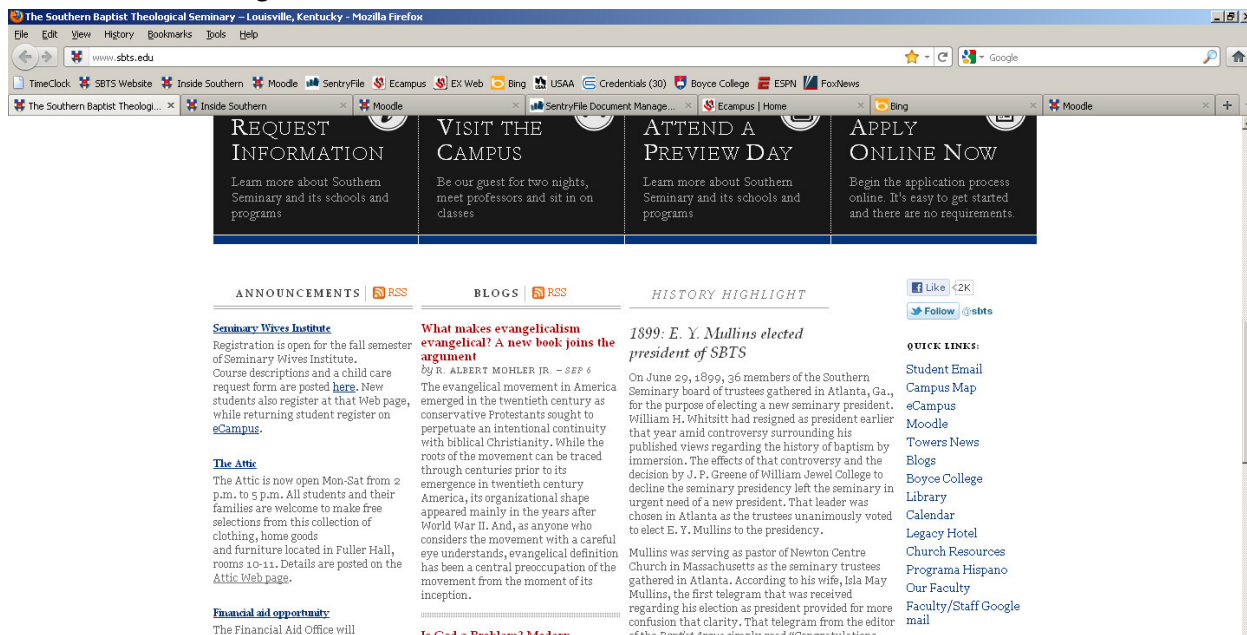


How to Register for Classes Using Moodle

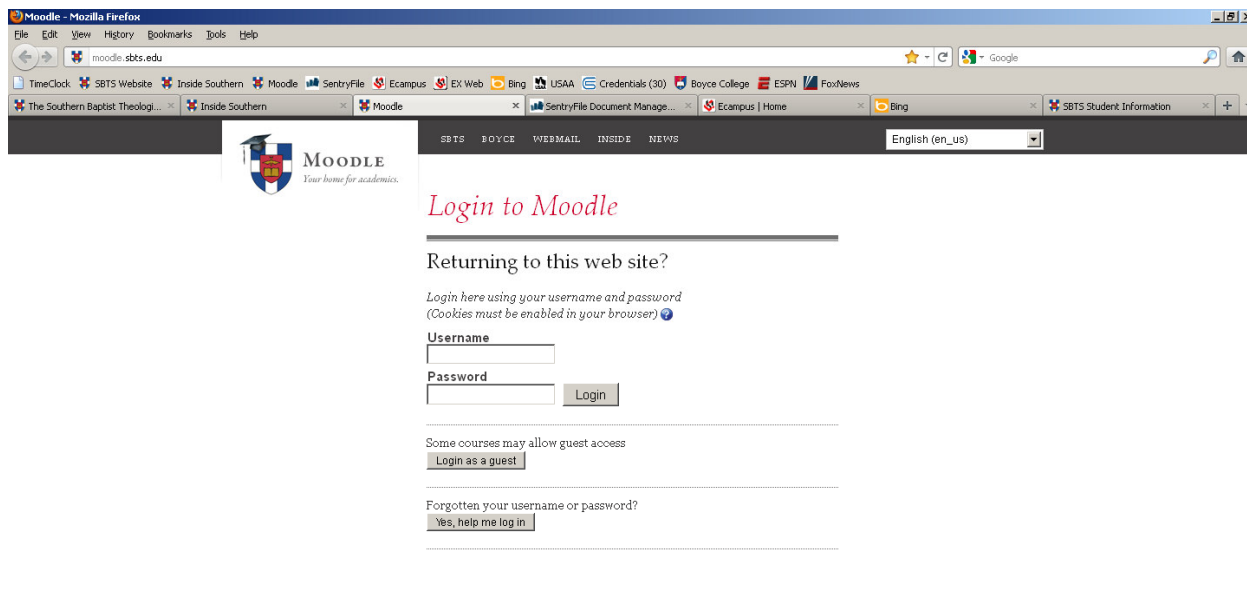
Last updated 10/27/2011

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.

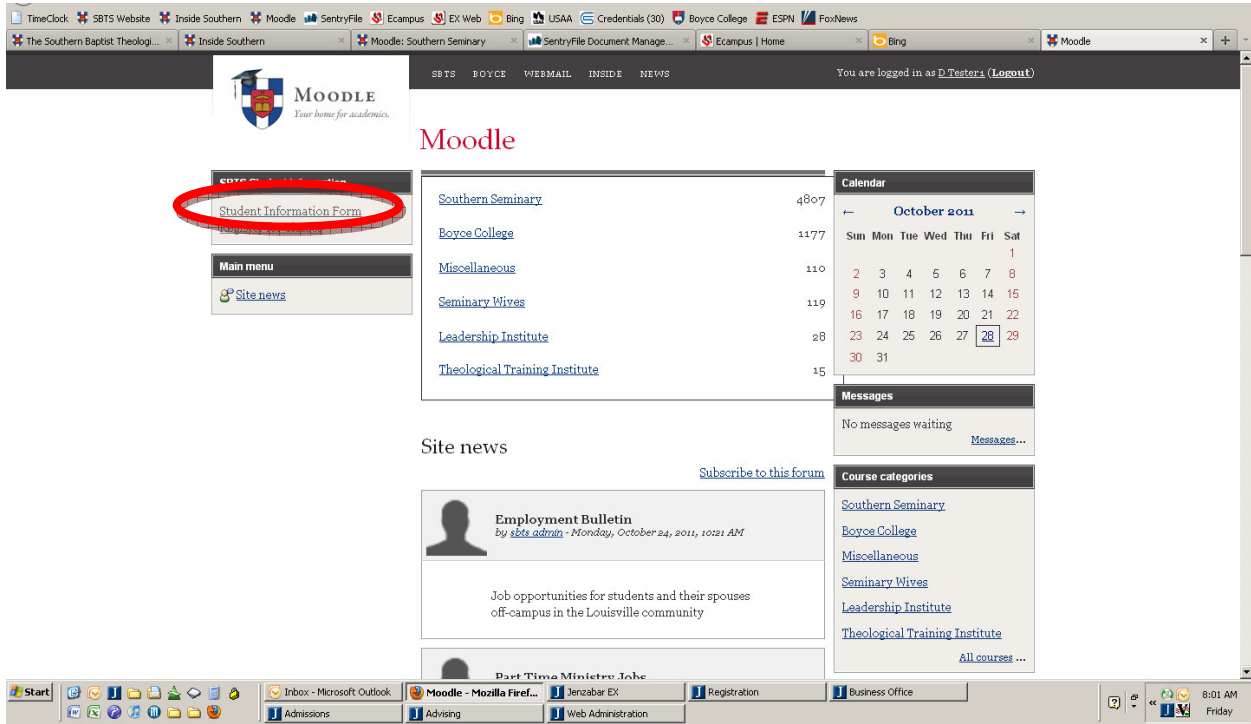


 The Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, KY 40280
(800) 626-5525

How to Register for Classes Using Moodle

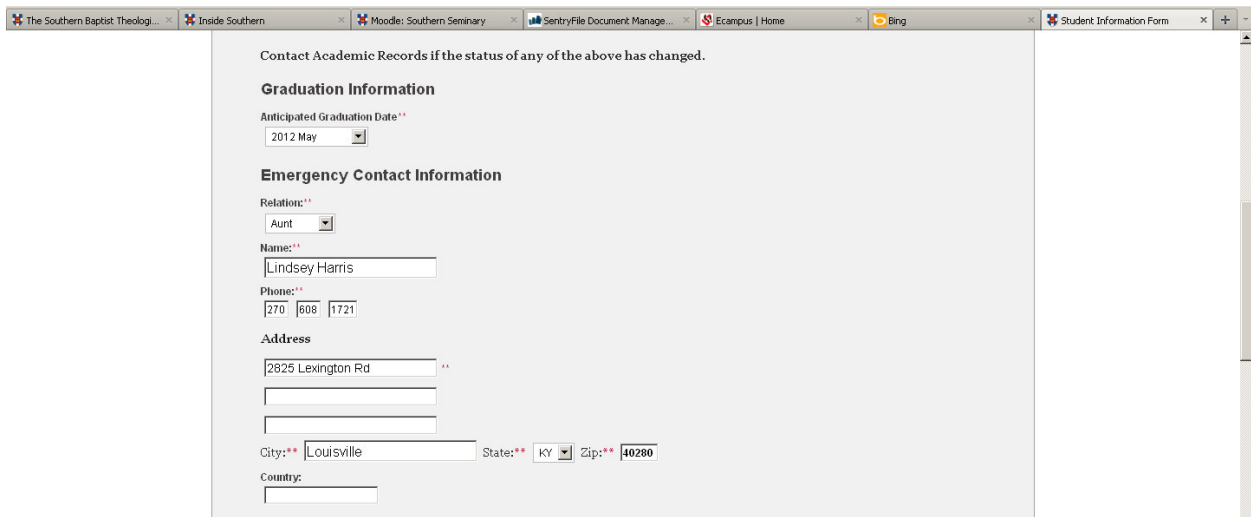
Last updated 10/27/2011

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.

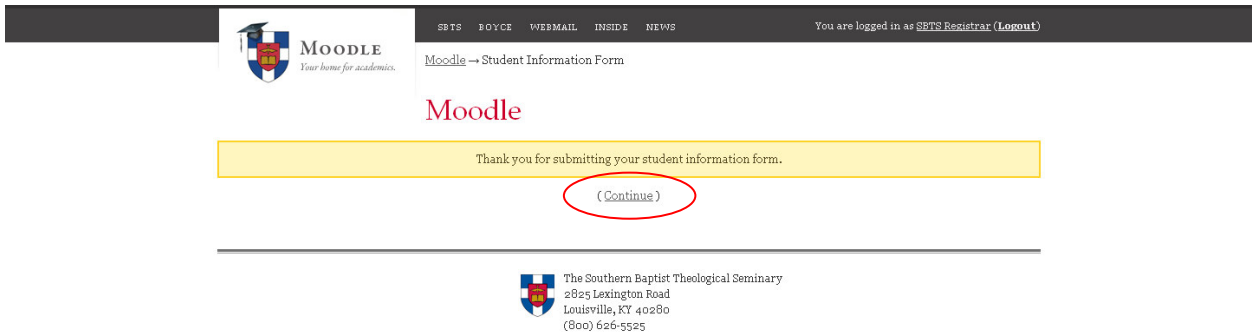
Each student is responsible for any collection costs and legal fees paid by the southern baptist theological seminary to third parties for the collection of any of his/her account balances.

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? **

Cancel Submit

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).

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

Moodle → SBTS Student Information

Term / Search Search Adv

Term: Fall 2011 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 the term 'Winter 2011-12'. A search results window is open for course '20220-INTRO TO OLD TESTAMENT, II'. The details include:

- 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

Below the details is a table of 'Eligible courses' with columns for Action, Course Code, Course Title, Day(s) / Time(s), and Professor. The course 20220 is highlighted in the search results window.

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

The screenshot shows a table of 'Eligible courses' with the following data:

| 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 |

The green plus sign in the 'Action' column for course 45150 is circled in red.

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 with a confirmation message: 'Class added 45150 BIB WRLDWW & EDUC PRACTICE'. Below the message is a table of 'Eligible courses' (same as the previous screenshot) and a table of 'My courses'.

| 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

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

Confirm Cancel

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

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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.

The screenshot shows the Moodle website interface. At the top, there is a navigation bar with links for SBTS, BOYCE, WEBMAIL, INSIDE, and NEWS. The user is logged in as D_Tester1. The main content area features the Moodle logo and a search bar. Below the search bar, there is a section for 'Eligible courses' with a table listing various courses. The course 'THE COOPERATIVE PROGRAM' (42490) is highlighted with a red circle around its clock icon, indicating it is full and available for waitlisting. Below this, there is a section for 'My courses' which currently shows the 'THE COOPERATIVE PROGRAM' (42490) listed.

| 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 |

| 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 table for 'My courses' 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.