I. Getting Started – Logging In:

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

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

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

Now click the “Traditional Courses” link:

Now select the Period for which you want to register:

Traditional Courses

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/Spring</td>
<td>OK to register.</td>
</tr>
<tr>
<td>2009/January</td>
<td>OK to register.</td>
</tr>
</tbody>
</table>

Click the “Register” Tab
Click “Traditional Courses”
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

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](#).

**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.

---

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

Click your plan to see its details

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

---

**Academic Plan**

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

**Academic Plans:**

- [Graduate](#)
  - [MDIV/Christian Education](#)
To see what classes are offered for a course, click the magnifying glass link beside the course.
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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Hebrew I HEB5110/Campus/A</td>
<td>1/5/2009 - 1/21/2009</td>
<td>3.00</td>
<td>Letter</td>
<td>MTWRF 8:00 AM - 12:00 PM; SEBTS, Room</td>
<td>Heath A Thomas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2009/Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptist History HIS5130/Campus/A</td>
<td>1/22/2009 - 5/21/2009</td>
<td>3.00</td>
<td>Letter</td>
<td>TW 7:30 AM - 8:50 AM; SEBTS, Room</td>
<td>Keith Harper</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Testament II OTS5120/Campus/A</td>
<td>1/22/2009 - 5/21/2009</td>
<td>3.00</td>
<td>Letter</td>
<td>F 9:00 AM - 11:50 AM; SEBTS, Binkley Chapel, Room 1101</td>
<td>Mark Proctor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View Schedule:

2009/Spring

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>HIS5130/</td>
<td>HIS5130/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Session</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Location</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptist History - HIS5100 / Campus / A</td>
<td>1/22/2009 - 5/21/2009</td>
<td>Main</td>
<td>3.00</td>
<td>Letter</td>
<td>TW, 7:00 AM - 8:50 AM</td>
<td>Location to be announced</td>
<td>Keith Harper</td>
<td>In Cart</td>
</tr>
<tr>
<td>Old Testament II - OTS5120 / Campus / A</td>
<td>1/22/2009 - 5/21/2009</td>
<td>Main</td>
<td>3.00</td>
<td>Letter</td>
<td>F, 9:00 AM - 11:50 AM</td>
<td>Southeastern Baptist Theological Seminary, Binkley Chapel, Room B101</td>
<td>Mark Rooker</td>
<td>In Cart</td>
</tr>
</tbody>
</table>

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.”

<table>
<thead>
<tr>
<th>Drop</th>
<th>Course</th>
<th>Date</th>
<th>Session</th>
<th>Credits</th>
<th>Credit Type</th>
<th>Schedule</th>
<th>Location</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
</table>
You are almost done - View results and click “Finish” (or “Previous”, if you have more changes)

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

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

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

Prerequisite  You did not meet the following prerequisites:
  Course BCO5500 Campus [not taken] OR
  Course BCO5500 Extension [not taken] OR
  Course BCO5500 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
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].

**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

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:

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.

Be sure to include your name and student ID number in the comment field before sending the request.
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.
VIII. Advanced Section Search (Including search for Online and Extension Classes):

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

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