

NOBTS Registration Procedures

1. Go To Selfserve.nobts.edu
2. At the Login page – use your current username and password to login.



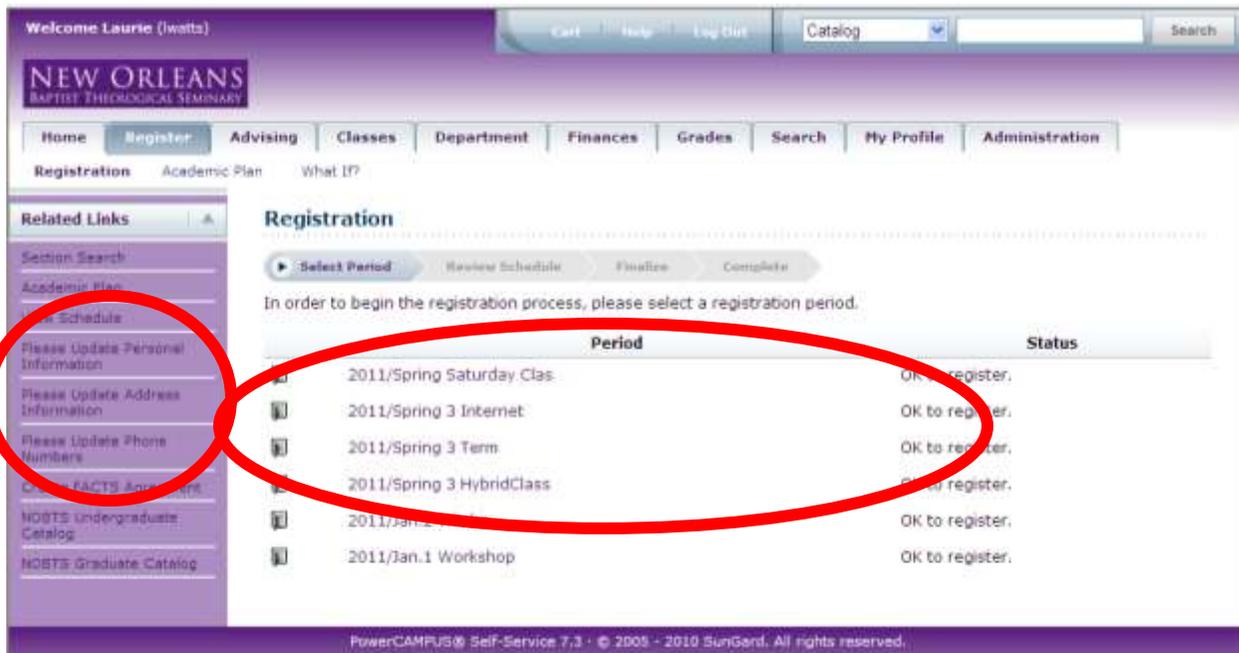
3. After Logging in - left click on the "Register" tab.



4. Left click on the "Registration" Menu item.



5. Please take a minute to update your "Personal Information", "Address Information", and "Phone Numbers" using the links on the left hand menu by left click on the links. (You may also go to the "My Profile" tab to access these same screens.)
6. Choose the Year/Term listed on the "Registration" window that you would like to register for. (Only the Year & Terms that are open for registration will appear.) Note the Status column to determine if you are eligible to register for that Year/Term .
7. If you are eligible to register for that Year/Term you will be taken to the registration cart for that Year/Term.



8. Use the "Section Search" to locate sections being offered in that Year/Term.

Welcome Laurie (lwatts)

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Home Register Advising Classes Department Finances Grades Search My Profile Administration

Registration Academic Plan What If?

Related Links

- Section Search
- View Schedule
- Please Update Personal Information
- Please Update Address Information
- Please Update Phone Numbers
- Create FACTS Agreement
- NOBTS Undergraduate Catalog
- NOBTS Graduate Catalog

Registration - 2011/Spring Saturday Clas

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must have at least one item in 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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Welcome Laurie (lwatts)

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Home Register Advising Classes Department Finances Grades Search My Profile Administration

Course Catalog Section Search Directory

Section Search

Back to Registration

Basic Search Advanced Search

Keywords

Registration Type

Traditional Continuing Education Both

Period: 2011 Spring Saturday Clas Session:

Search Clear

Results Per Page 10

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9. Type in the Search criteria you would like to use to filter the courses available. (The “Advanced Search” tab will offer more detailed fields for you to use. – Remember the more fields you use the fewer the courses will be located.)

Welcome Laurie (lwatts)

Cart Help Log Out Catalog Search

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Home Register Advising Classes Department Finances Grades Search My Profile Administration

Course Catalog Section Search Directory

Related Links

- Registration
- Academic Plan
- NOBTS Blackboard

Section Search

Back to Registration

Basic Search Advanced Search

Keywords Course Code

Registration Type

Traditional Continuing Education Both

Period Session

2011 Spring Saturday Clas

Starts From

Starts From

Meeting

Note: If you are an extension center student you may want to use the “Advanced Search” field “College” to narrow down the sections to only those that are offered at your center.

NOBTS Blackboard

Course Code

Registration Type

Session

College

- ANU Angola-Undergrad
- BHG Birmingham-Gradu
- BHU Birmingham-Under
- BLC Biloxi-Certifica
- BRC Baton Rouge Cert
- BRU Baton Rouge-Unde
- CAG Central AL Grad
- CLG Cen LA Grd-Pinev
- FLC Florida-Certific
- FRC Flamingo Rd Cert
- GVG Graceville-Gradu
- GZC Gonzales FBC-Cer
- JKU Jackson-Undergra
- JVC Jacksonville-Cer
- JVG Jacksonville-Gra
- LLC Lafayette LA Cer
- MPC Parchman Cert
- MPU Parchman Undergr
- MSG Clinton MS-Grad
- NAC North Alabama-Ce
- NGC North Georgia-Ce
- NGG North Georgia-Gr
- NGU North Georgia-Un
- NMG N Mississippi-Gr
- NOC New Orleans-Cert
- NOD New Orleans-Doct
- NOG New Orleans-Grad
- NOU New Orleans-Unde
- NSC N Shore Bappt Cer

10. When you have located a course you would like to register for use the “Add” button on the right hand side of the screen to “Add” the course to your registration cart.

The screenshot shows the 'Section Search' page of the New Orleans Baptist Theological Seminary registration system. The page displays two search results for 'Traditional' registration type in the '2011 Spring Saturday Clas' period. The first result is 'Exploring the New Testament' (NTENS300/Lecture/01) with 3.00 credits and 49 of 49 seats available. The second result is 'Introduction to the Philosophy Religion' (PHIL5300/Lecture/01) with 3.00 credits and 49 of 49 seats available. Both results have an 'Add' button on the right side of the row, which is circled in red. The page also includes a navigation menu at the top, a search bar, and a sidebar with options like 'Open Sections Only' and 'Sort By'.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Exploring the New Testament NTENS300/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring Saturday Clas 1st Session	3.00		Saturday 8:00 AM - 3:00 PM; New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Jimmy Ward Dukes	49 of 49
Introduction to the Philosophy Religion PHIL5300/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring Saturday Clas 1st Session	3.00		Saturday 8:00 AM - 3:00 PM; New Orleans Baptist Theological Seminary, Hardin Student Center,	Dr. Robert Byron Stewart	49 of 49

11. You should receive a Course Added pop-up window which will allow you to “View Cart” or “Proceed to Registration”

The screenshot shows the same 'Section Search' page as above, but with a 'Course Added' pop-up window overlaid. The pop-up window contains the text: 'Course NTENS300/Lecture/01 was added to your shopping cart for period 2011/3S/1st Session.' Below the text are two buttons: 'View Cart' and 'Proceed to Registration', both of which are circled in red. The background search results are partially obscured by the pop-up window.

12. If you would like to continue to add courses to your cart you may do so by looking through the additional courses that met your search criteria. You may move from page to page by left clicking the navigation buttons located at the bottom of the page.

	Instructional Theory and Practice CEEF6203/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring 3 Internet 1st Session	2.00	Fees Applicable	To Be Announced 12:00 AM - 12:01 AM; Location to be announced	Dr. Paula A. Stringer	24 of 29	<input type="button" value="Add"/>
	Phil Foundations CEEF6301/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring 3 Internet 1st Session	3.00	Fees Applicable	To Be Announced 12:00 AM - 12:01 AM; Location to be announced	Dr. Bayne B. Pounds	25 of 29	<input type="button" value="Add"/>

1 2 3 4 5 6 Next >>

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13. If you would like to change your criteria left click on the “Refine Search” button located on the left hand menu and change your search preferences.

Welcome Laurie (lwatts) | Cart | Help | Log Out | Catalog | Search

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Home Register Advising Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

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
NOBTS Blackboard

Section Search

Course Added

Course **BBBW5300/Lecture/01** was added to your shopping cart for period **2011/3E/1st Session**.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Encountering the Biblical World BBBW5300/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring 3 Internet 1st Session	3.00	Fees Applicable	To Be Announced 12:00 AM - 12:01 AM; Location to be announced	Dan Warner	21 of 29
New Testament Survey BSCM2350/Lecture/01	1/18/2011 - 5/13/2011	2011 Spring 3 Internet 1st Session	3.00	Fees Applicable	To Be Announced 12:00 AM - 12:01 AM; Location to be announced	Dr. Norris Cameron Grubbs	46 of 49 <input type="button" value="Add"/>
Christian Scriptures	1/18/2011 -	2011	3.00	Fees	To Be	Dr. Norris	46 of 49 <input type="button" value="Add"/>

14. When you have completed your selections left click on the “Proceed to Registration” where you will be taken to your cart for one final review of your course selections. If you need to remove a course left click on the “Remove” button on the right hand of the screen.

Registration - 2011/Spring Saturday Clas

Progress: Select Period Review Schedule Finalize Complete

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Explor the N T - NTEN5300 / Lecture / 01	1/18/2011 - 5/13/2011	1st Session	3.00	Credit	Saturday, 8:00 AM - 3:00 PM;	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Jimmy Ward Dukes	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Intro Phil of Religi - PHIL5300 / Lecture / 01	1/18/2011 - 5/13/2011	1st Session	3.00	Credit	Saturday, 8:00 AM - 3:00 PM;	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Robert Byron Stewart	In Ca	<input type="button" value="Remove"/>

Navigation:

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15. If you are ready to complete your registration left click on the “Next” button in the bottom right hand of the window.

Registration - 2011/Spring Saturday Clas

Progress: Select Period Review Schedule Finalize Complete

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Explor the N T - NTEN5300 / Lecture / 01	1/18/2011 - 5/13/2011	1st Session	3.00	Credit	Saturday, 8:00 AM - 3:00 PM;	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Jimmy Ward Dukes	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Intro Phil of Religi - PHIL5300 / Lecture / 01	1/18/2011 - 5/13/2011	1st Session	3.00	Credit	Saturday, 8:00 AM - 3:00 PM;	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Robert Byron Stewart	In Cart	<input type="button" value="Remove"/>

Navigation:

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16. Your courses will be assessed and you will be given the opportunity to pay for your classes at this time. If you choose not to pay now **Please be aware that there is a payment deadline for each term.** Please check the academic catalog/ academic calendar for appropriate date.

Welcome Laurie (lwatts)

Cart Help Log Out Catalog Search

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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Registration Academic Plan What If?

Related Links

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Registration - 2011/Spring Saturday Clas

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Explor the N T - NTENS300 /Lecture /01	1/18/2011 5/13/2011	1st Session	3.00	Credit	Saturday, 8:00 AM - 3:00 PM	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Jimmy Ward Dukes	Registered

New Charges/Credits: View Statement

2011/Spring Saturday Clas SAT/Hybrid Southern Baptist per credit \$555.00 Payment Due: \$635.99

Total: \$555.00

Bill Me Later
 Pay My Balance of \$635.99
 Make a Payment

17. To drop a class, left click on "Register" and then "Registration." As long as the year and term for which you previously registered shows as "OK to Register," you may make changes to your schedule without any "Drop/Add" fees. Left click on the year and term for which you previously registered. Your registered courses should appear with a checkbox to the left labeled "Drop." Click in the box beside the course you wish to drop, and then click on "Next." The course will be dropped and the fees reversed off your account.

Registration - 2013/Fall 1 Term

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.

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	Explore the NT NTEN5300 / Lecture / 01	8/22/2012 - 12/17/2012	1st Session	3.00	Credit	Tues, Thurs, 8:00 AM - 9:20 AM;	New Orleans Baptist Theological Seminary, Hardin Student Center, Room	Dr. Gerald L. Stevens	Registered

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Check out these Registration FAQs for more information:

What if I forget my password for SelfServe?

If you have set up a SelfServe security question you can use the “Forgot My Password” feature located on the login screen of SelfServe.NOBTS.edu to reset it. The system will email you a temporary password that you can use to login. Watch for the email in your inbox (or sometimes it gets placed in your Spam folder). If you did not set up a security question, email Selfserve@nobts.edu for assistance. Don’t forget to change your password to something you can remember after you login!

What if I forget my user name for SelfServe?

You can get help by emailing Selfserve@nobts.edu.

Am I Eligible to register? How do I know if I am?

After you login to SelfServe.nobts.edu you will need to go to the “Register” Tab and click on the “Registration” link. The Year/Term periods currently open for registration are listed with your status off to the right. (We are currently in the 2012 year.) If you see “OK to Register” beside a term you may click on the Year/Term link to begin registration for that period. If you see “Not OK to Register” beside a term you will be prevented from registering for that Year/Term.

Why would my status be “Not OK to register” or “Not eligible to register”?

Look at the status column on the right hand side of the window for more information. There are various reasons that this situation might occur:

- You might need to talk with and be cleared by your advisor.
- You might have a “Stop” on your account - placed by an office needing to talk with you (information located center of page). Contact the office listed for instructions on getting this cleared.
- You might need to talk with your degree office (Leavell College or Registrar’s Office) to determine the reason and get it cleared up. Do this soon so you can register.

Will I have to register for more than one Year/Term?

Possibly. If you plan on taking an online course you will need to register in the term designated as the “Internet” term. If you plan on taking a hybrid course you will need to register in the term designated as the “Hybrid” term. If you plan on taking a traditional semester course you will need to register in the appropriate term not designated as “Internet” or “Hybrid.”

What if I do not see the Year/Term period I want to register for?

The Year/Term might not be open for registration at that time. Consult the Academic Calendar for the appropriate registration dates, or contact the Registrar’s or Leavell College Office for clarification.

How do I find the courses that I want to register for?

- After you have logged into SelfServe (selfserve.nobts.edu), select the Register tab (located at the top left hand portion of the window) and the Registration option (located on the top left hand portion of the window below tabs).
- Click on the year and term for which you wish to register (located in the center portion of the window).
- Then click on Section Search (link located on left hand menu, or click on the words "Section Search" in center of the window).
- Be sure the year and term for which you wish to register is displayed in the Period box.
- Search for the course/section you want by using one of these methods:
 - 1) COURSE CODE: If you know your course code (example: NTEN5300), type it into the Course Code box without any spaces or dashes and click on Search. Do not include the section number in this box.
 - 2) KEYWORDS: If you do not know your course code, you may be able to find the course by typing in a portion of the course name in this box (example: New Testament).
 - 3) COLLEGE CODE: To find all offerings for the specific location you attend, leave the COURSE CODE and KEYWORDS boxes blank, and click on Advanced Search. Click on the dropdown box that is labeled “College,” and select the location where the course is being offered.
- Once you have found your course, click on the Add button (located on right hand side of window - you may need to scroll right to see it).

- ** Be sure you choose the section taught at the location you are interested in. You can find the location in the "Schedule" column for the section.
- To add another, simply click on View Cart and Add Section

How do I finalize the online registration process for the courses I select?

After you add a course to your cart, you can choose to "View Cart" or "Proceed to Registration."

- If you have no other courses to add for the term you have selected, click on "Proceed to Registration" and then click on "NEXT." When your fees are displayed, you may select your payment method to complete the process.
- If you have additional courses to add for the term, click on "View Cart" and then "Add Section." Once you have added all your courses, click on link called "REGISTER" and then click on "NEXT." When your fees are displayed, you may select your payment method to complete the process.

**Note: "Bill me later" means that you will be mailing your payment in to the Business Office before the final payment date for the term.

TIP: When you see the screen that gives you the charges for the term you are registering for, you will know that you have finalized the process.

How do I drop a class?

To drop a class, left click on "Register" and then "Registration." As long as the year and term for which you previously registered shows as "OK to Register," you may make changes to your schedule without any "Drop/Add" fees. Left click on the year and term for which you previously registered. Your registered courses should appear with a checkbox to the left labeled "Drop." Click in the box beside the course you wish to drop, and then click on "Next." The course will be dropped and the fees reversed off your account.

How do I pay my account balance?

Choose one of these three options.

1. Online:

Pay your account balance via Self Serve, the academic and financial tool available to NOBTS students. This is a secure and convenient means of paying an outstanding balance. You can access Self Serve at selfserve.nobts.edu. Follow the instructions to input your account information. Once on your account homepage, click the "Finances" tab from the row of folders across the top of the page. Select "Balance" under the main tabs on the left hand side. From the drop down box showing semesters, select "All;" then select "Balance Summary," and click on "Change." Look for the amount you owe to be on the right hand side. Finally, scroll down to the "Make a Payment" input bar at the bottom left of your screen. **In order for this to work, you must turn OFF your pop-up blocker. Once

an amount is input into the bar, click “Make a Payment,” and follow the instructions to complete the transaction.

2. Telephone Operating System:

This system allows you to pay your account through a secure phone line. Our ‘IVR’ system is convenient, able to be used anywhere a phone call can be placed, and utilizes the phone’s keypad to take information.

To utilize this payment option, make sure you are connected to a land line OR have a clear enough signal to make a call from your cell phone. Have your card information and student identification number at hand. Dial [1-866-606-8235](tel:1-866-606-8235), and follow the instructions that are given by the interactive voice system. Be prepared to verify the information you input after each step once it is read back to you with "yes" or “no,” or you will not be able to complete the transaction.

3. Business Office Window:

Last, but not least, you can come into the business office located in the Hardin Student Center at NOBTS, Monday thru Friday 8:15am – 4:00pm. If you choose to mail your payment to the Business Office, it must be RECEIVED by the last day of payment for the term for which you have registered.

We have two convenient payment options available via Self Serve and IVR. We highly encourage you to utilize one of these two options. If it is more convenient for you to stop by our window or mail your payment, you are more than welcome! Call [504-282-4455](tel:504-282-4455) if you have any questions pertaining to payments and account information.