



HELP: Registering for Classes with CampusNet

This Help document will step you through the process of viewing your Academic Plan, searching and registering for classes and viewing your schedule. [Help on choices for each screen can also be found by clicking Help, then “Help for this Page” at the top of any page].

❖ Getting Started:

To register for classes, go to CampusNet (<http://campusnet.sebts.edu/>)

NOTE: You can only register on or after the first registration date for your class level (Junior, Middler, Senior, etc.)

Login to CampusNet
- Use your 9-digit student ID & password

❖ Registering for classes:

When you have logged in, you will see tabs similar to these. Click the “Register” tab:

Click the “Register” Tab

Now click the “Course Registration” link:

Click “Course Registration”

Now select the Period for which you want to register:

Course Registration

▶ **Select Period** ▶ Review Schedule ▶ Finalize ▶ Complete

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

Period	Status
2009/Spring	OK to register.
2009/January	OK to register.

Click the period you want

You will see your cart, which is initially empty.
You can find any class with a [Section Search](#) (details later), but it is recommended that you start with your Academic Plan:

Course Registration - 2009/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](#).

Starting with your Academic Plan is recommended (click the link)

Academic Plan

NOTE: You will also find a link to the Academic Plan page under the Register tab.

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

Academic Plans:

- ▣ **Graduate**
 - ▶ [MDIV/Christian Education](#)

Click your plan to see its details

NOTE: If your Academic Plan (see example below) is different from what you expect, contact the Registrar's Office to resolve any problems.

2008/Fall - Graduate/MDiv/Christian Education

Courses: 29 Min | 29 Max | 0 Complete | 29 Remaining
Discipline: 2 Total | 0 Complete | 2 Remaining

Credits: 96.00 Min | 96.00 Max | 0.00 Complete | 96.00 Remaining
GPA: 0.00 (Min 0.00) | Overall 0.00 (Min 2.00)

Core Requirements

Courses: 21 Min | 21 Max | 0 Complete | 21 Remaining
Classification: 1 Min | 1 Max | 0 Complete | 1 Remaining

Credits: 60.00 Min | 60.00 Max | 0.00 Complete | 60.00 Remaining

Core Requirements

Courses: 21 Min | 21 Max | 0 Complete | 21 Remaining

Credits: 60.00 Min | 60.00 Max | 0.00 Complete | 60.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
(IND5000	Introduction to the Cooperative Program	Campus)	And	999	Passing	
((HEB5110	Biblical Hebrew I	Campus)	Or	999	Passing	
(HFR5110	Biblical Hebrew I	Internet)	Or	999	Passing	

To see details on any course in your plan, click the course number.

This will open a new screen showing the Catalog Details (including prerequisites).

Catalog Details

HEB5110 - Biblical Hebrew I

An introduction to the fundamentals of classical Hebrew with primary emphasis on the strong verb and basic vocabulary. Credit will be given only if both HEB 5110 and HEB 5120 are satisfactorily completed. 3 semester hrs.

Campus
Description:
Prerequisites: N/A
Corequisites: N/A
Fees: N/A
Credits: 3.00
Credit Types: Letter

Extension
Description:
Prerequisites: N/A
Corequisites: N/A
Fees: N/A
Credits: 3.00
Credit Types: Letter

Internet
Description:
Prerequisites: N/A
Corequisites: N/A
Fees: N/A
Credits: 3.00
Credit Types: Letter




[Find Course Sections](#)

To see what classes are offered for this course, click the "Find Course Sections" link.

Back

Section Search

Found 23 results for Course Code = 'HEB5110'.

Period	Session	Subtype						
Showing 1 - 10 of 23								
	Biblical Hebrew I HEB5110/Campus/A	8/16/08 - 12/11/08 2008 Fall Main	3.00	TWR 9:00 AM - 9:50 AM; Southeastern Baptist Theological Seminary, Binkley Chapel, Room B104	Gary Galeotti	0 of 35		
	Biblical Hebrew I HEB5110/Campus/A	1/5/09 - 1/21/09 2009 January Main	3.00	MTWRF 8:00 AM - 12:00 PM; Location to be announced	Heath A Thomas	35 of 35	<input type="button" value="Add"/>	
	Biblical Hebrew I HEB5110/Campus/B	8/17/06 - 12/12/06 2006 Fall Main	3.00	TW 12:30 PM - 1:50 PM; Southeastern Baptist	Robert Cole	3 of 40		

You will then see a list of all the sections offered for the selected course.

Find the one you want and click its Add button.

Course Added Hide

Course **HEB5110/Campus/A** was added to your shopping cart for period **2009/JANUARY/Main**.

After clicking the Add button, you will see a pop-up window confirming that the class was added to your cart.

Use the "View Cart" button to see what classes are in your cart or the "Proceed to Registration" button if you are ready to register what is in your cart.

To view your cart, either click the "View Cart" button (shown above) or the "Cart" button at the top of each screen →

Cart

2009/January

Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Biblical Hebrew I HEB5110/Campus/A	1/5/2009 - 1/21/2009	3.00	Letter	MTWRF 8:00 AM - 12:00 PM; SEBTS, , Room	Heath A Thomas	Remove

2009/Spring

Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Baptist History HIS5130/Campus/A	1/22/2009 - 5/21/2009	3.00	Letter	TW 7:30 AM - 8:50 AM; SEBTS, , Room	Keith Harper	Remove
Old Testament II OTS5120/Campus/A	1/22/2009 - 5/21/2009	3.00	Letter	F 9:00 AM - 11:50 AM; SEBTS, Binkley Chapel, Room B101	Mark Rooker	Remove

Your cart shows all the classes you have selected, grouped by term.

Use the buttons at the top of each term to modify the cart, view your schedule or register.

Use a Remove button to delete a class from the cart.

View Schedule:

2009/Spring

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM		HIS5130/ Campus/A	HIS5130/ Campus/A		
9:00 AM					
10:00 AM					OTS5120/ Campus/A
11:00 AM					Binkley Chapel B101
12:00 PM					
1:00 PM					

Clicking the View Schedule button will show your weekly schedule for that term (but only the classes that are currently in your cart, not ones which you have already registered).

[To see the registered class schedule, use Schedule link under the Classes tab].

Close this pop-up when you are finished reviewing this schedule.

When you are ready to register the classes in your cart, click the Register button at the top right of the term → Register

You will now see the courses in your cart for that term, followed by the courses which you have already registered:

Course Registration - 2009/Spring

✓ **Select Period** ▶ **Review Schedule** ▶ Finalize ▶ Complete

Courses to Add										
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Baptist History - HIS5130 / Campus / A	1/22/2009 - 5/21/2009	Main	3.00	Letter	TW, 7:30 AM - 8:50 AM;	Location to be announced	Keith Harper	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Old Testament II - OTS5120 / Campus / A	1/22/2009 - 5/21/2009	Main	3.00	Letter	F, 9:00 AM - 11:50 AM;	Southeastern Baptist Theological Seminary, Binkley Chapel, Room B101	Mark Rooker	In Cart	<input type="button" value="Remove"/>

This section shows the courses in your cart. Use a Remove button if you wish to delete a class before registering the rest.

Registered Courses										
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input type="checkbox"/>	Biblical Counseling - BCO5500 / Campus / B	1/22/2009 - 5/21/2009	Main	3.00	Letter	R, 6:30 PM - 9:20 PM;	Location to be announced	Frank J. Catanzaro	Registered	

This section shows the courses you have previously registered. If you want to drop a course from your registration, click the "Drop" check box before clicking "Next".

You are almost done - View results and click "Finish" (or "Previous", if you have more changes)

Course Registration - 2009/Spring

✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Biblical Counseling - BCO5500 /Campus /B	1/22/2009 - 5/21/2009	Main	3.00	Letter	R, 6:30 PM - 9:20 PM	Location to be announced	Frank J. Catanzaro	Registered
Baptist History - HIS5130 /Campus /A	1/22/2009 - 5/21/2009	Main	3.00	Letter	TW, 7:30 AM - 8:50 AM	Location to be announced	Keith Harper	Registered
Old Testament II - OTS5120 /Campus /A	1/22/2009 - 5/21/2009	Main	3.00	Letter	F, 9:00 AM - 11:50 AM	Southeastern Baptist Theological Seminary, Binkley Chapel, Room B101	Mark Rooker	Registered

Previous **Finish**

Review your updated schedule to see the results of your changes, then click the Finish button to register.

You will now see a "Congratulations!" screen which confirms you are registered:

Course Registration - 2009/Spring

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration for: 2009/Spring

The "Congratulations!" screen confirms you are registered.

[If later you want to make more modifications, go back to the Course Registration link under the Register tab].

NOTE: If you try to register for a course for which you haven't met the prerequisites, you will get an error screen that explains the problem:

Course Registration - 2009/Spring

✓ Select Period ▶ Review Schedule Finalize Complete

ⓘ You are unable to register for BCO6580 Campus A for the following reasons:

Prerequisite You did not meet the following prerequisites:
CourseBCO5500 Campus[not taken] OR
CourseBCO5500 Extension[not taken] OR
CourseBCO5500 Internet[not taken]

If during registration you get an error such as this one, note the details shown to help you resolve the problem. If you need help, contact the Registrar's Office.

❖ Basic Section Search:

Home Register Classes Finances Grades **Search** My Profile

Course Catalog Directory Search **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:

Search Clear

Results Per Page: 10

To do a Basic Section Search, click the Search tab, then the “Section Search” link.

You can narrow your search by entering Keywords (or parts of words), Course Codes (or parts of a code), the Period or Session.

When done, click the Search button.

Section Search

[Back to Registration](#)
Found **37** results for Keywords = 'couns' and Registration Type = 'Traditional' and Period = '2009 Spring'.

Subtype ▼ Class Level ▼

Showing 1 - 10 of 37

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Biblical Counseling BCO5500/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		TW 12:30 PM - 1:50 PM; Location to be announced	Steven Phillip Wade	100 of 100	<input type="button" value="Add"/>
Biblical Counseling BCO5500/Campus/B	1/22/09 - 5/21/09	2009 Spring Main	3.00		R 6:30 PM - 9:20 PM; Location to be announced	Frank J. Catanzaro	100 of 100	<input type="button" value="Add"/>
Counseling Individuals with Addiction Pr BCO6552/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		TWR 9:00 AM - 9:50 AM; Location to be announced	Sam Williams	100 of 100	<input type="button" value="Add"/>
Mental and Behavioral	1/22/09 -	2009	3.00		T 9:00 PM - 9:00 PM;	Robert J. ...	100 of 100	<input type="button" value="Add"/>

You will then see your search results.

You will see an “Add” button beside any courses that can be added to your cart.

❖ Advanced Section Search:

Basic Search **Advanced Search**

Keywords: Course Code: Registration Type: Traditional Continuing Education Both

Period: Session:

Starts From: 12 (mm/dd/yyyy) Ends By: 12 (mm/dd/yyyy)

Starts From: Ends By:

Meeting: Campus:

Status: Sub Type:

Credit Type: Instructor:

Program: Class Level:

Department: Population:

College: Nontraditional Programs:

Curriculum: General Education:

Click the “Advanced Search” tab if you want to use more criteria to narrow your search.

This example looks for a keyword of “couns” in the 2009 Spring period and shows only classes occurring between noon and 4pm.

When done, click the Search button.

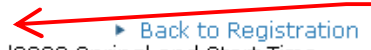
SPECIAL NOTES:

ONLINE STUDENTS: To see only online class sections, select a “Sub Type” of “Internet”.

EXTENSION STUDENTS: To see only courses offered at extension campuses, select a “Sub Type” of “Extension”.

Section Search

Found 4 results for Keywords = 'couns' and Registration Type = 'Traditional' and Period = '2009 Spring' and Start Time = '12:00 PM' and End Time = '4:00 PM'. [▶ Back to Registration](#)



You will then see your search results, with the search criteria shown at the top.

Class Level ▼

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
 Biblical Counseling BC05500/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		TW 12:30 PM - 1:50 PM; Location to be announced	Steven Phillip Wade	100 of 100	<input type="button" value="Add"/>
 Counseling and the Church BC06580/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		W 12:30 PM - 3:20 PM; Location to be announced	Robert Jones	100 of 100	<input type="button" value="Add"/>
 Crisis Intervention BC06590/Campus/A	1/22/09 - 5/21/09	2009 Spring Main	3.00		R 12:30 PM - 3:20 PM; Location to be announced	Frank J. Catanzaro	100 of 100	<input type="button" value="Add"/>

❖ Viewing your Class Schedule:

Once you have registered, you can see all classes on your schedule by clicking the “Classes” tab then the “Schedule” tab:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
8:00 AM		HIS5130/ Campus/A	HIS5130/ Campus/A	NTS5120/ Campus/A	NTS5120/ Campus/A		
9:00 AM							
10:00 AM					OTS5120/ Campus/A Binkley Chapel B101		
11:00 AM							
12:00 PM							
1:00 PM		BCO5500/ Campus/A	BCO5500/ Campus/A				
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM				BCO5500/ Campus/B			
8:00 PM							
9:00 PM							

To see your schedule of registered classes, click Classes then Schedule.

Note the controls on the left side allow you to see a Text or Grid view and select the Period, see unregistered courses in your cart, etc.

The Automatic Time Scale option in the Grid view will customize the time scale to show only the times of your classes.

❖ Help for Screens:

You can get more detailed explanations for each setting on a screen by clicking the “Help” button then the “Help for this Page” link:

Clicking “Help for this Page” will open a window with detailed explanations on all of the settings on the current page.

If you are having problems and need more help, contact the Registrar’s Office:
919-761-2215 or registrar@sebts.edu