

Claremont School of Theology
Office of the Registrar

Student Portal Registration Instructions

All students will register through the Student Portal after they have consulted with their academic advisor. Your advisor will help ensure that you are getting the courses you need to meet the requirements necessary to complete your degree. Please contact your advisor to arrange a meeting time. You may meet with your advisor in person, on Skype, by phone, e-mail, etc.

The Student Portal will be open for Fall 2018 registration April 9-September 18, 2018.

All holds must be cleared before you register.

In order for your Fall Financial Aid to be processed in a timely manner all students receiving Federal Financial Aid and or Institutional Aid should be registered as soon as possible.

Please read the following instructions carefully:

1. Registration Information:

Once you and your advisor have agreed on the courses you will take next semester, your advisor will give you a pin number to use when registering through the Student Portal. Please note that your pin number is case sensitive.

- a. Once you have logged into the student portal and click on the Registration tab. Enter your pin number, choose term Fall 2018 and click on "Register". If the term is not set to the correct term click on the Registration tab again to change the term.
- b. Click on "Add Courses".

The class schedule can also be found on the Claremont School of Theology website.

- c. You may now select the courses that you and your advisor have agreed upon by checking the corresponding checkbox by the course you wish to register for. You may register for one course at a time or you may check multiple boxes. Additional information about the course such as the course description if available can be found by clicking on the "Details" line of the course. When you have completed your course selections click on the "Register" button. You will be taken to a screen that will explain how many successful and pending registrations have been processed. Click on "See Detail" to see your registration information. You may print your schedule by clicking on the "Print Schedule" button.
- d. Courses that were not successfully registered will appear under "Pending Registration" This will happen for courses that require instructor's permission, time conflicts, course pre-requisites that have not been fulfilled or if the course is full. You may click on the "Details" line of the course to find out more information about the requirements of the course. Once you have resolved the issues displayed under the "Description Heading" you may click the "Reprocess Pending" button to attempt to register for the courses again or you may click on the "delete" button to delete the course from your Pending Registration.

- e. The required textbooks and course materials may be found by clicking on the materials line of the course.

Things to Remember when Registering:

1. You will need the permission of the instructor for the following:

- Claremont Graduate University courses
- Pomona College Courses
(Masters students can take up to 8 units of upper level undergraduate courses at Pomona College with the instructor's permission Students may not take courses at the other Claremont Colleges.)
- Academy of Jewish Religion, California Courses
- University of the West Courses (Student may register for Graduate Courses Only)
- St Athanasius & St. Cyril Coptic Orthodox Theological School Courses
- Masters students who wish to take a doctoral level course (4000 level courses)
- Auditors

Students **may not** register for courses from the list above through the Student Portal. You must complete a "Cross Enrollment" form for any course from the list above, obtain the instructor's permission either by signature or by email and submit the "Cross Enrollment" form with the instructor's permission to the Office of the Registrar by September 18, 2018.

2. Directed Studies:

Students **may not** register for Directed Studies through the Student Portal.

Any student who wishes to take a Directed Study must complete and submit a "Directed Study Proposal" form to the Office of the Registrar by the last day to add (September 18, 2018). The "Directed Study Proposal" form can be found on the Claremont School of Theology website.

3. Ph.D. Students and Continuing Registration

-All Ph.D. students who have completed coursework are required to register for Continuous Registration (TDI4000) or Dissertation Research (TDI4090-after Advancement to Candidacy) each semester until graduation.

-All Ph.D. students who are registering for Continuous Registration or Dissertation Research must meet with their Advisor each semester and complete the Ph.D. Progress Report form.

Graduation Applications:

All students who plan to graduate in May 2019 must submit an application to graduate before registering for Fall 2018.

Dropping and Adding:

You may drop and Add courses through the Student Portal April 9-September 18, 2018 by first confirming with your advisor the courses you are adding or dropping.

To drop or add courses in the Student Portal go to Student Records and click on "Course Registration" (make sure you are in the correct term). Enter your advisor pin number. You drop courses by clicking on the "delete" line by the course. If you wish to add a course click on the "Add Courses" button and follow the same procedure as registering for a course.

Please contact the Office of the Registrar at 909-447-2502 or at cstregistrar@cst.edu if you experience any difficulty with Registration or with the Student Portal.