

# Student Registration

Self-paced (Independent Studies and Online)

**Purpose:** This document walks students through the process of registering for self-paced classes at Moody Bible Institute. This covers both independent study courses (paper-based correspondence) and online courses.

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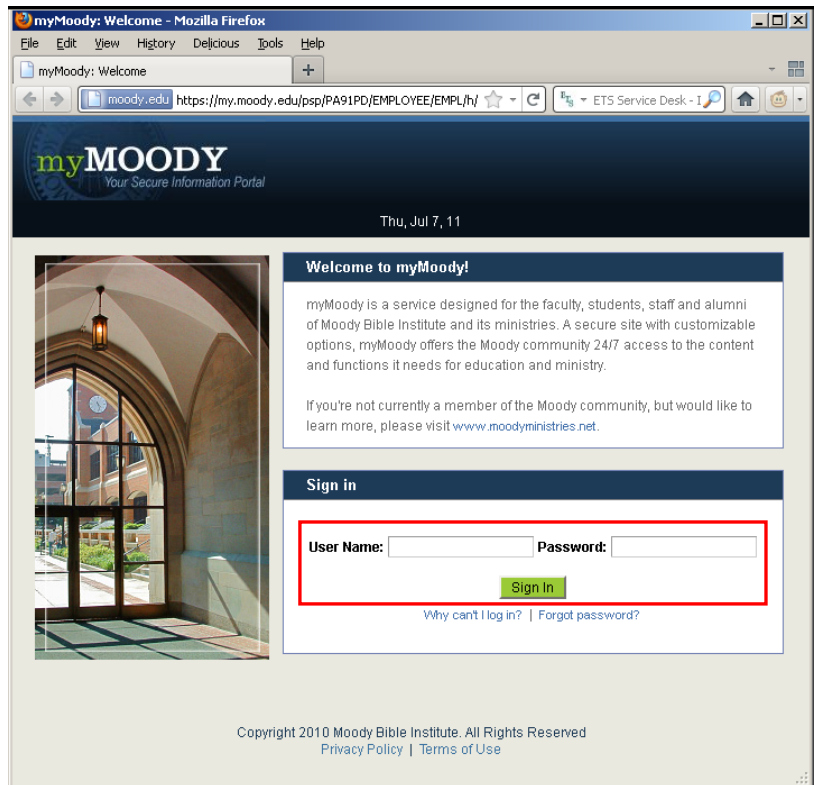
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## 1) The myMOODY Portal

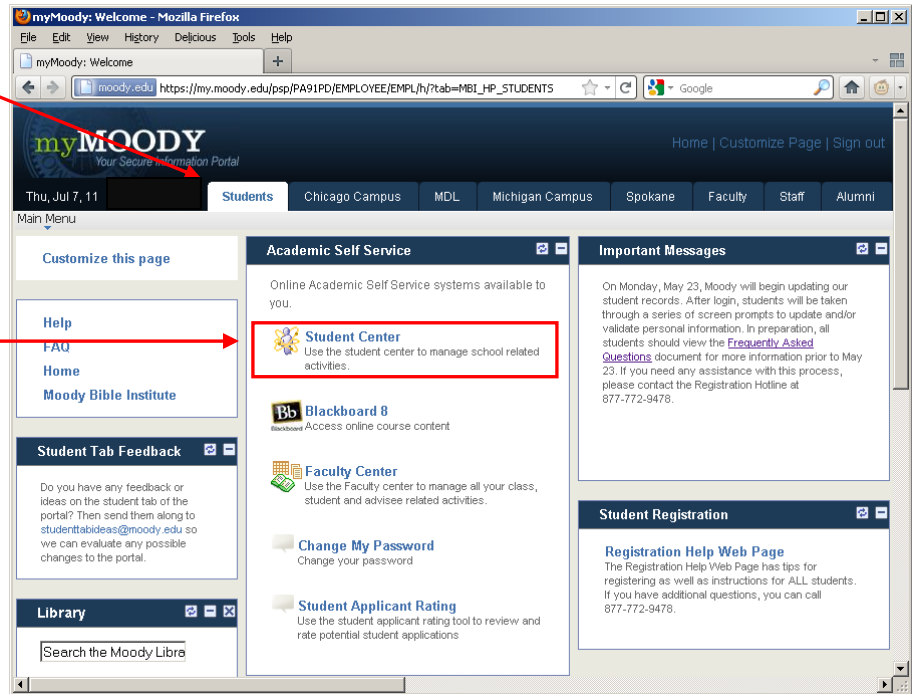
The myMOODY website ([my.moody.edu](http://my.moody.edu)) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

1. Type your **User ID** and **Password** in the appropriate fields and click the **Sign In** button (see red highlighted box to the right).

*If you do not know your User ID or Password, click the appropriate link below the sign on box for further instructions.*



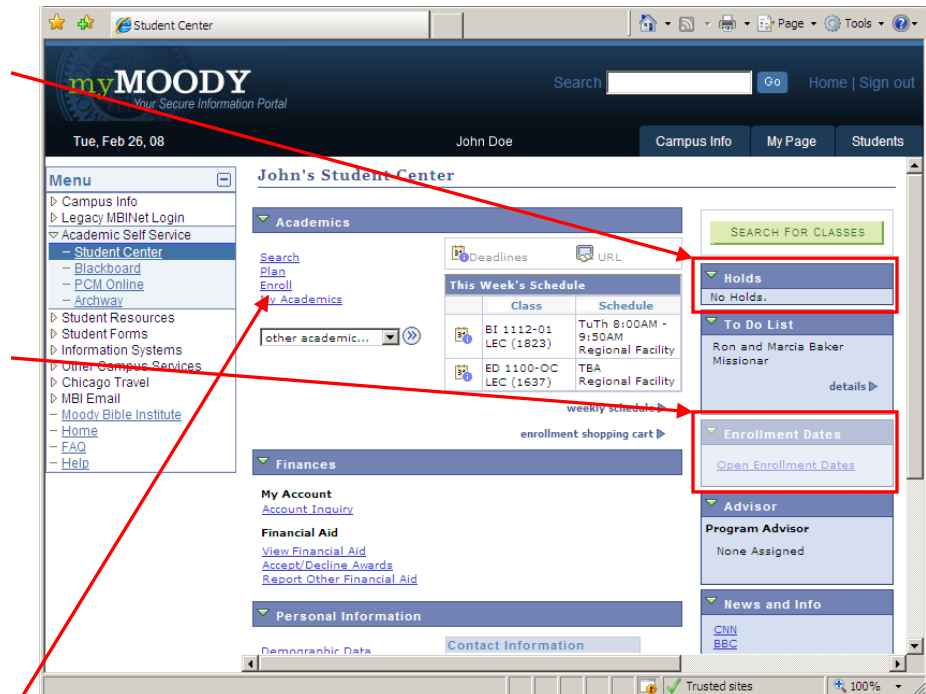
- After logging in to the portal, you will be taken to the **Students** tab. This page provides content relevant to all students.
- To begin the actual registration process, click on the **Student Center** (see red highlighted box to the right).



## 2) The Student Center

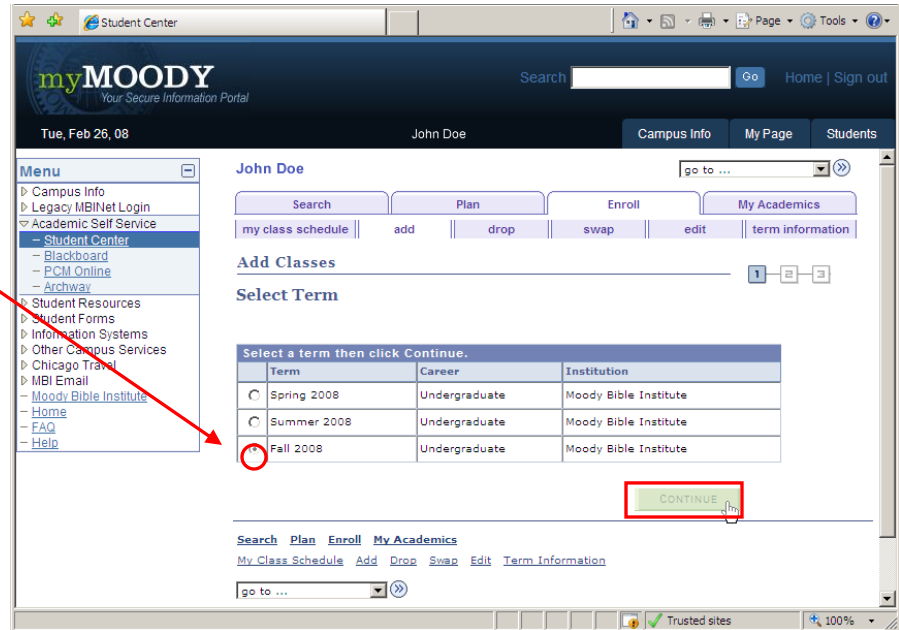
Within the Student Center, you can manage your school-related activities such as **Academics**, **Finances**, **Personal Information** and **Admissions**.

- Prior to registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.
- Check the **Enrollment Dates** to find your assigned preregistration time or to verify that registration is open for a specific semester.



- John Doe does not have any holds, so he can proceed to enrollment by clicking the **Enroll** link.

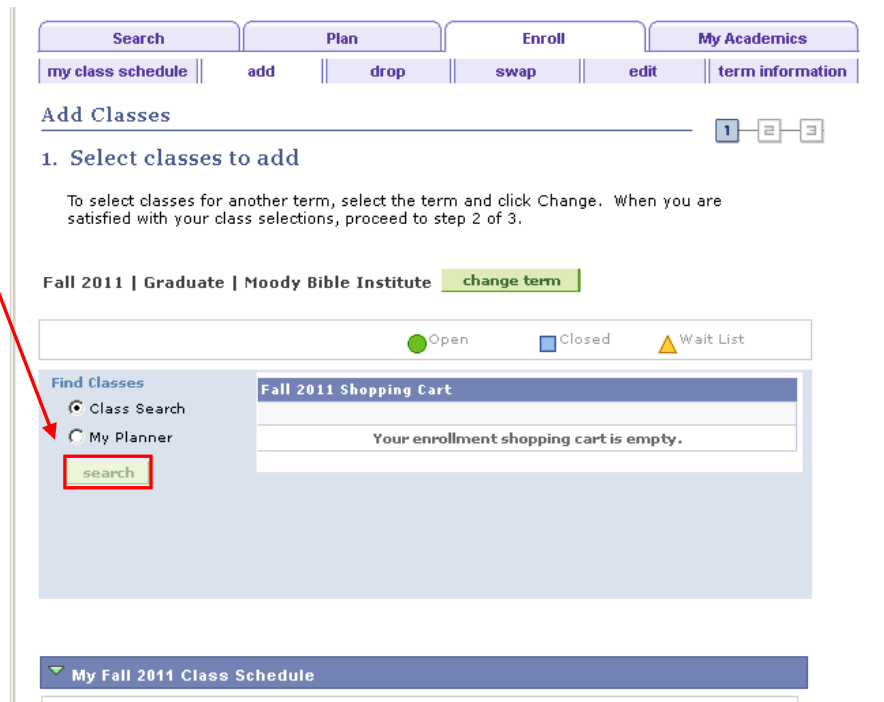
4. On the next screen, select the current term (You cannot register for Independent Studies Courses in future terms)
5. Click the **CONTINUE** button.



### 3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. *The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens.*

1. To add a class to your shopping cart, click the **search** button.



2. On the search screen, provide details about the type of class you would like to add. *Pay special attention to select the correct campus!*

a. **Campus (Class Location):**

- i. Choose **Independent Studies** to see only self-paced print courses
- ii. Choose **Online-SP** to see only self-paced online courses

The screenshot shows the 'Add Classes' search interface. At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1'. The section 'Enter Search Criteria' contains several fields: 'Campus (Class Location)' with a dropdown menu open, 'Course Career', 'Course Title Keyword', and 'Course Subject'. The 'Campus' dropdown is highlighted with a red box and has a red arrow pointing to it. The dropdown menu lists options: 'Independent Studies', 'Main Campus', 'Michigan CEU's', 'Michigan Campus', 'North Central Region', 'Northeast Region', 'Online', 'Online-SP', 'PCM Sites', 'SouthEast Region', and 'Spokane Campus'. Below the dropdown is a 'Course Number' field with a dropdown set to 'is exactly' and an example '(example: 1136) numbers only'. There is also an 'Additional Search Criteria' section with a green arrow icon and a 'SEARCH' button.

b. **Course Career:** Specify the appropriate program depending on if you are seeking an undergraduate or graduate degree:

The screenshot shows the 'Add Classes' search interface. At the top, there are tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1'. The section 'Enter Search Criteria' contains several fields: 'Campus (Class Location)', 'Course Career', 'Course Title Keyword', and 'Course Subject'. The 'Course Career' dropdown is highlighted with a red box and has a red arrow pointing to it. The dropdown menu lists options: 'Undergraduate', 'Continuing Education', 'Graduate', and 'Undergraduate'. Below the dropdown is a 'Course Subject' field with a dropdown and an example '(example: statistics)'. There is also an 'Additional Search Criteria' section with a green arrow icon and a 'SEARCH' button.

**Class Search Filters:** Use the following filters to help you find the class you're looking for. If you want to search for all online classes, leave these areas blank and hit **Search** at the bottom.

**Course Title Keyword:** best if used with single keywords, eg: **Survey** when looking for survey of Theology

**Course Subject:** Choose the specific subject area of your class. (Some subjects may not apply to both the graduate and undergraduate schools)

**Course Number:** four digit number assigned to each class, eg: **3321** for Survey of Theology

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Career:

Course Title Keyword:  (example: statistics)

Course Subject:

Course Number:   (example: 1136) numbers only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

3. Once your criteria are set, click the **SEARCH** button.

4. Scroll through the search results to find the specific class you would like to add, then click its **select class** button.

Notice the **Open, Closed, Wait List** icons. Classes are marked with these icons to help you quickly determine current class availability.

Multiple sections of the same class are listed under the same class title.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

**Add Classes** 1 [ ] [ ]

**Search Results**

When available, click View All Sections to see all sections of the course.

Moody Bible Institute | Fall 2011

[My Class Schedule](#) [show all](#)

BI 5506 We 8:00AM - 10:50AM  
Room: TBA

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Integration Lab**, Course Career: **Graduate**, Show Open Classes Only: **No**, Campus: **Online**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open  Closed  Wait List

**IL 5500 - Biblical Spiritual Formation Lab 1**

Section		Status		<a href="#">select class</a>	
01-LAB(1073)		●		<a href="#">select class</a>	
Session 8 Week					
Days & Times	Room	Instructor	Meeting Dates		
TBA	Online Classroom	Faculty Staff	08/23/2011 - 10/17/2011		
02-LAB(1074)		●		<a href="#">select class</a>	
Session 8 Week					
Days & Times	Room	Instructor	Meeting Dates		
TBA	Online Classroom	Faculty Staff	10/25/2011 - 12/19/2011		

5. The next screen displays the class details. Leave the **Start Date** as today's date. Click **NEXT** to select this class.

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Summer 2011 | Undergraduate | Moody Bible Institute

**BI 1111 - Old Testament Survey**

**Class Preferences**

BI 1111-01 Lecture Open Grading Graded  
Units 4.00

Session Open Entry/Open Exit  
Career Undergraduate

Enter the date you intend to start this class. Valid range is between 7/7/2011 and 7/31/2011.  
\*Start Date 07/07/2011

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		Independent Studies- PRINT	Sajan Mathews	05/01/2011 - 07/31/2011

6. You are now back at the Shopping Cart. This screen verifies the addition of your class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click **PROCEED TO STEP 2 OF 3**. Otherwise, you can log out and return to your shopping cart to complete registration later.

Student Center

myMOODY Your Secure Information Portal

Tue, Feb 26, 08 John Doe Campus Info My Page Students

Menu  
Campus Info  
Legacy MBINet Login  
Academic Self Service  
Student Center  
Blackboard  
PCM Online  
Archway  
Student Resources  
Student Forms  
Information Systems  
Other Campus Services  
Chicago Travel  
MBI Email  
Moody Bible Institute  
Home  
FAQ  
Help

John Doe go to ...

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add  
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

BI 2210 has been added to your Shopping Cart.

Fall 2008 | Undergraduate | Moody Bible Institute change term

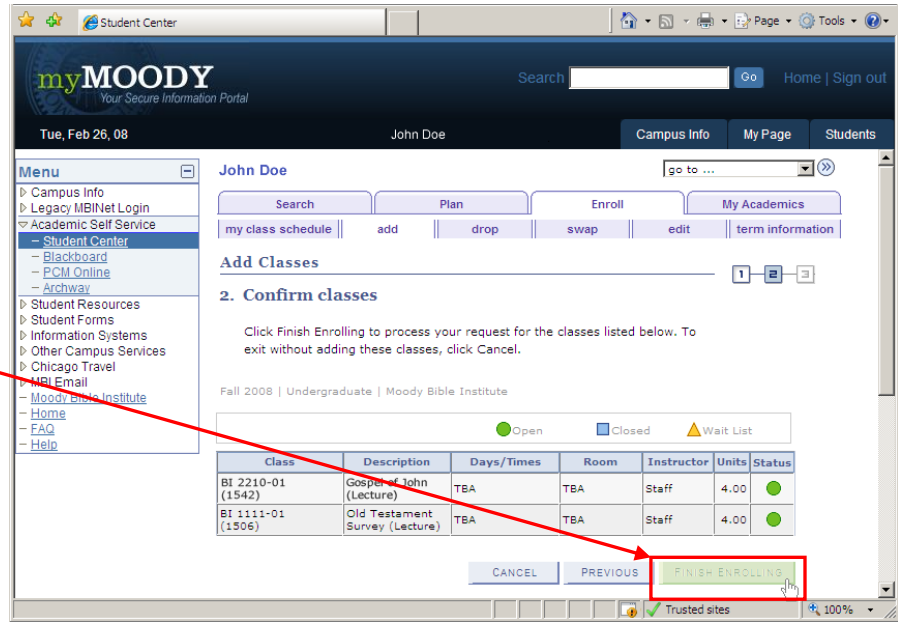
Open Closed Wait List

Add to Cart:  
Enter Class Nbr enter  
Find Classes  
Class Search  
My Planner search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BI 2210-01 (1542)	TBA	TBA	Staff	4.00	●
	BI 1111-01 (1506)	TBA	TBA	Staff	4.00	●

PROCEED TO STEP 2 OF 3

7. The next enrollment step is to confirm the selection of your classes that are in your current Shopping Cart. If everything looks good, click **FINISH ENROLLING**. Otherwise, you can return to the previous screen to make adjustments.



*NOTE: Be sure to review the status of each course before completing registration. It is possible that while they were in your shopping cart, courses may have closed.*

8. The final enrollment step is to review the classes that you have selected to make sure that you were properly registered. **Classes that were successful will be marked with a green check mark.** Classes that produced an error will be marked with a red "X."



If there is a red "X" then you can use the error message listed to determine the reason. If you are unable to determine this, you can call the registration hotline for additional help

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add and drop courses. You may also return to the main Student Center screen to review your billing information. **Should you encounter any trouble during this registration process, please feel free to contact Moody's registration hotline at 312-329-8052 or 1-877-772-9478.**