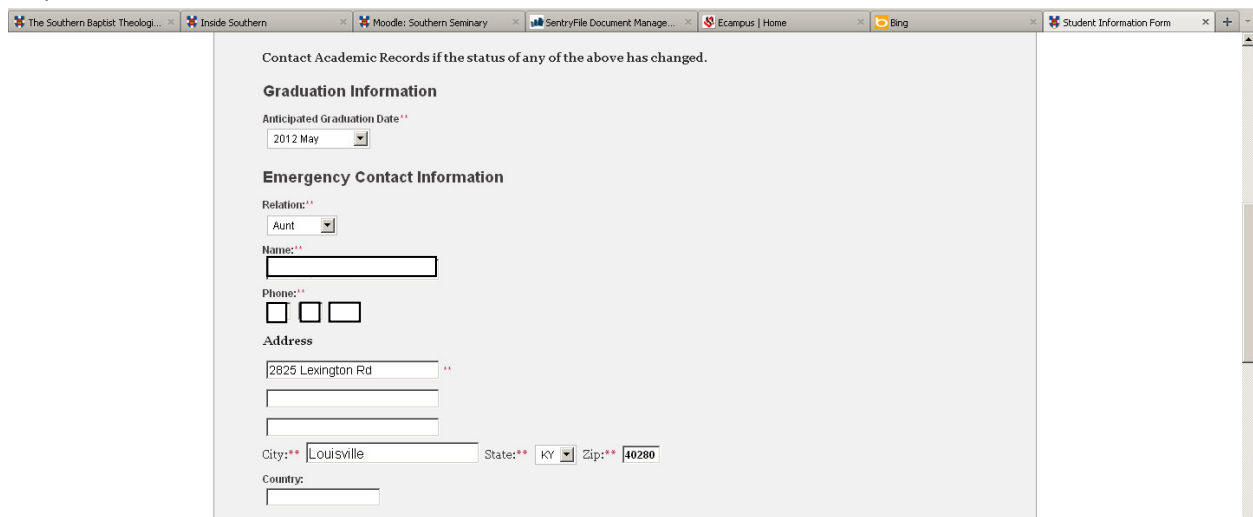
Last updated 10/27/2011

The Student Information Form must be completed each semester. To complete the form, click on the link under SBTS Student Information.



Your current student information will be displayed at the top of the form. If any of the information needs to be updated, please contact Academic Records. This information will be used to contact you about account information, graduation and other important issues. Please keep it as current as possible.

Required fields are marked with two red asterisks **



There are three boxes that must be changed to "YES" for the form to be submitted. If you forget and click on the Submit button without changing the answers, the form will not go through.

How to Register for Classes Using Moodle

Last updated 10/27/2011

Confirmations

Do you affirm all the information you have submitted is true and accurate to the best of your knowledge? **

In order to submit this form, you must read and agree with the SBTS Student Covenant. Have you read and do you agree to comply with the [SBTS Student Covenant?](#) **

Account Information

The following financial terms and conditions are applicable to accounts of all students:

Each student is responsible for all fees charged to the student's tuition account. In addition, if there is a remaining balance after the payment deadline, the student is subject to a late payment fee and possible withdrawal from all classes. A change in a tuition account balance can occur whenever the student adds or drops classes, if there has been a change in the student's scholarships, loans, or sbc status, or for other reasons.

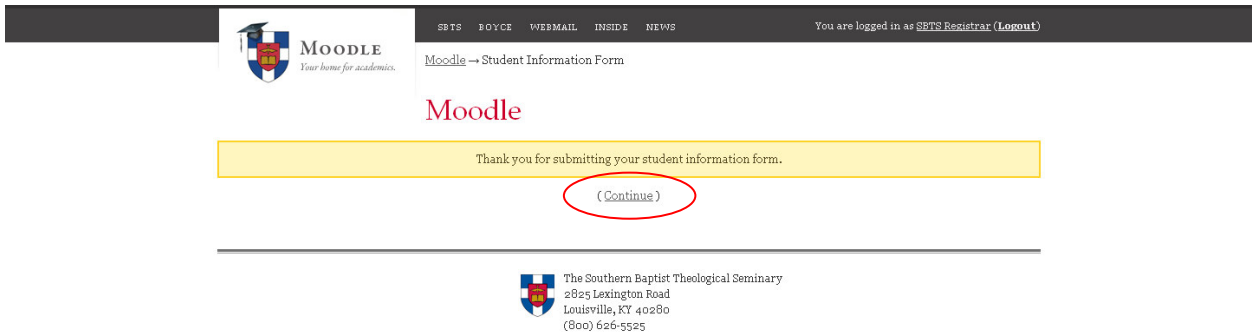
If a student is using the facts monthly payment plan, the student is responsible to notify accounting services when any change occurs in the student's tuition account balance. A change in a tuition account balance can occur whenever the student adds or drops classes, if there has been a change in the student's scholarships, loans, or sbc status, or for other reasons. If there is a balance remaining after the payment deadline, the student is subject to a late payment fee and possible withdrawal from all classes.

Each student is responsible for any collection costs and legal fees paid by the southern baptist theological seminary to third parties for the collection of any of his/her account balances.

By registering for classes, the student is acknowledging that he/she understands and agrees to the above financial terms and conditions applicable to his/her account balances.

In order to submit this form, you must read and agree to the above Account Information terms and conditions. Have you read and do you agree to comply with them? **

You will receive this message if the form is successfully submitted. You will be directed to Registration automatically. Click "Continue" if it does not happen.



Select the desired Term from the drop-down box. Eligible courses will be shown in the window based on your location and division (on-campus, master's students will only see on-campus, master's courses.) If your location or division is incorrect, please contact Academic Records (continuing students) or Admissions (new students).

Term / Search Search Adv

Term: All locations

Aug. Summer 2011 511

Fall 2011

Winter 2011-12

Eligible courses

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	20200 S1	INTRO TO OLD TESTAMENT, I	F8:30am-3:30pm	Martin, George
	20200A	INTRO TO OLD TESTAMENT, I	TR8:30am-9:45am	Hamilton, Jim

How to Register for Classes Using Moodle

Last updated 10/27/2011

Clicking on the Course Code or the blue “i” will bring up an information window about the course.

The screenshot shows the Moodle interface with a search bar and a dropdown menu for course selection. The dropdown menu is open, displaying details for the course 20220-INTRO TO OLD TESTAMENT, II. The details include the title, professor (Halton, Charles), credits (3.00), dates (Jan. 9 - Jan. 13, 2012), meeting times (Mon to Fri from 8:00am-5:00pm in Norton Hall 101), seats taken (1 / 56), and your status (Not Enrolled). A list of eligible courses is also visible on the left side of the dropdown menu.

Term / Search	Search Adv
Term: Winter 2011-12 Jan. 3, 2012 - Jan. 20, 2012	20220-INTRO TO OLD TESTAMENT, II
Eligible courses	
Action	Course Code
	20220
	21600
	22100
	22200
	22410
	22620
	22889

Title	INTRO TO OLD TESTAMENT, II
Professor	Halton, Charles
Credits	3.00
Dates	Jan. 9 - Jan. 13, 2012
Meets	Mon to Fri from 8:00am-5:00pm in Norton Hall 101
Seats Taken	1 / 56 (Waitlist 0)
Your status	Not Enrolled
Location	SBTS - Main Campus
An introduction to the Prophets and Writings in the English Old Testament, Job through Malachi, including an examination of critical, historical, hermeneutical, and theological issues.	

To add a course to your schedule, click on the green +.

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17-Jan. 21, 2012	Crider, Joseph
	40640	WORSHIP RESOURCES	Jan. 21-Jan. 21, 2012	Odlie, Dan
	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17-Jan. 20, 2012	Temple, Troy
	42490	THE COOPERATIVE PROGRAM	Jan. 3-Jan. 20, 2012	Vogel, Robert
	45150	BIB WRLDWW & EDUC PRACTICE	Jan. 9-Jan. 13, 2012	Temple, Troy
	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17-Jan. 20, 2012	Jones, Timothy
	45400	MINISTERIO DE LA ENSEANZA	Jan. 9-Jan. 13, 2012	Armstrong, Hayward

You will receive a message that the course has been added and it will appear in the “My Courses” window.

The screenshot shows the Moodle interface after a course has been added. A yellow banner message reads "Class added 45150 BIB WRLDWW & EDUC PRACTICE". Below the message, the "Eligible courses" table is updated to include the newly added course. The "My courses" table now lists the added course with a red minus sign in the action column.

Term / Search	Search Adv
Term: Winter 2011-12 Jan. 3, 2012 - Jan. 20, 2012	All locations

Class added 45150 BIB WRLDWW & EDUC PRACTICE

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	40150	PERSONAL SPIRITUAL DISCIPLINES	Jan. 17-Jan. 20, 2012	Allen, Jason
	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17-Jan. 21, 2012	Crider, Joseph
	40640	WORSHIP RESOURCES	Jan. 21-Jan. 21, 2012	Odlie, Dan
	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17-Jan. 20, 2012	Temple, Troy
	42490	THE COOPERATIVE PROGRAM	Jan. 3-Jan. 20, 2012	Vogel, Robert
	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17-Jan. 20, 2012	Jones, Timothy
	45400	MINISTERIO DE LA ENSEANZA	Jan. 9-Jan. 13, 2012	Armstrong, Hayward

Action	Course Code	Course Title	Day(s) / Time(s)	Room
	45150	BIB WRLDWW & EDUC PRACTICE	Jan. 9-Jan. 13, 2012	CKH 008

How to Register for Classes Using Moodle

Last updated 10/27/2011

If you want to drop the course, click on the red X. A confirmation message will appear. "Click Confirm" to drop the course or "Cancel" to return to My Courses without dropping the course.

Term / Search Search Adv

Term Winter 2011-12 All locations Search code, title, professor (Alt+F)
Jan. 3, 2012-Jan. 20, 2012

Eligible courses Class added 45150 BIB WRLDVW & EDUC PRACTICE

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	40150	PERSONAL SPIRITUAL DISCIPLINES	Jan. 17-Jan. 20, 2012	Allen, Jason
	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17-Jan. 21, 2012	Crider, Joseph
	40640	WORSHIP RESOURCES	Jan. 21-Jan. 21, 2012	Odle, Dan
	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17-Jan. 20, 2012	Temple, Troy
	42490	THE COOPERATIVE PROGRAM	Jan. 3-Jan. 20, 2012	Vogel, Robert
	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17-Jan. 20, 2012	Jones, Timothy
	45400	MINISTERIO DE LA ENSEANZA	Jan. 9-Jan. 13, 2012	Armstrong, Hayward

My courses

Action	Course Code	Course Title	Day(s) / Time(s)	Room
	45150	BIB WRLDVW & EDUC PRACTICE	Jan. 9-Jan. 13, 2012	CKH 008

Confirmation x

! Please confirm that you are dropping
BIB WRLDVW & EDUC PRACTICE
(1112-JA-45150)

If you drop the course, you will receive a message and the course will be removed from My Courses.

SBTS BOYCE WEBMAIL INSIDE NEWS You are logged in as SBTS Registrar (Logout)

Moodle → SBTS Student Information

Moodle

Term / Search Search Adv

Term Winter 2011-12 All locations Search code, title, professor (Alt+F)
Jan. 3, 2012-Jan. 20, 2012

Eligible courses Class dropped 45150 BIB WRLDVW & EDUC PRACTICE

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	40150	PERSONAL SPIRITUAL DISCIPLINES	Jan. 17-Jan. 20, 2012	Allen, Jason
	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17-Jan. 21, 2012	Crider, Joseph
	40640	WORSHIP RESOURCES	Jan. 21-Jan. 21, 2012	Odle, Dan
	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17-Jan. 20, 2012	Temple, Troy
	42490	THE COOPERATIVE PROGRAM	Jan. 3-Jan. 20, 2012	Vogel, Robert
	45150	BIB WRLDVW & EDUC PRACTICE	Jan. 9-Jan. 13, 2012	Temple, Troy
	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17-Jan. 20, 2012	Jones, Timothy

My courses

Action	Course Code	Course Title	Day(s) / Time(s)	Room

How to Register for Classes Using Moodle

Last updated 10/27/2011

If a course is full, you will see a picture of a clock. If you want to waitlist the course, click on the icon and it will be added to My Courses. Academic Records monitors waitlisted classes and will add you to the course if a seat becomes available. You will receive an e-mail in your student e-mail account when that happens. If you want to drop the course after you waitlist it, click on the clock icon and you will be prompted to drop the course or cancel the action.

If you want to waitlist a course that will cause a time conflict with the registered course, you will need to add the waitlisted course first, then add the second course to your schedule.

MOODLE
Your home for academics.

SBTS BOYCE WEBMAIL INSIDE NEWS You are logged in as D_Tester1 (Logout)

Moodle → SBTS Student Information

Moodle

Term / Search Search Adv

Term: Winter 2011-12 All locations Search code, title, professor (Alt+F)

Jan. 3, 2012—Jan. 20, 2012

Eligible courses

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17—Jan. 21, 2012	Crider, Joseph
	40640	WORSHIP RESOURCES	Jan. 21—Jan. 21, 2012	Odie, Dan
	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17—Jan. 20, 2012	Temple, Troy
	42490	THE COOPERATIVE PROGRAM	Jan. 3—Jan. 20, 2012	Vogel, Robert
	45150	BIB WRLDVW & EDUC PRACTICE	Jan. 9—Jan. 13, 2012	Temple, Troy
	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17—Jan. 20, 2012	Jones, Timothy
	45400	MINISTERIO DE LA ENSEANZA	Jan. 9—Jan. 13, 2012	Armstrong, Hayward

My courses

Action	Course Code	Course Title	Day(s) / Time(s)	Room
	42490	THE COOPERATIVE PROGRAM	Jan. 3—Jan. 20, 2012	NA

How to Register for Classes Using Moodle

Last updated 10/27/2011

You can search for courses by course number, location, professor and day in the Search Adv tab.

The screenshot shows the Moodle search interface. The 'Search Adv' tab is highlighted with a red circle. Below the search form, there is a table of 'Eligible courses' with columns for Action, Course Code, Course Title, Day(s) / Time(s), and Professor. Below that is a 'My courses' table with columns for Action, Course Code, Course Title, Day(s) / Time(s), and Room.

Action	Course Code	Course Title	Day(s) / Time(s)	Professor
+	40600 S1	FOUNDATIONS IN WORSHIP	Jan. 17-Jan. 21, 2012	Crider, Joseph
+	40640	WORSHIP RESOURCES	Jan. 21-Jan. 21, 2012	Odie, Dan
+	41800	THE YOUTH AND FAMILY MINISTER	Jan. 17-Jan. 20, 2012	Temple, Troy
+	45150	BIB WRLDWW & EDUC PRACTICE	Jan. 9-Jan. 13, 2012	Temple, Troy
+	45250	FAMILY MIN THROUGH THE LIFESPAN	Jan. 17-Jan. 20, 2012	Jones, Timothy
+	45400	MINISTERIO DE LA ENSEANZA	Jan. 9-Jan. 13, 2012	Armstrong, Hayward
+	45450	MIN OF TEACHING PRACTICUM	Jan. 2-Jan. 6, 2012	Richardson, Brian

Action	Course Code	Course Title	Day(s) / Time(s)	Room
○	42490	THE COOPERATIVE PROGRAM	Jan. 3-Jan. 20, 2012	NA

Here are some examples of errors you may receive if you try to register for classes for which you are not eligible or cannot be requested online:

The image shows three error messages in a browser window. Each message is in a grey box with a close button (X) in the top right corner.

- Error 1:** The course you requested has a pre-requisite that you have not met. Please consult the course catalog or contact [Academic Records](#).
- Error 2:** This class causes a time conflict with one or more of your classes. Please review your schedule.
- Error 3:** You registered for this course in a previous term/semester. Please contact Academic Records if you want to retake this course.