



## HELP: Registering for Classes with CampusNet

This Help document will step you through the process of viewing your Academic Plan, searching and registering for classes and viewing your schedule. You may jump directly to any section by using the Bookmarks in the left pane.

[Detailed online Help can also be found by clicking the blue Help tab at the top of any CampusNet Self-Service screen, and then clicking "Help for this Page"].

### I. Getting Started – Logging In:

To register for classes, go to CampusNet (<http://campusnet.sebts.edu/>)

The screenshot shows the CampusNet login page. At the top, there are two tabs: "Home" and "Search". Below them is a section for "Degree Requirements". The main area is titled "Login" and contains a "User Name:" field with the text "000123456", a "Password:" field with masked characters, and a "Log In" button. At the bottom, there is a link for "Forgot My Password".

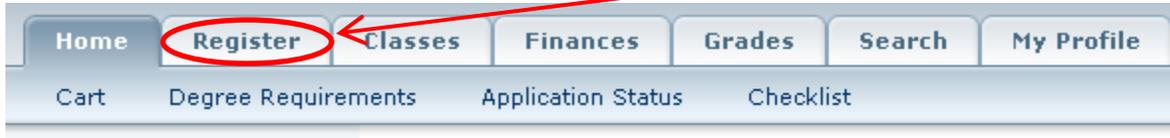
**NOTE: You can only register on or after the first registration date for your class level (Junior, Middler, Senior, etc.)**

**Login to CampusNet**

**- Use your 9-digit student ID & password**

## II. Registering for classes:

When you have logged in, you will see tabs similar to these. Click the "Register" tab:



Click the "Register" Tab

Now click the "Traditional Courses" link:



Click "Traditional Courses"

Now select the Period for which you want to register:

### Traditional Courses



In order to begin the registration process, please select a registration period.

	Period	Status
	2009/Spring	OK to register.
	2009/January	OK to register.

Click the period you want

You will see your cart, which is initially empty.

You can find any class with a Section Search (details later), but it is recommended that you start with your Academic Plan:

## Course Registration - 2009/Spring

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✓ **Select Period** ▶ **Review Schedule** ▶ Finalize ▶ Complete

### Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Starting with your Academic Plan is recommended (click the link)

## Academic Plan

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**NOTE: You will also find a link to the Academic Plan page under the Register tab.**

You can view information about your progress toward completing the specified Academic Plan.

Academic Plans:

▣ **Graduate**

▶ [MDIV/Christian Education](#)

Click your plan to see its details

**NOTE: If your Academic Plan (see example on next page) is different from what you expect, contact the Registrar's Office to resolve any problems.**

## 2008/Fall - Graduate/MDiv/Christian Education

Courses: 29 Min | 29 Max | 0 Complete | 29 Remaining  
Discipline: 2 Total | 0 Complete | 2 Remaining

Credits: 96.00 Min | 96.00 Max | 0.00 Complete | 96.00 Remaining  
GPA: 0.00 (Min 0.00) | Overall 0.00 (Min 2.00)

### Core Requirements

Courses: 21 Min | 21 Max | 0 Complete | 21 Remaining  
Classification: 1 Min | 1 Max | 0 Complete | 1 Remaining

Credits: 60.00 Min | 60.00 Max | 0.00 Complete | 60.00 Remaining

### Core Requirements

Courses: 21 Min | 21 Max | 0 Complete | 21 Remaining

Credits: 60.00 Min | 60.00 Max | 0.00 Complete | 60.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
	( <a href="#">IND5000</a>	Introduction to the Cooperative Program	Campus )	And	999	Passing		
	( <a href="#">HEB5110</a>	Biblical Hebrew I	Campus )	Or	999	Passing		
	( <a href="#">HFR5110</a>	Biblical Hebrew I	Internet )	Or	999	Passing		

To see what classes are offered for a course, click the magnifying glass link beside the course.

## Section Search

Found 23 results for Course Code = 'HEB5110'.

Period	Session	Subtype						
Showing 1 - 10 of 23								
 Biblical Hebrew I HEB5110/Campus/A	8/16/08 - 12/11/08	2008 Fall Main	3.00	TWR 9:00 AM - 9:50 AM; Southeastern Baptist Theological Seminary, Binkley Chapel, Room B104	Gary Galeotti	0 of 35		
 Biblical Hebrew I HEB5110/Campus/A	1/5/09 - 1/21/09	2009 January Main	3.00	MTWRF 8:00 AM - 12:00 PM; Location to be announced	Heath A Thomas	35 of 35	<input type="button" value="Add"/>	
 Biblical Hebrew I HEB5110/Campus/B	8/17/06 - 12/12/06	2006 Fall Main	3.00	TW 12:30 PM - 1:50 PM; Southeastern Baptist	Robert Cole	3 of 40		

You will then see a list of all the sections offered for the selected course.

Find the one you want and click its Add button.

**Course Added** Hide

Course **HEB5110/Campus/A** was added to your shopping cart for period **2009/JANUARY/Main**.

After clicking the Add button, you will see a pop-up window confirming that the class was added to your cart.

Use the "View Cart" button to see what classes are in your cart or the "Proceed to Registration" button if you are ready to register what is in your cart.

**NOTE:** If you see a third button ("Request Permission"), see the instructions in the "Adding Courses That Require Professor Permission" section later in this Help document.

To view your cart, click either the “View Cart” button (shown above) or the “Cart” button at the top of each screen →

## Cart

2009/January [Empty Cart](#) [Add Section](#) [View Schedule](#) [Register](#)

Session - Main [Delete Session](#)

Course	Date	Credits	Credit Type	Schedule	Instructor	
Biblical Hebrew I HEB5110/Campus/A	1/5/2009 - 1/21/2009	3.00	Letter	MTWRF 8:00 AM - 12:00 PM; SEBTS, , Room	Heath A Thomas	<a href="#">Remove</a>

2009/Spring [Empty Cart](#) [Add Section](#) [View Schedule](#) [Register](#)

Session - Main [Delete Session](#)

Course	Date	Credits	Credit Type	Schedule	Instructor	
Baptist History HIS5130/Campus/A	1/22/2009 - 5/21/2009	3.00	Letter	TW 7:30 AM - 8:50 AM; SEBTS, , Room	Keith Harper	<a href="#">Remove</a>
Old Testament II OTS5120/Campus/A	1/22/2009 - 5/21/2009	3.00	Letter	F 9:00 AM - 11:50 AM; SEBTS, Binkley Chapel, Room B101	Mark Rooker	<a href="#">Remove</a>

Your cart shows all the classes you have selected, grouped by term.

Use the buttons at the top of each term to modify the cart, view your schedule or register.

Use a Remove button to delete a class from the cart.

## View Schedule:

### 2009/Spring

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM		HIS5130/ Campus/A	HIS5130/ Campus/A		
9:00 AM					
10:00 AM					OTS5120/ Campus/A
11:00 AM					Binkley Chapel B101
12:00 PM					
1:00 PM					

Clicking the View Schedule button will show your weekly schedule for that term (but only the classes that are currently in your cart, not ones which you have already registered).

[To see the registered class schedule, use Schedule link under the Classes tab].

Close this pop-up when you are finished reviewing this schedule.

When you are ready to register the classes in your cart, click the Register button at the top right of the term →

[Register](#)

You will now see the courses in your cart for that term, followed by the courses which you have already registered:

## Course Registration - 2009/Spring

✓ **Select Period** ▶ **Review Schedule** ▶ Finalize ▶ Complete

Courses to Add										
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Baptist History - HIS5130 / Campus / A	1/22/2009 - 5/21/2009	Main	3.00	Letter	TW, 7:30 AM - 8:50 AM;	Location to be announced	Keith Harper	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Old Testament II - OTS5120 / Campus / A	1/22/2009 - 5/21/2009	Main	3.00	Letter	F, 9:00 AM - 11:50 AM;	Southeastern Baptist Theological Seminary, Binkley Chapel, Room B101	Mark Rooker	In Cart	<input type="button" value="Remove"/>

This section shows the courses in your cart. Use a Remove button if you wish to delete a class before registering the rest.

Registered Courses										
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input type="checkbox"/>	Biblical Counseling - BCO5500 / Campus / B	1/22/2009 - 5/21/2009	Main	3.00	Letter	R, 6:30 PM - 9:20 PM;	Location to be announced	Frank J. Catanzaro	Registered	

This section shows the courses you have previously registered. If you want to drop a course from your registration, click the "Drop" check box before clicking "Next".

You are almost done - View results and click "Finish" (or "Previous", if you have more changes)

## Course Registration - 2009/Spring

✓ Select Period    ✓ Review Schedule    ▶ Finalize    Complete

Updated Schedule								
Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Biblical Counseling - BCO5500 /Campus /B	1/22/2009 - 5/21/2009	Main	3.00	Letter	R, 6:30 PM - 9:20 PM	Location to be announced	Frank J. Catanzaro	Registered
Baptist History - HIS5130 /Campus /A	1/22/2009 - 5/21/2009	Main	3.00	Letter	TW, 7:30 AM - 8:50 AM	Location to be announced	Keith Harper	Registered
Old Testament II - OTS5120 /Campus /A	1/22/2009 - 5/21/2009	Main	3.00	Letter	F, 9:00 AM - 11:50 AM	Southeastern Baptist Theological Seminary, Binkley Chapel, Room B101	Mark Rooker	Registered

Previous    **Finish**

Review your updated schedule to see the results of your changes, and click the Finish button to register.

You will now see a "Congratulations!" screen which confirms you are registered:

## Course Registration - 2009/Spring

✓ Select Period    ✓ Review Schedule    ✓ Finalize    ✓ Complete

Congratulations! You have completed your Registration for: 2009/Spring

The "Congratulations!" screen confirms you are registered.

[If later you want to make more modifications, go back to the Course Registration link under the Register tab].

### III. Automatic Prerequisite Check:

NOTE: If you try to register for a course for which you haven't met the prerequisites, you will get an error screen that explains the problem:

#### Course Registration - 2009/Spring

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❗ You are unable to register for BCO6580 Campus A for the following reasons:

Prerequisite    You did not meet the following prerequisites:  
CourseBCO5500 Campus[not taken] OR  
CourseBCO5500 Extension[not taken] OR  
CourseBCO5500 Internet[not taken]



If during registration you get an error such as this one, note the details shown to help you resolve the problem. If you need help, contact the Registrar's Office.

## IV. Dropping a Registered Course:

If you want to drop a course for which you have already registered, go back to your Registered Courses page by following these steps:

- Log in to CampusNet Self-Service; Click the Register tab; Click the Traditional Courses; Select the Year/Term [Screen shots for this are on page 2 of this document]
- You will see your Registered Courses screen (image below)
- Check the Drop box on the left of the course you wish to drop
- Click Next to drop that course

Registered Courses									
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	English Comp II - ENG1120 / Campus / A	1/23/2012 - 5/18/2012	Main	3.00	Letter	M, 1:00 PM - 3:50 PM;	Southeastern Baptist Theological Seminary, Adams Hall, Room AD111	John W. Burkett	Registered
<input checked="" type="checkbox"/>	Western Civ II - HIS1120 / Campus / HYBR	1/23/2012 - 5/18/2012	Main	3.00	Letter			Amanda LeighAnn Aucoin	Registered
<input type="checkbox"/>	History of Ideas IV - HOI2120 / Campus / A	1/23/2012 - 5/18/2012	Main	3.00	Letter	TWR, 11:30 AM - 12:20 PM;	Southeastern Baptist Theological Seminary, Patterson Hall, Room PH121	James Kenneth Dew Jr	Registered
<input type="checkbox"/>	NT Introduction II - NTS1120 / Campus / HYBR	1/23/2012 - 5/18/2012	Main	3.00	Letter			Edward Dee Gravely , Jon Glen Campbell	Registered

## V. Adding Yourself to a Waitlist:

A “Wait” button may appear to the right of a class you select if it has no available seats. You may add yourself to the waitlist by clicking the Wait button.

[See the “Viewing Your Class Schedule” section later in this Help document for information on setting the option to see waitlisted courses in your schedule].

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
 Counseling Practicum I BCO7501/Campus/A	1/23/2012 - 5/18/2012	2012 Spring Main	3.00		R 12:30 PM - 3:20 PM; Southeastern Baptist Theological Seminary, Adams Hall, Room AD211	Robert Jones	0 of 12 2 waiting	

### IMPORTANT NOTE ABOUT WAITLISTS:

Once a class becomes available, you will receive a system generated email.

➡ You will have 24 hours to add the course to your schedule.

When you receive the email, go to your cart, then Click the Register button to the right of the course, and hit next. If you do not register within 24 hours, your place in line will be lost and even if you add yourself back to the waitlist, you will not receive this notification again.

## VI. Adding Courses That Require Professor Permission:

Some courses may require professor permission as a prerequisite for enrolling. If this is the case, when you click a course name in the section search results, the “Course Added” popup window will have a “Request Permission” button:

### Section Search

▶ Back to Registration

**Course Added** ▶ Hide

Course **CED6818/Campus/R1** was added to your shopping cart for period **2012/SPRING/Main**.

[View Cart](#) [Proceed to Registration](#) [Request Permission](#)

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Internship in Student Ministry I CED6818/Campus/R1	1/23/2012 - 5/18/2012	2012 Spring Main	3.00			Alvin Reid	9 of 10

OR – you may ask permission by clicking the “Request Permission” link in your cart:

**Session - Main**

Course	Date	Credits	Credit Type	Schedule	Instructor	
Internship/Student I CED6818/Campus/R1	1/23/2012 - 5/18/2012	3.00	Pass or Fail		Alvin Reid	<a href="#">Remove</a> <a href="#">Request Permission</a>

When needed, the Request Permission process can be started by clicking either the button in the window that appears when you add a course, or from the link in your cart.

In the Request Permission screen that appears, type your name and student ID number in the Comment field along with any other comments you wish to make to the instructor and click Send Request:

CampusNet

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**Request Permission**

To request permission for CED6818/Campus/R1, please enter a comment and select **Submit**.

**Prerequisites:**  
( Instructor Permission Required from Alvin Reid )

Send to: Alvin Reid

**Comment:**

**Be sure to include your name and student ID number in the comment field before sending the request.**

**UPON APPROVAL:**

The professor will either approve or deny your request. You will receive a system generated email once this has been done. If the request is approved, you may then return to Self-Service, log-in and add the course.

To do this, go to your Registration cart, click Register on the right side of the screen, and click Next.

## VII. Basic Section Search:

**To do a Basic Section Search, either:**

1. Click "Section Search" in the left pane (while Registering), OR
2. From any screen, you can click the Search tab, then the "Section Search" link.

**You can narrow your search by entering Keywords (or parts of words), Course Codes (or parts of a code), and the Period or Session.**

**You will then see your search results. You will see an "Add" button beside any courses that can be added to your cart.**

Found 37 results for Keywords = 'couns' and Registration Type = 'Traditional' and Period = '2009 Spring'.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Biblical Counseling BCO5500/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		TW 12:30 PM - 1:50 PM; Location to be announced	Steven Phillip Wade	100 of 100
Biblical Counseling BCO5500/Campus/B	1/22/09 - 5/21/09	2009 Spring Main	3.00		R 6:30 PM - 9:20 PM; Location to be announced	Frank J. Catanzaro	100 of 100
Counseling Individuals with Addiction Pr BCO6552/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		TWR 9:00 AM - 9:50 AM; Location to be announced	Sam Williams	100 of 100

## VIII. Advanced Section Search (Including search for Online and Extension Classes):

**Basic Search** | **Advanced Search**

Keywords:  Course Code:  Registration Type:  Traditional  Continuing Education  Both

Period:  Session:

Starts From:   (mm/dd/yyyy) Ends By:   (mm/dd/yyyy)

Starts From:  Ends By:

Meeting:  Campus:

Status:  Sub Type:

Credit Type:  Instructor:

Program:  Class Level:

Department:  Population:

College:  Nontraditional Programs:

Curriculum:  General Education:

Click the “Advanced Search” tab if you want to use more criteria to narrow your search.

This example looks for a keyword of “couns” in the 2009 Spring period and shows only classes occurring between noon and 4pm.

When done, click the Search button.

### SPECIAL NOTES:

**ONLINE STUDENTS:** To see only online class sections, select a “Sub Type” of “Internet”.

**EXTENSION STUDENTS:** To see only courses offered at extension campuses, select a “Sub Type” of “Extension”.

## Section Search

Found 4 results for Keywords = 'couns' and Registration Type = 'Traditional' and Period = '2009 Spring' and Start Time = '12:00 PM' and End Time = '4:00 PM'. [▶ Back to Registration](#)

You will then see your search results, with the search criteria shown at the top.

Class Level ▼

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
 Biblical Counseling <a href="#">BC05500/Campus/A</a>	1/22/09 - 5/21/09	2009 Spring Main	3.00		TW 12:30 PM - 1:50 PM; Location to be announced	Steven Phillip Wade	100 of 100	<input type="button" value="Add"/>
 Counseling and the Church <a href="#">BC06580/Campus/A</a>	1/22/09 - 5/21/09	2009 Spring Main	3.00		W 12:30 PM - 3:20 PM; Location to be announced	Robert Jones	100 of 100	<input type="button" value="Add"/>
 Crisis Intervention <a href="#">BC06590/Campus/A</a>	1/22/09 - 5/21/09	2009 Spring Main	3.00		R 12:30 PM - 3:20 PM; Location to be announced	Frank J. Catanzaro	100 of 100	<input type="button" value="Add"/>

## IX. Viewing your Class Schedule:

Once you have registered, you can see all classes on your schedule by clicking the “Classes” tab, then the “Schedule” tab, then “Student Schedule”:

Home Register **Classes** Finances Grades Search My Profile

**Schedule** Permission Requests Enrollment Setup Grading Manage Assistants

**Student Schedule**

**Southeastern Links**

SEBTS  
College at Southeastern  
Apply Online (Seminary)  
Apply Online (College)  
Southeastern's Library  
Student Handbook  
Registration Help  
Student/Faculty Directory  
Pay Online

**Options**

Text **Grid**

**Period**  
2009/Spring

Courses in Cart  
 Waitlisted Courses  
 Con Ed Courses

Submit

**Student Schedule**

Class Schedule - 2009 / SPRING

	Monday	Tuesday	Wednesday
9:00 am	EVA1100 Campus/B Jacumin-Simpson ETEL		
10:00 am			
11:00 am			
12:00 pm			

To see your schedule of registered classes, click Classes, then Schedule, then Student Schedule.

Note the “Options” controls on the left side allow you to see a Text or Grid view and select the Period, see unregistered Courses in Cart, Waitlisted Courses, etc.

## X. Help for Screens:

You can get more detailed explanations for each setting on a screen by clicking the “Help” button then the “Help for this Page” link:



Clicking “Help for this Page” will open a window with detailed explanations on all of the settings on the current page.

If you are having problems and need more help, contact the Registrar’s Office:

919-761-2215 or [registrar@sebts.edu](mailto:registrar@sebts.edu)