

## Registering for Classes Using in Self-Service

This document will walk through the process of registering for classes from your degree requirements found under 'My Progress' in Self-Service.

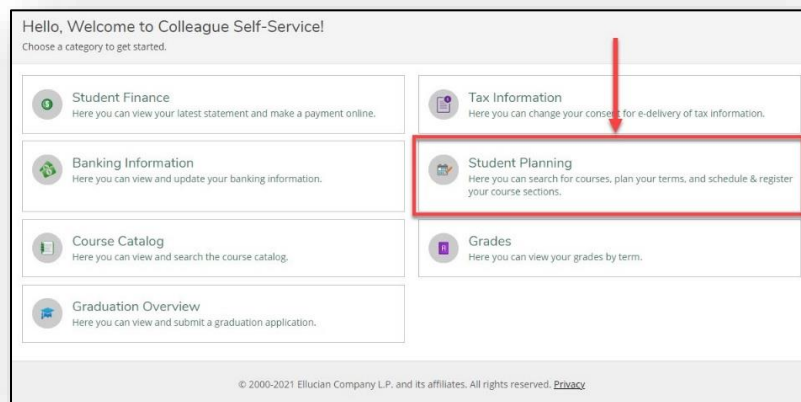
### What is 'Student Planning' and 'My Progress'?

The 'Student Planning' page allows you to search for courses, plan your terms, track your degree progress, and register for your courses.

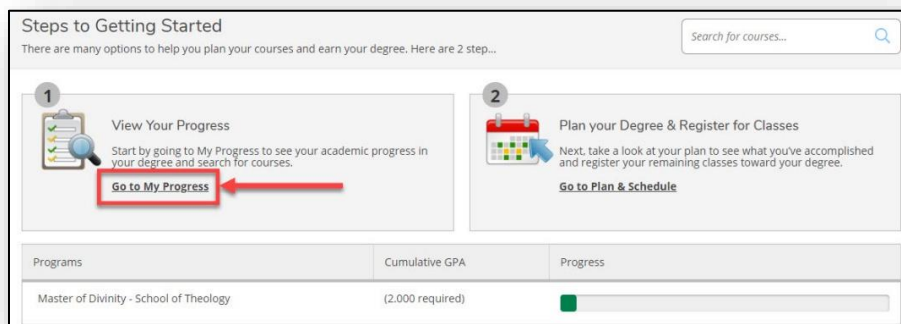
The 'My Progress' page gives a general overview of your degree program, which classes have been completed, and which classes remain.

### Navigating to 'Student Planning' and 'My Progress'

1. From the Self-Service home page, click on the 'Student Planning' button. This will take you to the 'Planning Overview' page.



2. From the overview page, click on 'Go to My Progress'.



## Overview of 'My Progress'

The 'My Progress' page contains two major sections: 'At a Glance' and 'Requirements'.

'At a Glance' provides general information regarding your GPA, degree plan, and your progress.

The screenshot shows the 'At a Glance' section for the Master of Divinity program. It includes navigation buttons, program information, a progress bar, and credit requirements.

Category	Value	Requirement
Total Credits	8 / 6	14 of 92
Total Credits from this School	6	6 of 92

Below 'At a Glance', the 'Requirements' section gives a detailed list of courses for your degree organized by category. Be sure to select 'Expand All' to see all the requirements for your degree.

The screenshot shows the 'Requirements' section with a red box highlighting the 'Expand All' dropdown menu. A red arrow points to the dropdown. The requirements are organized into categories: Biblical Studies Courses, A. Biblical Hermeneutic, B. Old Testament, and C. Biblical Hebrew.

**Requirements** Expand All

**Biblical Studies Courses**

Complete all of the following items. ⚠️ 3 of 6 Completed. [Hide Details](#)

**A. Biblical Hermeneutic**

COMPLETE BIBST-3203

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

**B. Old Testament**

COMPLETE OLDTS-3313 AND OLDTS-3323

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

**C. Biblical Hebrew**

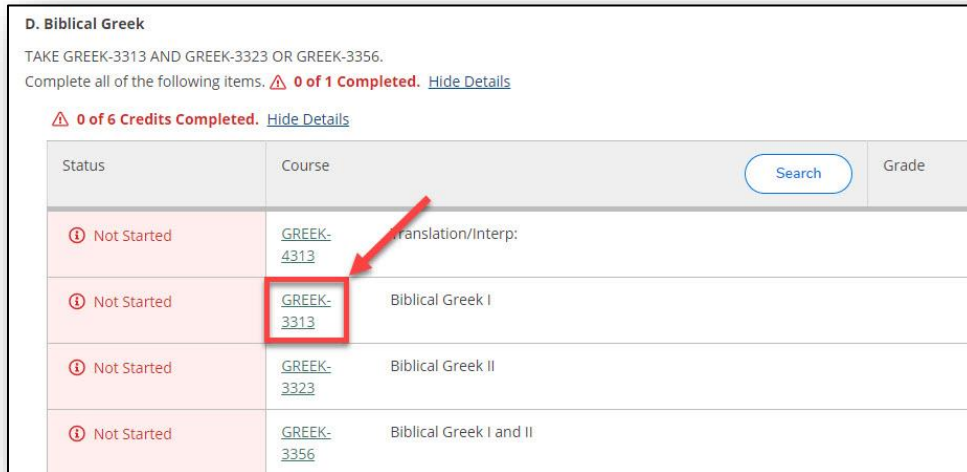
COMPLETE HEBRW-4313 AND HEBRW-4323 OR HEBRW-4356

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

## Adding a Section from Requirements

From the 'Requirements' section, you can select a course to add to your semester schedule. Look for courses that have the status 'Not Started'.

1. Find a course you wish to take and click on the course code.

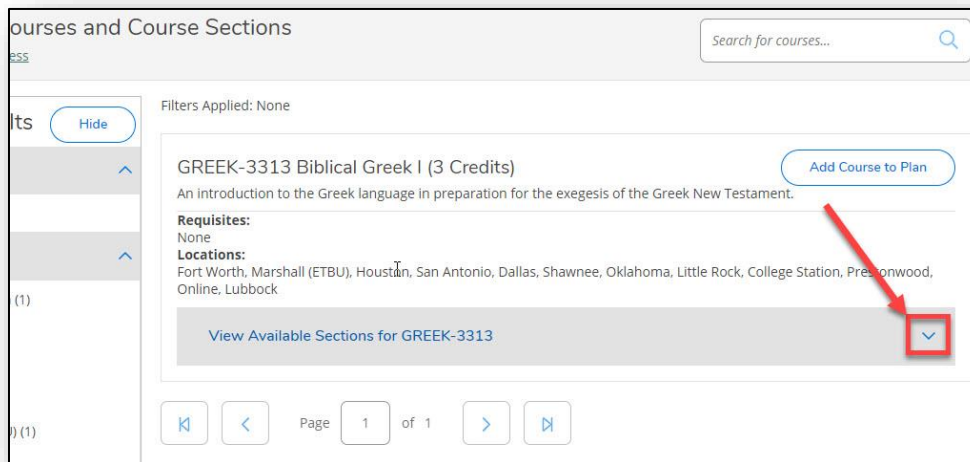


**D. Biblical Greek**  
TAKE GREEK-3313 AND GREEK-3323 OR GREEK-3356.  
Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade
<span style="color: red;">ⓘ</span> Not Started	<a href="#">GREEK-4313</a> Translation/Interp:		
<span style="color: red;">ⓘ</span> Not Started	<span style="border: 2px solid red; padding: 2px;"><a href="#">GREEK-3313</a></span> Biblical Greek I		
<span style="color: red;">ⓘ</span> Not Started	<a href="#">GREEK-3323</a> Biblical Greek II		
<span style="color: red;">ⓘ</span> Not Started	<a href="#">GREEK-3356</a> Biblical Greek I and II		

2. This will direct you to the course catalog. Click on the drop-down arrow to see available course sections.



ourses and Course Sections

Search for courses...

Filters Applied: None

[Add Course to Plan](#)

**GREEK-3313 Biblical Greek I (3 Credits)**  
An introduction to the Greek language in preparation for the exegesis of the Greek New Testament.

**Requisites:**  
None

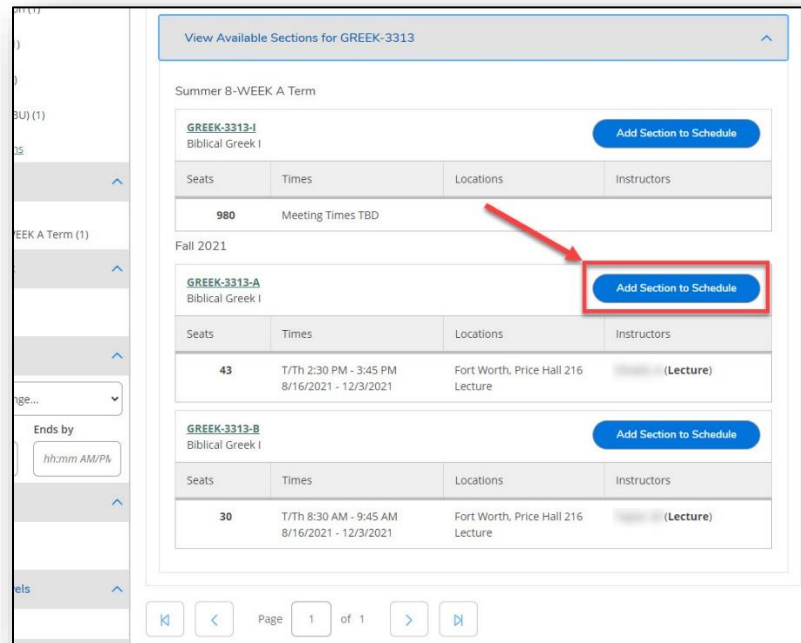
**Locations:**  
Fort Worth, Marshall (ETBU), Houston, San Antonio, Dallas, Shawnee, Oklahoma, Little Rock, College Station, Prestonwood, Online, Lubbock

[View Available Sections for GREEK-3313](#)

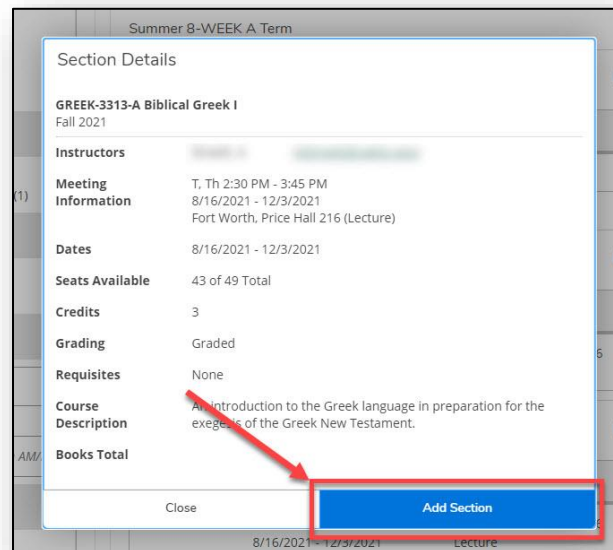
Page 1 of 1

**NOTE:** If there are no sections available in the upcoming terms, you will not see this option.

3. Select the section you wish to take and click 'Add Section to Schedule'.



4. A window will appear asking to confirm your selection. Click 'Add Section' to confirm.

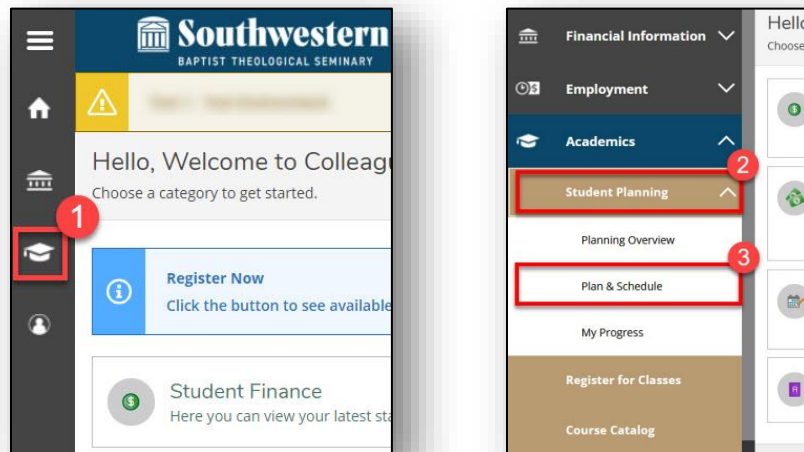


**NOTE:** This will only add the section to your schedule. You will not be registered for the course. See the following section 'Finalizing Course Registration' to complete your registration.

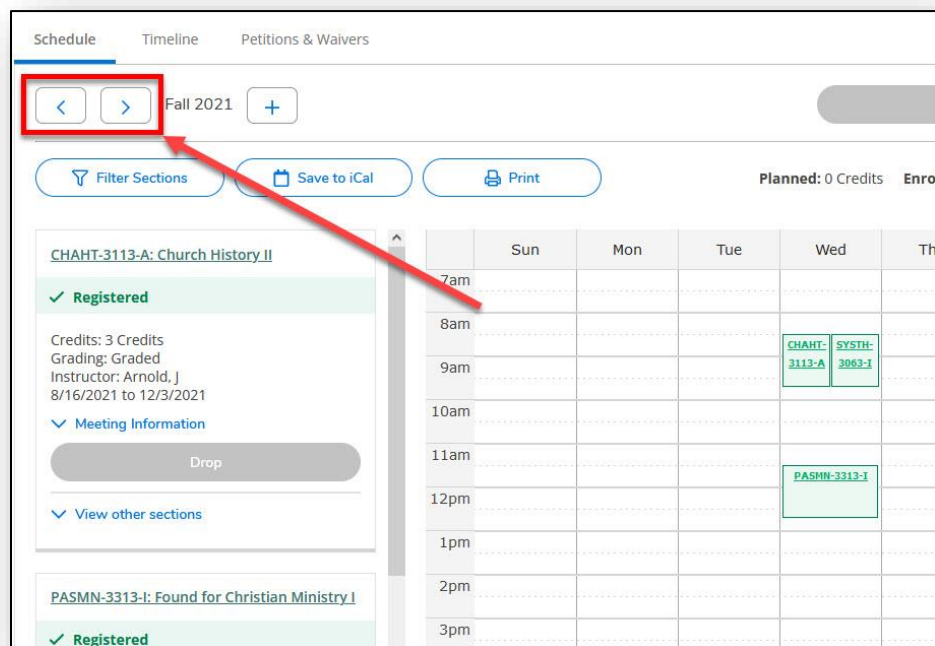
## Finalizing Course Registration

Once you have added the courses you wish to take, you will need to navigate to your schedule and confirm your course registration.

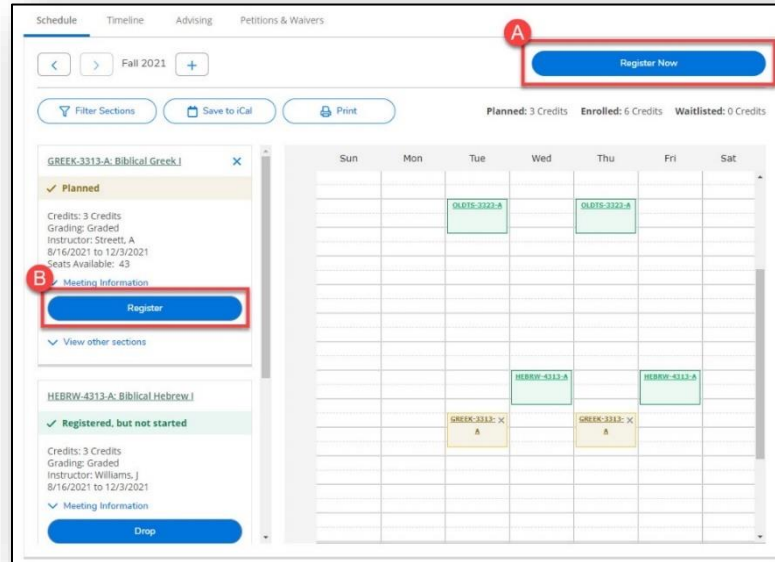
1. From anywhere within Self-Service, 1) click on the 'Mortar Board' icon in the global menu on the left-hand side of your screen and 2) select 'Student Planning' and 3) then select 'Plan and Schedule'.



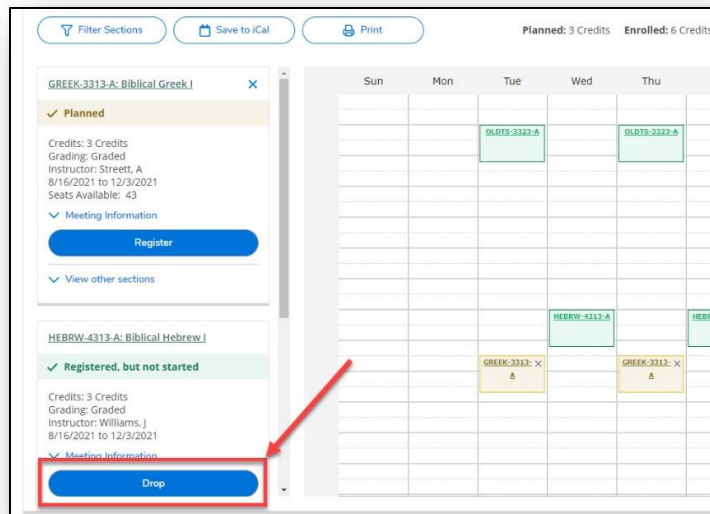
2. You will be directed to your course schedule. From here select the term you wish to register for by clicking the arrow buttons next to the term.



3. After selecting the correct term you can either A) register for all scheduled sections by clicking 'Register Now', or B) register for individual section by selecting 'Register' on the specific section in the menu to the left of the calendar.



**NOTE:** If you would like to drop a section from your schedule, you may select 'Drop' on specific section in the menu to the left of the calendar.



Need further assistance?  
Contact Campus Technology at (817) 921-8555 or  
[campustechnology@swbts.edu](mailto:campustechnology@swbts.edu)