

What do I need to web register?

- (1) Student ID number
- (2) Web registration password
- (3) Registration instructions
- (4) Payment instructions

How do I get my password?

Passwords for continuing students will be emailed to your SBTS email address prior to the opening of web registration. If you misplace your web password at any other time, please contact Academic Records via email at academicrecords@sbts.edu to request a copy be mailed to you. Because of security issues, we must *mail* your password to your home or your SBTS email address, so please allow one week for receipt of the password.

How do I get my email address and password?

If you do not have your SBTS email account information, please contact Network Services at 1-800-626-5525 ext 4006 or at support@sbtsstudents.net.

What if I want to register for internet courses?

Internet only students may register for internet classes at any time during the registration period. All other students are eligible to register for internet courses only after the start of on-campus classes. On-campus students who register for internet courses before this date will be automatically dropped from those courses. Exceptions are granted through Distributed Learning, Honeycutt 200 or ext. 4701.

What if I want to change my schedule after web registration closes?

There is no opportunity to register or add additional classes after web registration closes. See the information on registration dates for exact dates of registration. You may drop classes after these dates until the midpoint through Academic Records. Please refer to the catalog for complete drop/add and withdrawal policies. Partial refunds are made according to the current refund policy. Any appeals are to be made through Academic Records. Written appeals regarding late registration and drop/withdrawal fees may be submitted through Academic Records for review by the Vice President of Student Services.

How and when do I pay my registration fees?

Payments must be made on-line through e-Cashier. You will need bank or credit card information when making on-line payments. Fees not paid *in full* by the following deadlines will result in a late payment fee and possible withdrawal from all classes. Check registration information for dates for billing periods.

Why do I have a Student Information Form Hold?

Each semester every student must fill out the Student Information Form prior to registering; therefore you will have a registration hold upon initial entry to web registration. To complete the form, click on the General tab then choose "Student Information Form," fill out the form, and choose submit. Once submitted with all required information, the hold will be automatically removed.

What if I need advising?

The individual schools provide advising for their respective students. If you know your advisor, contact him/her for an appointment; otherwise, contact your school for an appointment.

What if I do not have access to the internet?

Most public libraries will allow you access to the internet to web register. You may web register at the computer lab, located in Norton 94 during the following hours:

Classes in session	M-F 8am-11pm
	Sat 9am-7pm
Classes not in session	M-F 8am-5pm

What if I need help?

Registration assistance: Academic Records, extension 4209

Payment/e-cashier assistance: Accounting Services, extension 4128

Financial Aid assistance: Student Services, extension 4206