

Getting Oriented

# **ONLINE REGISTRATION VIA SELF SERVICE**

**Westminster Theological Seminary**

Westminster Theological Seminary - Home - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.wts.edu/

Google

CHapel Messages  
**Promise of Deliverance**  
**Jeremiah 33**  
*Rev. Dr. Edmund P. Clowney*  
**LISTEN >>**  
 Find more chapel messages and historic lectures in our archives

**WESTMINSTER SPEAKS**

military personnel spread across 450 bases in Afghanistan...."

**+ FULL STORY**

**MORE STORIES**

- Congratulations Dr. Jue!
- Science and Faith Conference DVDs
- Revelation: Symbolism and Idolatry
- Administrative Changes
- Together for Theism?
- Loving the Way Jesus Loves
- Student in the News
- Practicing the Principle of Partnership
- From England to America
- Commitment to Excellence

**+ MORE NEWS**

**UPCOMING EVENTS**

- 3/8** Ph.D. Roundtable
- 3/12** Counseling Workshop: Writing for Counseling
- 3/13** Writer's Circle
- 3/15** M.A.R. Summative Evaluation Experience begins
- 3/16** M.A.R. Summative Evaluation Experience
- 3/20** Writer's Circle
- 3/23** Finding Christ in the Old Testament

**+ MORE EVENTS**

**iTunes U** **f**

**Twitter** **YouTube**

**POPULAR LINKS**

**Post/Find a Job**

- What is the Gospel? >
- Registration >
- Financial Aid >
- Housing Center >
- Self-Service >**
- Online Course Access (Kees) >
- Student Email >
- Health Insurance >
- Audio Archive Sign-up >
- Audio Archive Login >
- Commencement >

- Invest in WTS >
- Video - WTS Academics >
- Media Center >
- Westminster Theological Journal >
- Westminster Today Magazine >
- Recommended Reading >
- All Theology is Practical Theology >
- Presuppositional Apologetics? >
- Chapel Schedule >
- The Shepherd's Blog >

**Refo500**

**DIRECTIONS STAY INFORMED CONTACT US SITEMAP**

Search:  **SUBMIT**

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https://selfservice.wts.edu/ss/Home.aspx

- The Self-service web address: <http://selfservice.wts.edu>.
- You can access Self-Service by clicking the link under **Popular Links** near the bottom right area of the Seminary's homepage. (See screen above.)

Self-Service - Home - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://selfservice.wts.edu/Home.aspx

Help Catalog Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Search

Cart Degree Requirements Inquire Apply

Login

User Name  
kdubrow

Password  
••••••••

Log In

Forgot My Password

SUNGARD HIGHER EDUCATION  
PowerCAMPUS  
SELF-SERVICE

Students

Find Courses

Done

- Enter your user name and password to access your information in self-service.

**PRELIMINARY:  
ACCESSING REGISTRATION**

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://selfservice.wts.edu/Registration/Registration.aspx

Welcome Kevin (kdubrow)

Cart Help Log Out

Catalog Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses

Select Period Review Schedule Finalize Complete

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

	Period	Status
📅	2010/Spring	OK to register.
📅	2010/Winter	OK to register.

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Done

- Click on **Register** tab, then **Traditional Courses**.
- The available registration periods will be displayed.

Once you access Registration...

## **3 STEPS TO REGISTRATION**

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=WINTER

Welcome Kevin (kdubrow)

Cart Help Log Out

Course Sections Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses - 2010/Winter

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

[View Statement](#)

Congratulations! You have completed your Registration for: 2010/Winter

- Modify your schedule for 2010/Winter
- Select another Registration Period

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http://selfservice.wts.edu/Registration/ShoppingCart.aspx

- There are 3 steps to registration: **Select Period**, **Review Schedule** and **Finalize**.
- Shown is the completed registration screen (with the 3 steps & **Complete** checked.)
- If you exit Self- Service before you reach this screen, YOU HAVE **NOT** REGISTERED!!!

**STEP 1: SELECT PERIOD**



Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://selfservice.wts.edu/Registration/Registration.aspx

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Cart Help Log Out

Catalog Search

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Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses

Select Period Review Schedule Finalize Complete

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

	Period	Status
📅	2010/Spring	OK to register.
📅	2010/Winter	OK to register.

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Done

- Choose a semester/term for which you would like to register.
- For this tutorial, we will click on **2010/Spring**.

## **STEP 2: REVIEW SCHEDULE**

**A) Finding and Adding Courses to Your Cart**

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://selfservice.wts.edu/Registration/Registration.aspx

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Cart Help Log Out

Catalog Search

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Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses - 2010/Spring

✓ Select Period ▶ Review Schedule ▶ Finalize ▶ Complete

#### Courses to Add

Your cart is empty.

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](#).

Previous Next

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http://selfservice.wts.edu/Search/SectionSearch.aspx?year=2010&loadcriteria=true&term=SPRING&type=Trad

First Method for finding a course:  
Click on **Section Search** to begin searching for courses.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu//Search/SectionSearch.aspx?year=2010&loadcriteria=true&term=SPRING&type=Tra

Welcome Kevin (kdubrow)

Cart Help Log Out

Catalog Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Related Links

- Registration
- Academic Plan

### Section Search

[Back to Registration](#)

Basic Search Advanced Search

Keywords Course Code

Registration Type

☒ Traditional ☐ Continuing Education ☐ Both

Period Session

2010 Spring

Search Clear

Results Per Page 10

For **Section Search** method, there are three ways to find a course:

1<sup>st</sup> way - Finding a course by Course ID:

- Type the course ID into the **Course Code** Box.
- Click **Search**.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&eventid=NT+223&type=Trad&year=2010

Welcome Kevin (kdubrow)

Cart Help Log Out

Catalog Search

WESTMINSTER THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

## Section Search

► Back to Registration

Found 1 results for Course Code = 'NT 223' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
NT Interpretation: Acts & the Paul Epist NT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	4.00		Mon 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene Dr. Richard Birch Gaffin Jr.	99 of 99

Add

Done

The search results for Course Code “NT 223”.



Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&eventid=NT+223&type=Trad&year=2011 ☆ Google

Welcome Kevin (kdubrow)

Cart Help Log Out Catalog Search

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THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Related Links ▲

- Registration
- Academic Plan

### Section Search

► Back to Registration

Basic Search Advanced Search

Keywords Course Code

Interpret

Registration Type

☒ Traditional ☐ Continuing Education ☐ Both

Period Session

2010 Spring

Search Clear

Results Per Page 10

2<sup>nd</sup> way – Finding a course by keyword:

- Type “Interpret” into the **Keywords** box.
- Click **Search**.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Interpret&type=Trad&year=2010

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

Academic Plan

## Section Search

Back to Registration

Found 13 results for Keywords = 'Interpret' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Department

Showing 1 - 10 of 13

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Biblical Hermeneutics: Old & New Testmnt NT <a href="#">123/Lecture/01</a>	2/4/10 - 5/21/10	2010 Spring Main	4.00		Fri 8:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 3 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 3	Dr. Vern S. Poythress	99 of 99 <a href="#">Add</a>
Biblical Theology II NT <a href="#">133/Lecture/01</a>	2/4/10 - 5/21/10	2010 Spring Main	3.00		Thur 6:30 PM - 9:30 PM; Westminster Theological Seminary, Van Til, Room Room 3	Mr. Marcus Aaron Mininger	99 of 99 <a href="#">Add</a>
NT Interpretation: Acts & the Paul Epist NT <a href="#">223/Lecture/01</a>	2/4/10 - 5/21/10	2010 Spring Main	4.00		Mon 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary,	Mr. Thomas Lee Keene Dr. Richard Birch Gaffin Jr.	99 of 99 <a href="#">Add</a>

Done

- The search results for Keyword “Interpret”.
- Courses with the words “Interpretation” and “Interpreting” will be listed.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Interpret&type=Trad&year=201

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Cart Help Log Out

Catalog Search

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Related Links

- Registration
- Academic Plan

### Section Search

[Back to Registration](#)

Basic Search Advanced Search

Keywords Course Code

Gaffin

Registration Type

☒ Traditional ☐ Continuing Education ☐ Both

Period Session

2010 Spring

Search Clear

Results Per Page 10

3<sup>rd</sup> way - Finding a course by professor:

- Type "Gaffin" into the **Keywords** field.
- Click **Search**.



Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Gaffin&type=Trad&year=2010& ☆ Google

Welcome Kevin (kdubrow) Cart Help Log Out Catalog Search

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Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options ▲

Open Sections Only

New Search

Refine Search

Sort By

Course ID ▼ Sort

Results Per Page

10 ▼ Show

Legend

Open Closed

Related Links ▲

Registration

## Section Search

► Back to Registration

Found 1 results for Keywords = 'Gaffin' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
NT Interpretation: Acts & the Paul Epist NT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	4.00		Mon 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene Dr. Richard Birch Gaffin Jr.	99 of 99	Add

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Gaffin&type=Trad&year=2010&term=SPRING&num=10#

Search results for "Gaffin".

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Gaffin&type=Trad&year=2010& ☆ Google

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Course Catalog Section Search

Options

- Open Sections Only
- New Search
- Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

### Section Search

[Back to Registration](#)

Found 1 results for Keywords = 'Gaffin' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
NT Interpretation: Acts & the Paul Epist NT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	4.00		Mon 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene Dr. Richard Birch Gaffin Jr.	99 of 99	Add

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Gaffin&type=Trad&year=2010&term=SPRING&num=10#

Adding a course to your cart:

- Now that you've found the course you want, click **Add**.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&criteria=Gaffin&type=Trad&year=2010& Google

Welcome Kevin (kdubrow)

Cart Help Log Out Catalog Search

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Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

### Section Search

Back to Registration

**Course Added** Hide

Course NT 223/Lecture/01 was added to your shopping cart for period 2010/SPRING/Main.

View Cart Proceed to Registration

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
NT Interpretation: Acts & the Paul Epist NT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	4.00		Mon 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene Dr. Richard Birch Gaffin Jr.	99 of 99

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

- A message box will open indicating that the course was added.
- Click on ***View Cart***.

Self-Service - Cart - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Welcome Kevin (kdubrow)

Cart Help Log Out

Catalog Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Cart Degree Requirements Inquire Apply Application Status Checklist

### Cart

2010/Spring

Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
NT Interp: Acts&Paul NT 223/Lecture/01	2/4/2010 - 5/21/2010	4.00	Credit	Mon 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	Remove

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http://selfservice.wts.edu/Search/SectionSearch.aspx?year=2010&loadcriteria=true&term=SPRING&type=Trad

- Your cart now holds one course.
- Click **Add Section** to begin adding more courses to your cart.



Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?year=2010&loadcriteria=true&term=SPRING&type=Trad

Welcome Kevin (kdubrow)

Cart Help Log Out

Catalog Search

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Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Related Links

- Registration
- Academic Plan

### Section Search

[Back to Registration](#)

Basic Search Advanced Search

Keywords Course Code

OT 223

Registration Type

☒ Traditional ☐ Continuing Education ☐ Both

Period Session

2010 Spring

Search Clear

Results Per Page 10

#### My Cart

##### Cart Items

NT 223/01	4.00 Cr.
2/4/2010 - 5/21/2010	
Mon, 11:05 AM - 1:00 PM	
Tues, 11:05 AM - 1:00 PM	
Mr. Thomas Lee Keene , Dr.	
Richard Birch Gaffin Jr.	

Review: Searching for OT 223.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&eventid=OT+223&type=Trad&year=2010

Welcome Kevin (kdubrow)

Cart Help Log Out Catalog Search

WESTMINSTER THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links


Registration

### Section Search

Back to Registration

Found 1 results for Course Code = 'OT 223' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
 Old Testament History & Theology II OT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	3.00		Fri 8:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1 Wed 8:30 AM - 9:25 AM; Westminster Theological Seminary, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	99 of 99	<input type="button" value="Add"/> 

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&eventid=OT+223&type=Trad&year=2010&term=SPRING&num=10#

Review: Adding OT 223 to your cart.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?sort=CourseId&eventid=OT+223&type=Trad&year=201

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Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Options

- Open Sections Only
- New Search
- Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

- Open
- Closed

Related Links

- Registration
- Academic Plan

Section Search

Back to Registration

Course Added

Course OT 223/Lecture/01 was added to your shopping cart for period 2010/SPRING/Main.

View Cart Proceed to Registration

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Old Testament History & Theology II OT 223/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	3.00		Fri 8:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1 Wed 8:30 AM - 9:25 AM; Westminster Theological Seminary, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	99 of 99

http://selfservice.wts.edu/Records/AcademicPlan.aspx?year=2010&term=SPRING

Instead of **Section Search**, another method for finding a course is **Academic Plan**.

- Click on **Academic Plan**, instead of **View Cart** or **New Search**. (Currently, students pursuing advanced degrees – ThM, PhD & DMin – do not have Academic Plans.)

Self-Service - Academic Plan - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Records/AcademicPlan.aspx?year=2010&term=SPRING

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Cart Help Log Out

Catalog Search

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Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Registration
- Section Search

### Academic Plan

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

#### Academic Plans

Graduate

- ▶ [M Div/Gen Minis - Gen Stud](#)

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- Shown is a list of academic plans, both official plans and “What If?” scenarios.
- You can also access Academic Plans by clicking on the **Register** tab, then **Academic Plan**.
- For our tutorial, click on **M Div/Gen Minis – Gen Stud**.



Self-Service - Academic Plan - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Records/AcademicPlan.aspx?year=2010&term=SPRING

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Catalog Search

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Traditional Courses Academic Plan What If?

View  
My Academic Plan

Change

Academic Plans

Graduate  
M Div/Gen Minis - Gen Stud

Related Links  
Registration  
Section Search

### Academic Plan

Here is information about your progress toward completing the specified Academic Plan.

#### 2007/Summer - Graduate/Master of Divinity/Gen Minis - Gen Stud

Courses: 41 Min   61 Max   25 Complete   16 Remaining	Credits: 111.00 Min   118.00 Max   62.00 Complete   49.00 Remaining
Discipline: 4 Total   1 Complete   3 Remaining	GPA: 3.73 (Min 1.80)   Overall 3.73 (Min 1.80)

#### Core Courses

Courses: 4 Min   4 Max   0 Complete   4 Remaining	Credits: 0.00 Min   0.00 Max   0.00 Complete   0.00 Remaining
Classification: 2 Min   2 Max   0 Complete   2 Remaining	

#### Mentored Ministry

Courses: 3 Min   3 Max   0 Complete   3 Remaining	Credits: 0.00 Min   0.00 Max   0.00 Complete   0.00 Remaining
---	---

Sub Min

Done

Screen shot of the top of the Academic Plan.











Self-Service - Academic Plan - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Records/AcademicPlan.aspx?year=2010&term=SPRING

2nd Year

Courses: 10 Min | 10 Max | 5 Complete | 5 Remaining Credits: 28.00 Min | 28.00 Max | 11.00 Complete | 17.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
	AP 213	Principles of Christian Apologetics	Lecture		2.3	Passing	✓	
	CH 211	The Ancient Church	Lecture	2.00	2.1	Passing	✓	
	CH 223	The Medieval Church	Lecture	2.00	2.3	Passing	✓	
	NT 211	NT Interpretation: The Gospels	Lecture		2.1	Passing	✓	
	NT 223	NT Interpretation: Acts & the Paul Epist	Lecture		2.3	Passing	✓	
	 OT 211	Old Testament History & Theology I	Lecture	3.00	2.1	Passing	✓	
	OT 223	Old Testament History & Theology II	Lecture		2.3	Passing	✓	
	PT 211	The Doctrine of the Church	Lecture	2.00	2.1	Passing	✓	
	ST 211	Doctrine of Man	Lecture	2.00	2.1	Passing	✓	
	ST 223	Doctrine of Christ	Lecture	3.00	2.3	Passing	✓	

3rd Year

http://selfservice.wts.edu/Search/SectionSearch.aspx?loadresults=true&type=Trad&year=2010&eventid=AP+213&term=SPRING

- Shown is a portion of the academic plan.
- A Check mark icon indicates a course you have already completed.
- An Hour Glass icon indicates a course you are currently taking.
- Click on a magnifying glass icon to find sections of that course currently being offered.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?loadresults=true&type=Trad&year=2010&eventid=AP%

Welcome Kevin (kdubrow) [Cart](#) [Help](#) [Log Out](#) [Catalog](#) [Search](#)

WESTMINSTER THEOLOGICAL SEMINARY

[Home](#) [Register](#) [Classes](#) [Finances](#) [Grades](#) [Search](#) [My Profile](#)

[Course Catalog](#) [Section Search](#)

**Options**

Open Sections Only

New Search

Refine Search

**Sort By**

[Course ID](#) [Sort](#)

**Results Per Page**

[10](#) [Show](#)

**Legend**

Open Closed

**Related Links**

[Registration](#)

## Section Search

[Back to Registration](#)

Found 1 results for Course Code = 'AP 213' and Registration Type = 'Traditional' and Period = '2010 Spring'.

Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Principles of Christian Apologetics AP 213/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	3.00		Mon 8:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	99 of 99	<a href="#">Add</a>

http://selfservice.wts.edu/Search/SectionSearch.aspx?loadresults=true&type=Trad&year=2010&eventid=AP+213&term=SPRING#

- Results of clicking on the magnifying glass for AP 213.
- Click **Add**.

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?loadresults=true&type=Trad&year=2010&eventid=AP%

Welcome Kevin (kdubrow) [Cart](#) [Help](#) [Log Out](#) [Catalog](#) [Search](#)

WESTMINSTER THEOLOGICAL SEMINARY

[Home](#) [Register](#) [Classes](#) [Finances](#) [Grades](#) [Search](#) [My Profile](#)

[Course Catalog](#) [Section Search](#)

**Options**

Open Sections Only

New Search

Refine Search

**Sort By**

[Course ID](#) [Sort](#)

**Results Per Page**

[10](#) [Show](#)

**Legend**

Open Closed

**Related Links**

[Registration](#)

**Section Search**

[Back to Registration](#)

**Course Added** [Hide](#)

Course **AP 213/Lecture/01** was added to your shopping cart for period **2010/SPRING/Main**.

[View Cart](#) [Proceed to Registration](#)

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Principles of Christian Apologetics AP 213/Lecture/01	2/4/10 - 5/21/10	2010 Spring Main	3.00		Mon 8:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Westminster Theological Seminary, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	99 of 99

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Click **View Cart**.



Self-Service - Cart - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Google

## Cart

2010/Spring

Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Prin of Chr Apol AP 213/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Mon 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	Remove
NT Interp: Acts&Paul NT 223/Lecture/01	2/4/2010 - 5/21/2010	4.00	Credit	Mon 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	Remove
OT Hist & Theol II OT 223/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Wed 8:30 AM - 9:25 AM; Philadelphia, Van Til, Room Room 1 Fri 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	Remove

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Done

A view of the cart with all the courses that have been added so far.

A cart can have courses from more than one semester/term in it.

The next slide shows a cart with courses for both the  
Winter 2010 term and Spring 2010 semester.

Self-Service - Cart - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Google

## Cart

**2010/Winter** Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Seminar in Leadership PT 332/Lecture/001	1/19/2010 - 1/22/2010	2.00	Credit	Tues 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Wed 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Thur 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Fri 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1	Timothy Zimmerman Witmer	Remove

**2010/Spring** Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Prin of Chr Apol AP 213/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Mon 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	Remove
NT Intern:	2/4/2010 -	4.00	Credit	Mon 11:05 AM - 1:00	Mr. Thomas Lee Keene	Remove

http://selfservice.wts.edu/Records/ClassScheduleGrid.aspx?year=2010&term=SPRING

View of a Cart with courses for both Winter 2010 and Spring 2010:

- Each term/semester has its own section in the Cart.
- Each term/semester in the Cart must be dealt with separately.

## 2010/Spring

2010 / SPRING							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	<b>AP 213</b> Lecture/01 Van Til Room 1		<b>OT 223</b> Lecture/01 Van Til Room 1		<b>OT 223</b> Lecture/01 Van Til Room 1		
9:00 am							
10:00 am			<b>AP 213</b> Lecture/01 Van Til Room 1				
11:00 am							
	<b>NT 223</b> Lecture/01 Van Til Room 1	<b>NT 223</b> Lecture/01 Van Til Room 1		<b>PT 353</b> Lecture/01 Van Til Room 1			

By clicking ***View Schedule*** under the 2010/Spring heading within your cart, you can see a visual layout of the courses in your cart for that semester.



## **STEP 2: REVIEW SCHEDULE**

**B) Registering for Courses in your Cart**

Self-Service - Cart - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Google

## Cart

**2010/Winter** Empty Cart Add Section View Schedule **Register**

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Seminar in Leadership PT 332/Lecture/001	1/19/2010 - 1/22/2010	2.00	Credit	Tues 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Wed 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Thur 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1 Fri 9:00 AM - 4:00 PM; Philadelphia, Van Til, Room Room 1	Timothy Zimmerman Witmer	Remove

**2010/Spring** Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Prin of Chr Apol AP 213/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Mon 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	Remove
NT Intern:	2/4/2010 -	4.00	Credit	Mon 11:05 AM - 1:00	Mr. Thomas Lee Keene	

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=WINTER

Click **Register** in a term header to begin registering for the courses in your cart. In our example, we will register for Winter 2010 term courses.

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=WINTER

Related Links

- Section Search
- Academic Plan
- View Schedule

## Traditional Courses - 2010/Winter

☒ Select Period
 ☒ Review Schedule
 ☐ Finalize
 ☐ Complete

### Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Seminar in Leadership - PT 332 / Lecture / 001	1/19/2010 - 1/22/2010	Main	2.00	Credit	Fri, 9:00 AM - 4:00 PM; Thur, 9:00 AM - 4:00 PM; Tues, 9:00 AM - 4:00 PM; Wed, 9:00 AM - 4:00 PM;	Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1	Timothy Zimmerman Witmer	In Cart	<a href="#">Remove</a>

[Previous](#)
[Next](#)

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Done

Review your schedule:

- Click **Remove** for any courses you decide not to take.
- Click **Next** to finalize your schedule.

**STEP 3: FINALIZE**

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=WINTER

Google

## Traditional Courses - 2010/Winter

[Select Period](#)
[Review Schedule](#)
[Finalize](#)
[Complete](#)

### Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Seminar in Leadership -PT 332 /Lecture /001	1/19/2010 1/22/2010	Main	2.00	Credit	Fri, 9:00 AM - 4:00 PM; Thur, 9:00 AM - 4:00 PM; Tues, 9:00 AM - 4:00 PM; Wed, 9:00 AM - 4:00 PM	Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1 Westminster Theological Seminary, Van Til, Room Room 1	Timothy Zimmerman Witmer	Registered

New Charges/Credits:

2010/Winter	Tuition Per Credit Hour	Total:	\$800.00	Payment Due: \$5,400.00
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[View Statement](#)

[Previous](#)
[Finish](#)

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- The **Finalize** page shows the status of your submitted schedule.
- Check the **Status** of all of the courses.
  - Review the charges/credits that your new schedule has incurred.
  - Click **Finish**.

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=WINTER

Welcome Kevin (kdubrow)

Cart Help Log Out

Course Sections Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses - 2010/Winter

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

View Statement

Congratulations! You have completed your Registration for: 2010/Winter

- Modify your schedule for 2010/Winter
- Select another Registration Period

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http://selfservice.wts.edu/Registration/ShoppingCart.aspx

- Shown: completed registration screen, indicating that you have completed registering for 2010/Winter!
- To register for another semester/term, click **Cart**, or **Select another Registration Period**.



Self-Service - Cart - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/ShoppingCart.aspx

Google

## Cart

2010/Spring

Empty Cart Add Section View Schedule **Register**

Session - Main ▶ Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Prin of Chr Apol AP 213/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Mon 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1 Wed 9:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	Remove
NT Interp: Acts&Paul NT 223/Lecture/01	2/4/2010 - 5/21/2010	4.00	Credit	Mon 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2 Tues 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	Remove
OT Hist & Theol II OT 223/Lecture/01	2/4/2010 - 5/21/2010	3.00	Credit	Wed 8:30 AM - 9:25 AM; Philadelphia, Van Til, Room Room 1 Fri 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	Remove
Sermon Delivery PT 353/Lecture/01	2/4/2010 - 5/21/2010	2.00	Credit	Thur 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 5	Rev. John Currie	Remove

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=SPRING

- The Cart no longer holds the Winter term courses for which you just registered.
- Click **Register** to begin registration for the Spring 2010 semester.

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Registration/Registration.aspx?year=2010&term=SPRING

Related Links

- Section Search
- Academic Plan
- View Schedule

## Traditional Courses - 2010/Spring

☒ **Select Period**
☒ **Review Schedule**
☐ **Finalize**
☐ **Complete**

### Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Prin of Chr Apol - AP 213 / Lecture / 01	2/4/2010 - 5/21/2010	Main	3.00	Credit	Mon, 8:30 AM - 10:25 AM; Wed, 9:30 AM - 10:25 AM;	Westminster Theological Seminary, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	In Cart	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	NT Interp: Acts&Paul - NT 223 / Lecture / 01	2/4/2010 - 5/21/2010	Main	4.00	Credit	Mon, 11:05 AM - 1:00 PM; Tues, 11:05 AM - 1:00 PM;	Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	In Cart	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	OT Hist & Theol II - OT 223 / Lecture / 01	2/4/2010 - 5/21/2010	Main	3.00	Credit	Fri, 8:30 AM - 10:25 AM; Wed, 8:30 AM - 9:25 AM;	Westminster Theological Seminary, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	In Cart	<a href="#">Remove</a>

Done

- Review your schedule before finalizing.
- Remember: all four items at the top of the screen (**Select Period**, **Review Schedule**, **Finalize**, and **Complete**) must be checked. If not, you have not completed registration for the Spring 2010 semester.



**VIEWING YOUR SCHEDULE**

Self-Service - Student Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Records/ClassSchedule.aspx

Welcome Kevin (kdubrow)

Cart Help Log Out

Course Sections

Search

WESTMINSTER  
THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Schedule Permission Requests

### Student Schedule

Options

Text | [Grid](#)

Period  
2010/Spring

☐ Courses in Cart  
☐ Waitlisted Courses  
☐ Con Ed Courses

Submit

### Student Schedule

Traditional 2010/Spring/Main

Registered Courses

[AP 213/Lecture/01 - Principles of Christian Apologetics](#) Duration 2/4/2010 - 5/21/2010  
Credits 3.00 Type Credit CEUs 0.00  
Schedule Mon 8:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1  
Wed 9:30 AM - 10:25 AM; Philadelphia, Van Til, Room Room 1  
Instructors Dr. Kenneth Scott Oliphint

[NT 223/Lecture/01 - NT Interpretation: Acts & the Paul Epist](#) Duration 2/4/2010 - 5/21/2010  
Credits 4.00 Type Credit CEUs 0.00  
Schedule Mon 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2  
Tues 11:05 AM - 1:00 PM; Philadelphia, Van Til, Room Room 2  
Instructors Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.

[OT 223/Lecture/01 - Old Testament History & Theology II](#) Duration 2/4/2010 - 5/21/2010  
Credits 3.00 Type Credit CEUs 0.00

javascript: \_\_doPostBack('ShowGrid', '')

To view your official schedule:

- Click on the **Classes** tab.
- Click **Schedule**.
- Click **Student Schedule** (in the left column).

Self-Service - Student Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Records/ClassSchedule.aspx

Student Schedule

Class Schedule - 2010 / SPRING

Hide Weekend

Options

Text | Grid

Period

2010/Spring

☐ Courses in Cart

☐ Waitlisted Courses

☐ Con Ed Courses

Submit

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	AP 213 Lecture/01 Van Til Room 1		OT 223 Lecture/01 Van Til Room 1		OT 223 Lecture/01 Van Til Room 1		
9:00 am			AP 213 Lecture/01 Van Til Room 1				
10:00 am							
11:00 am							
	NT 223	NT 223					

Done

- Clicking the **Grid** option provides a visual layout of your schedule.
- Both the **Text** and **Grid** layouts of your schedule can be printed.

# NEED HELP?

- For more information about registration:  
[http://www.wts.edu/students/registrar/registration\\_2.html](http://www.wts.edu/students/registrar/registration_2.html)
- For help getting started with Self-Service:
  - E-mail [HelpDesk@wts.edu](mailto:HelpDesk@wts.edu).
  - Call (215) 572-3838 (ext. 3838)!