

All students are required to register for each semester they are studying in the DMin/DEdMin program. You should receive an email from the DMin office giving detailed information on registration dates, courses offered, and the instructions listed below. Students still in the seminar phase of their studies will register for a seminar in the winter/summer term and an AME in the spring/fall term. Students who have completed seminars and are working on the project must register for Project Writing (80700A (School of Theology), 80700B (Graham School), 80700C(DMiss), or 80700D(School of Church Ministries).

Students who do not register by the registration deadline will be assessed a \$250 late registration fee.

Registration Instructions:

First go to www.sbts.edu. Click on the hyper-link at the bottom of the page marked "E-Campus"

Type in your user ID and password.

Click on the "My E-Campus" tab. Scroll down and fill out the "Student Information Form". E-Campus will not let you register until you fill this form out. Until this form has been filled out you will encounter a "registration closed" red dot in the right hand corner of your screen. This form is to be filled out every semester that you register.

Once your student information form is completed, click on the tab "Student Registration". Click on the link that says "click link below to enter EX-Web". Once you're on the "academics" tab you will click on "course search". You will then click on the appropriate term (winter 2009-10 and later spring 2009-10 for seminar students; and spring 2009-10 for writing students). Make sure to hit "change" after you have done this.

Scroll down below until you see the gray box noted "Detailed Search". From here you will input "all" for location, "doctoral" for division and leave everything else inside this box blank. Underneath the gray box you will click on "all" where it says "Return.... Courses per page" and then hit "search".

You will then scroll down until you see the course you are in need of, and click on the course number. From here you will click on "add course". You will now be successfully registered.