

Getting Oriented in Self-Service

RESOLVING REGISTRATION ISSUES

Westminster Theological Seminary

**REGISTRATION ISSUE #1:
You cannot log onto Self-Service.**

RESOLUTIONS:

1. Review tutorial entitled *Getting Oriented with SS* (PowerPoint)

2. Email HelpDesk@wts.edu

REGISTRATION ISSUE #2:

**You might not be able to
register online. . .**

REASONS YOU CANNOT REGISTER ONLINE INCLUDE:

1. Registration is not currently open for your program.
2. You are a new (first-time) or reinstating student. (Does not apply to DMin students.)
3. You are required to take the Advanced Theological Writing (ATW) course and have not completed this requirement
4. You have dropped all the courses in your cart before adding any courses, which automatically prompts the system to withdraw you as a student.
5. You are not a current student.
6. You are an advanced degree student (ThM, PhD or DMin) and your advisor has not authorized you to register.
7. Your account is on one or more registration STOP lists.



- Related Links ▲
- Section Search
- Academic Plan
- View Schedule

Traditional Courses

- Select Period
- Review Schedule
- Finalize
- Complete

- You are not eligible to register online at this time. The possible reasons for this, and their resolutions, include:
 - Registration is not currently open for your program.
Resolution: Wait until the registration period has opened before trying to register.
 - You are a new (first semester) or reinstating student.
Resolution: Contact the Registrar's Office to register.
 - You have not completed the Advanced Theological Writing (ATW) requirement.
Resolution: Contact the Registrar's Office to register.
 - You have dropped all the courses in your cart before adding any courses, which automatically prompts the system to withdraw you as a student.
Resolution: Contact the Registrar's Office to remove the automatic withdrawal before trying to register again.
 - You are not a current student.
Resolution: Contact the Registrar's Office for instructions.
 - You are an advanced degree (PhD/ThM/DMin) student and your advisor has not authorized you to register.
Resolution: Contact your advisor.

For Reasons 1 through 6, you will see the screen above.

Please follow the resolution associated with the reason that applies to you.



Related Links

[Section Search](#)

[Academic Plan](#)

[View Schedule](#)

Traditional Courses

 Account is on Stop List.

3/13/2014 - Library Level 2-Registration & Grades (Stop Registration, Stop Grades)

3/13/2014 - Registrar's Ofc Hold-Grades&Registration (Stop Registration, Stop Grades)

Your account is currently on one or more Stop Lists (see above).

Resolution: Contact the relevant office(s) to resolve the situation(s). Once resolved, the stop(s) will be removed and you will be able to register.

For Reason 7 (“Your account is on one or more STOP Lists”), you will see the screen above.

Please follow the resolution indicated. Once resolved, the Stop(s) will be removed and you will be able to register.

REGISTRATION ISSUE #3:

**You might not be able to
register for certain courses...**

REASONS YOU CANNOT REGISTER FOR CERTAIN COURSES INCLUDE:

- 1. Course Conflict (two courses meeting at same time)**
- 2. Corequisite/Prerequisite requirement**
- 3. Degree/Emphasis restriction**
- 4. Class Availability**
- 5. Permissions course requirement**

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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

Google

Traditional Courses - 2010/Spring

Select Period
 Review Schedule
 Finalize
 Complete

You are unable to register for PT 353 Lecture 01 for the following reasons:
 Class Availability: The course is only open to Pastoral Ministry curriculum.
 Prerequisite You did not meet the following prerequisites:
 CoursePT 221 Lecture[not taken]

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 Westminster Theological Seminary, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	In Cart	<input type="button" value="Remove"/>
<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 Westminster Theological Seminary, Van Til, Room Room	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	In Cart	<input type="button" value="Remove"/>

Done

- If you are restricted from adding a certain course to your cart, an error message will be generated explaining the reason.
- In our example (see screen above), the course has a degree/emphasis restriction.

Self-Service - Traditional Courses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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

Google

Theological Seminary, Van Til, Room Room 1											
<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 Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	In Cart	<input type="button" value="Remove"/>	
<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 Westminster Theological Seminary, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	In Cart	<input type="button" value="Remove"/>	
<input checked="" type="checkbox"/>	Sermon Delivery - PT 353 / Lecture / 01	2/4/2010 - 5/21/2010	Main	2.00	Credit	Thur, 11:05 AM - 1:00 PM;	Westminster Theological Seminary, Van Til, Room Room 5	Rev. John Currie	In Cart	<input type="button" value="Remove"/>	

Done

- To finalize your schedule, remove problem courses before clicking **Next**.
- Contact the Registrar's Office to register for courses restricted from you online.

- Related Links
- Section Search
- Academic Plan
- View Schedule

Traditional Courses - 2010/Spring

✓ Select Period
✓ Review Schedule
▶ Finalize
Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
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 Westminster Theological Seminary, Van Til, Room Room 1	Dr. Kenneth Scott Oliphint	Registered
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 Westminster Theological Seminary, Van Til, Room Room 2	Mr. Thomas Lee Keene , Dr. Richard Birch Gaffin Jr.	Registered
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 Westminster Theological Seminary, Van Til, Room Room 1	Mr. Christopher James Fantuzzo	Registered

New Charges/Credits:

2010/Spring	Tuition Per Credit Hour	\$4,000.00	Payment Due: \$9,430.00
2010/Spring	Student Fee	\$30.00	
Total:		\$4,030.00	

[View Statement](#)

Review the status of your finalized schedule, then 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

Google

<input type="checkbox"/>	NT Theology - NT 612 / Lecture / 01	1/25/2010 -	Main	3.00	Credit	Fri, 9:00 AM - 2:00 PM; Mon, 9:00 AM - 3:00 PM; Thur, 9:00 AM - 3:00 PM; Tues, 9:00 AM - 3:00 PM; Wed, 9:00 AM - 3:00 PM;	Westminster Theological Seminary, Andreas Center, Room Craig	Dr. Gregory K. Beale	In Cart	Remove
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Previous Next

Done

If you wish to register for the other courses **WITHOUT** removing a problem course from your cart, clear the checkbox next to it in the **Review Schedule** screen. This will notify Self-Service not to register for the problem course, even though it is in your cart.

**ISSUE #3 - SPECIAL CASE:
“PERMISSIONS” COURSES**

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?criteria=NT 612

Welcome Kevin (kdubrow) Cart Help Log Out Course Sections 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

Course Added Hide

Course NT 612/Lecture/01 was added to your shopping cart for period 2010/WINTER/Main.

View Cart Proceed to Registration Request Permission

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
New Testament Theology NT 612/Lecture/01	1/25/10 - 1/29/10	2010 Winter Main	3.00		Fri 9:00 AM - 2:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Mon 9:00 AM - 3:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Thur 9:00 AM - 3:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Tue 9:00 AM - 3:00 PM	Dr. Gregory K. Beale	3 of 3

http://selfservice.wts.edu/Records/RequestPermission.aspx?sectionid=7039

- There are a few courses for which you will be asked to submit a permission request.
- You will be able to add these “permissions” courses to your cart, but will not be able to register for them until after the Registrar’s Office has granted you permission.

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

You are unable to register for NT 612 Lecture 01 for the following reasons:
 Prerequisite You did not meet the following prerequisites:
 Permission from Registrar's Office[not granted]

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Mus & Worsh Chg Chur - AP 522 / Lecture / 01	1/11/2010 - 1/15/2010	Main	2.00	Credit	Fri, 9:30 AM - 3:30 PM; Mon, 9:30 AM - 3:30 PM; Thur, 9:30 AM - 3:30 PM; Tues. 9:30	Westminster Theological Seminary, Andreas Center, Room Craig Westminster Theological Seminary, Andreas Center, Room	Mr. James Ward	In Cart	Remove

Done

If you attempt to register for a “permissions” course before receiving permission, you will get an error message. (See screen above.)

Self-Service - Section Search - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://selfservice.wts.edu/Search/SectionSearch.aspx?criteria=NT 612

Welcome Kevin (kdubrow) Cart Help Log Out Course Sections Search

WESTMINSTER THEOLOGICAL SEMINARY

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Section Search

Course Added Hide

Course NT 612/Lecture/01 was added to your shopping cart for period 2010/WINTER/Main.

View Cart Proceed to Registration Request Permission

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
New Testament Theology NT 612/Lecture/01	1/25/10 - 1/29/10	2010 Winter Main	3.00		Fri 9:00 AM - 2:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Mon 9:00 AM - 3:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Thur 9:00 AM - 3:00 PM; Westminster Theological Seminary, Andreas Center, Room Craig Tue 9:00 AM - 3:00 PM	Dr. Gregory K. Beale	3 of 3

http://selfservice.wts.edu/Records/RequestPermission.aspx?sectionid=7039

After adding a “permissions” course, click **Request Permission**.

The screenshot shows a web browser window titled "Self-Service - Request Permission - Mozilla Firefox". The address bar contains the URL "http://selfservice.wts.edu/Records/RequestPermission.aspx?sectionid=7039". The page header includes "PowerCAMPUS SELF-SERVICE" and a "Close Window" button. The main content area is titled "Request Permission" and contains the following text: "To request permission for NT 612/Lecture/01, please enter a comment and select **Submit**." Below this, a "Prerequisites:" section states "(Instructor Permission Required from Registrar's Office)". A "Send to:" field is set to "Registrar's Office". A "Comment:" section has a text box containing "Please let me take this course." At the bottom of the form are two buttons: "Send Request" and "Cancel". A mouse cursor is pointing at the "Send Request" button. The footer of the page reads "PowerCAMPUS® Self-Service 7.2 · © 2005 - 2009 SunGard. All rights reserved." and the status bar at the bottom shows "Done".

- Enter a comment and click **Send Request**.
- After a time, the Registrar's Office will email a response to your request.
- If you receive an email from the Registrar's Office indicating that you have been approved, login to Self-Service again and finish registering for the course.

NEED HELP?

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