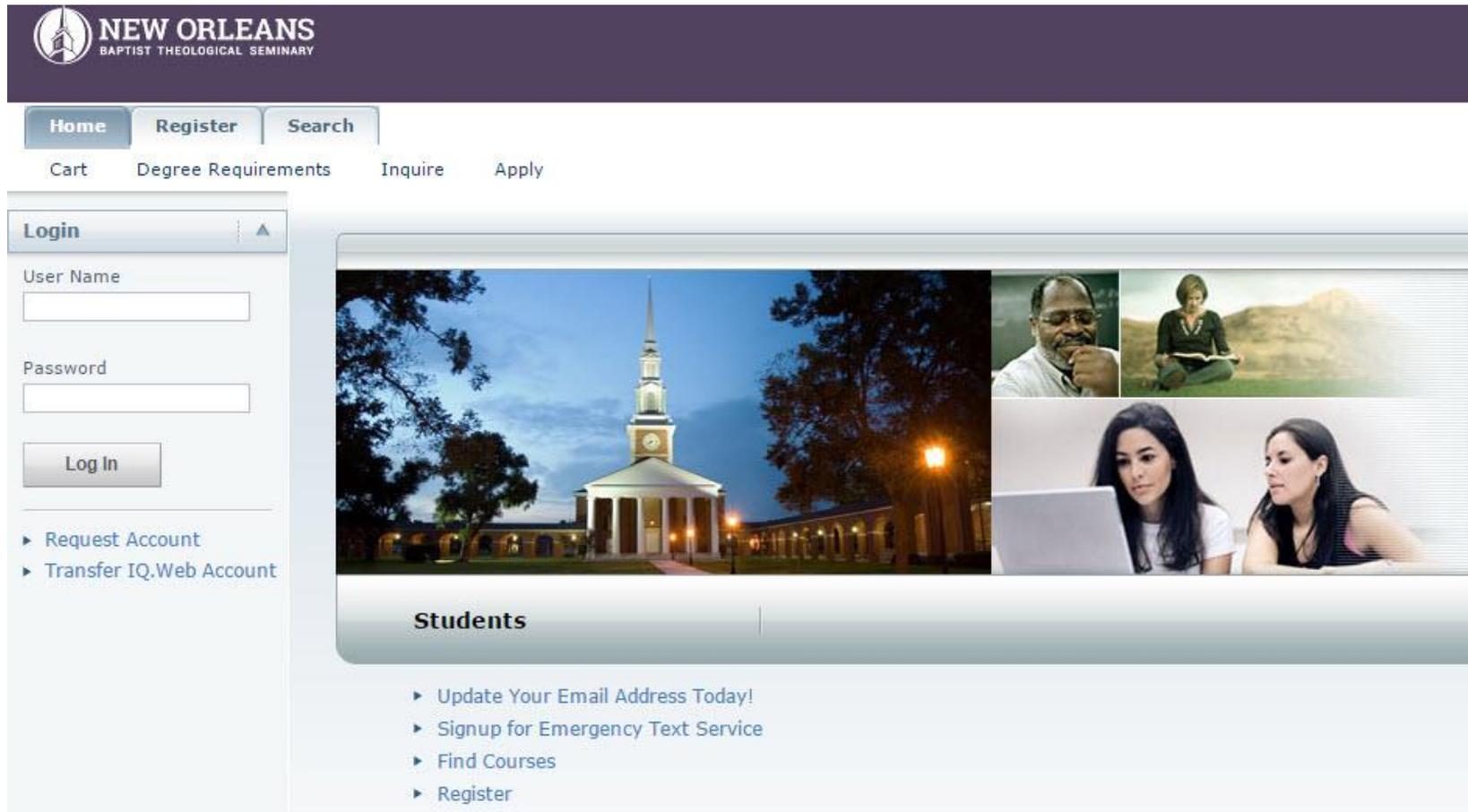


NOBTS: Self Serve Registration Procedures

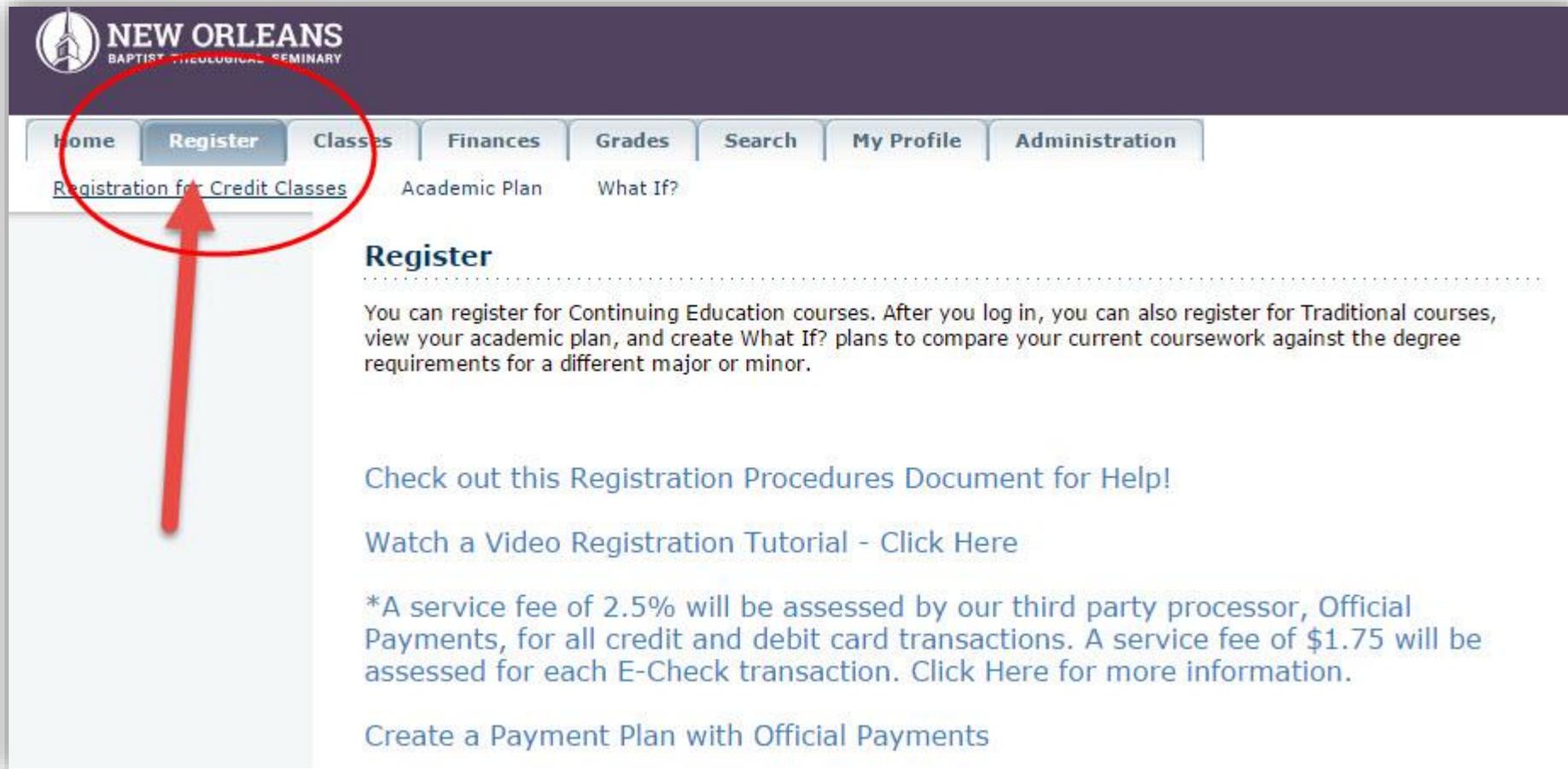




***Go To Selfserve.nobts.edu**

***At the Login page – use your current username and password to login. If you have forgotten your log in information, you can call the ITC Help Desk at (504)816-8180 OR email SelfServe@nobts.edu and request your username and password to be reset and sent to you.**





NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

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

[Registration for Credit Classes](#) Academic Plan What If?

Register

You can register for Continuing Education courses. After you log in, you can also register for Traditional courses, view your academic plan, and create What If? plans to compare your current coursework against the degree requirements for a different major or minor.

[Check out this Registration Procedures Document for Help!](#)

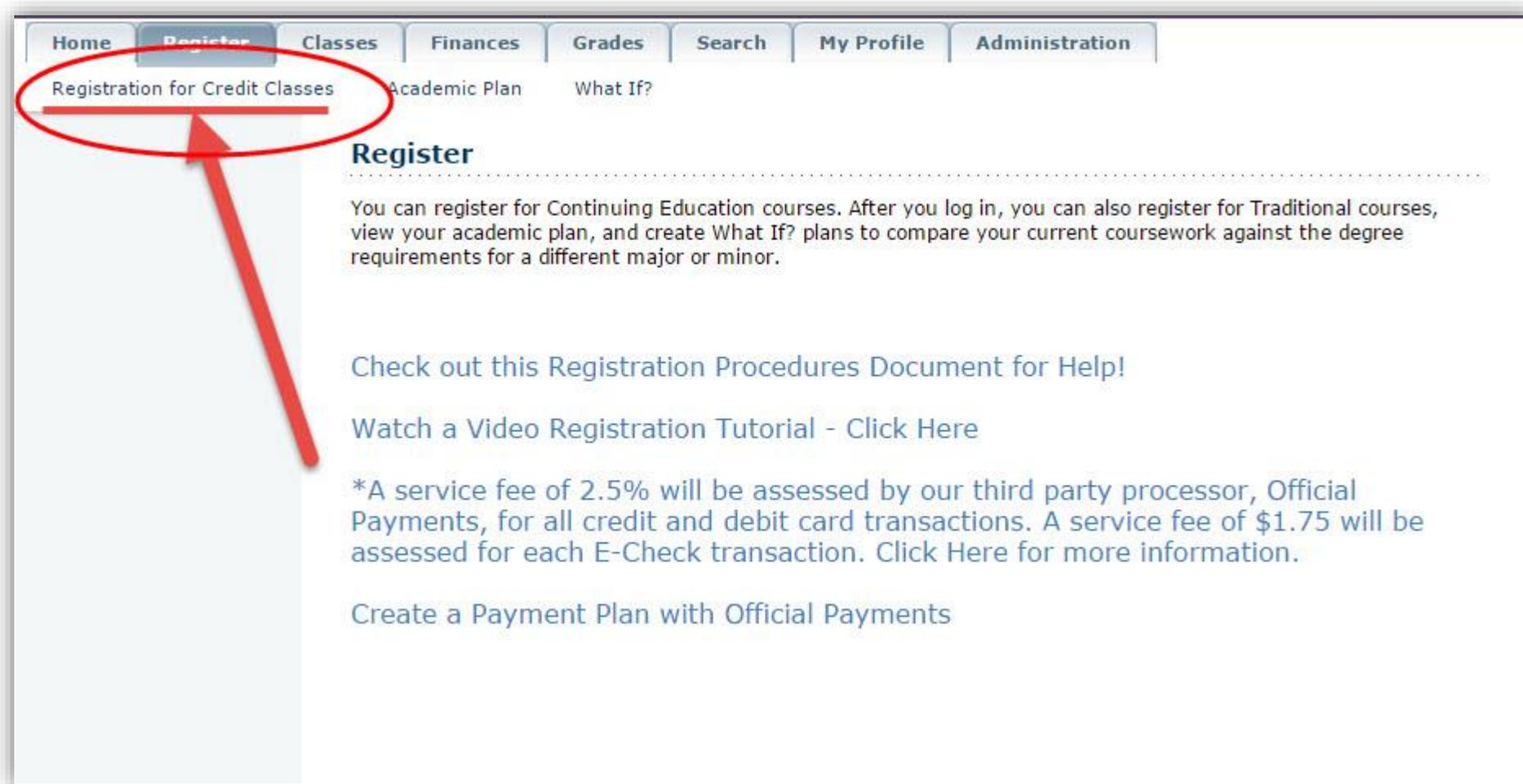
[Watch a Video Registration Tutorial - Click Here](#)

*A service fee of 2.5% will be assessed by our third party processor, Official Payments, for all credit and debit card transactions. A service fee of \$1.75 will be assessed for each E-Check transaction. [Click Here](#) for more information.

[Create a Payment Plan with Official Payments](#)

After Logging in, select the “Register” tab.





The screenshot shows a web portal with a navigation bar at the top containing the following items: Home, Register, Classes, Finances, Grades, Search, My Profile, and Administration. Below the navigation bar, there are two sub-items: 'Registration for Credit Classes' and 'Academic Plan What If?'. The 'Registration for Credit Classes' link is circled in red, and a red arrow points to it from the left. The main content area is titled 'Register' and contains the following text: 'You can register for Continuing Education courses. After you log in, you can also register for Traditional courses, view your academic plan, and create What If? plans to compare your current coursework against the degree requirements for a different major or minor.' Below this text are three links: 'Check out this Registration Procedures Document for Help!', 'Watch a Video Registration Tutorial - Click Here', and '*A service fee of 2.5% will be assessed by our third party processor, Official Payments, for all credit and debit card transactions. A service fee of \$1.75 will be assessed for each E-Check transaction. Click Here for more information.' At the bottom of the main content area is the link 'Create a Payment Plan with Official Payments'.

Then, click on "Registration for Credit Classes".



Home Register Classes Finances Grades Search My Profile Administration

Registration for Credit Classes Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule
- Watch Video Tutorial
- Please Update Personal Information**
- Please Update Address Information**
- Please Update Phone Numbers**
- Create Payment Plan with Official Payments
- NOBTS Undergraduate Catalog
- NOBTS Graduate Catalog

Registration for Credit Classes

Select Period Review Schedule Finalize Complete

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

| Period | Status |
|---------------------------|-----------------|
| 2016/Fall 1 Hybrid Class | OK to register. |
| 2016/Fall 1 Internet | OK to register. |
| 2016/Fall 1 Term | OK to register. |
| 2015/Aug.2 Workshop | OK to register. |
| 2015/July Aug Workshop | OK to register. |
| 2015/Summer Mini Term | OK to register. |
| 2015/Summer-Internet Cour | OK to register. |
| 2015/Summer Session | OK to register. |
| 2015/July Workshop | OK to register. |
| 2015/June Workshop | OK to register. |

Please take a minute to update your “Personal Information”, “Address Information”, and “Phone Numbers” using the links on the left hand menu. Choose the Year/Term listed on the “Registration” window for which you would like to register. The Year/Terms that are open for registration will appear. The Status column indicates if you are eligible to register for that Year/Term .



Home Register Classes Finances Grades Search My Profile Administration

Registration for Credit Classes Academic Plan What If?

Related Links

- [Section Search](#)
- [Academic Plan](#)
- [View Schedule](#)
- [Watch Video Tutorial](#)
- [Please Update Personal Information](#)
- [Please Update Address Information](#)
- [Please Update Phone Numbers](#)
- [Create Payment Plan with Official Payments](#)
- [NOBTS Undergraduate Catalog](#)
- [NOBTS Graduate Catalog](#)

Registration for Credit Classes - 2016/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](#).

Use the “Section Search” to locate sections being offered in that Year/Term.



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

Course Catalog Section Search Directory

Related Links ▲

- Registration
- Academic Plan
- NOBTS Blackboard

Section Search

Basic Search **Advanced Search**

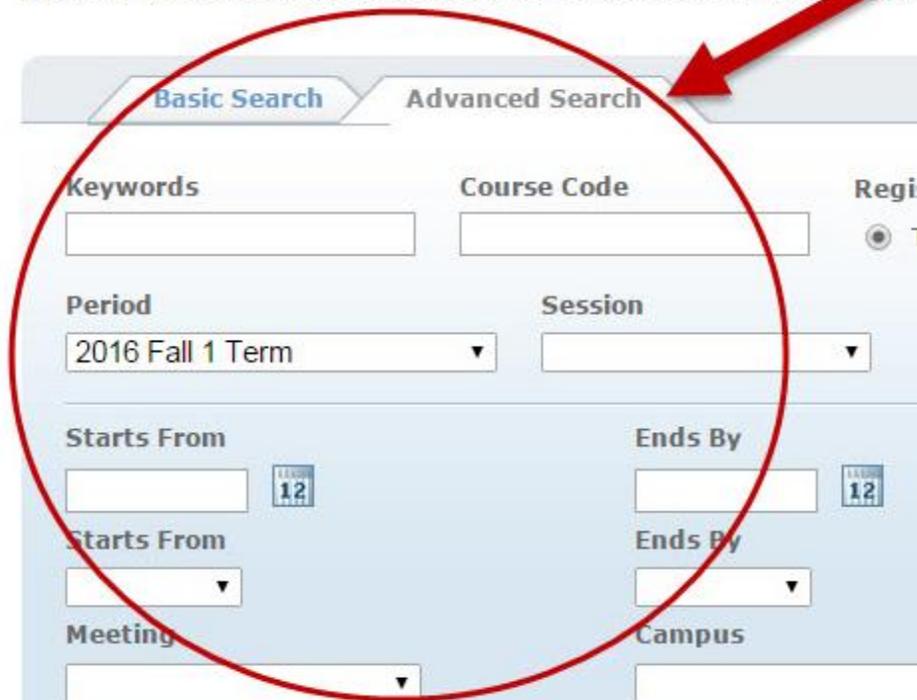
Keywords Course Code Registration Type
 Traditional Continuing Education Both

Period Session

Starts From LEARN 12 Ends By LEARN 12

Starts From Ends By

Meeting Campus



The “Advanced Search” tab will offer more detailed fields for you to use. Remember, the more fields you use the fewer courses will be located.



The image shows a search form with several dropdown menus. A red circle highlights the 'College' dropdown menu, which is open and showing a list of options. The options include 'AGC Amaz. Gr. Cert. GA', 'ANU Angola-Undergrad', 'BHC Birmingham-Certi', 'BHG Birmingham-Gradu', 'BHU Birmingham-Under', 'BIC Bib Correctional', 'BKC Brookhaven MS Ct', 'BLC Biloxi-Certifica', 'BRC Baton Rouge Cert', 'BRU Baton Rouge-Unde', 'BTC Benton/Tippah MS', 'BVC Booneville MS Ct', 'CAG Columbia-Certifi', and 'CAG Cental Grad'. The 'AGC Amaz. Gr. Cert. GA' option is currently selected and highlighted in blue. Other dropdown menus in the form include 'Status', 'Sub Type', 'Credit Type', 'Instructor', 'Program', 'Class Level', 'Department', 'Population', 'Nontraditional Programs', and 'General Education'. The word 'Results' is visible in the bottom right corner of the form area.

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.



Home Register Classes Finances Grades Search My Profile Administration

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

Section Search

Found 367 results for Registration Type = 'Traditional' and Period = '2015 Fall 1 Term'.

Department

Showing 1 - 10 of 367

| Course | Date | Session | Credits | Fees | Schedule | Available Seats | |
|--|--------------------------|------------------------------------|---------|------|---|-----------------|-----|
| Encounter Bib World BBBW5200/Lecture/01 | 8/18/2014 - 12/5/2014 | 2015 Fall 1 Term 1st Session | 2.00 | | Tues, Thurs 8:00 AM - 8:50 AM; New Orleans Baptist Theological Seminary, To Be Announced, Room | 45 of 45 | Add |
| Instructors: Cole, Ronald Dennis | | | | | | | |
| Encounter Bib World BBBW5200/Lecture/02 | 8/18/2014 - 12/5/2014 | 2015 Fall 1 Term 1st Session | 2.00 | | Monday 3:00 PM - 4:50 PM; New Orleans Baptist Theological Seminary, | 43 of 45 | Add |

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



Showing 1 - 10 of 367

| Course | Date | Session |
|--|--------------------------|----------------------------------|
| Encounter Bib World BBBW5200/Lecture/01 | 8/18/2014 - 12/5/2014 | 2015 Fall Term 1st Session |

Course Added Hide

Course **BBBW5200/Lecture/01** was added to your shopping cart for period **2015/1/1st Session**.

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

New Orleans Baptist Theological Seminary, To Be Announced, Room

Instructors:Cole, Ronald Dennis

| Course | Date | Session | 2.00 | Monday 3:00 PM - 4:50 PM; | 43 of 45 | Add |
|--|--------------------------|------------------------------------|------|---|----------|-----|
| Encounter Bib World BBBW5200/Lecture/02 | 8/18/2014 - 12/5/2014 | 2015 Fall 1 Term 1st Session | | New Orleans Baptist Theological Seminary, To Be Announced, Room | | |

Instructors:Cole, Ronald Dennis

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





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



Home Register Classes Finances Grades Search My Profile Administration

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

Section Search

Found 367 results for Registration Type = 'Traditional' and Period = '2015 Fall 1 Term'.

Department

Showing 1 - 10 of 367

| Course | Date | Session | Credits | Fees |
|--|--------------------------|------------------------------------|---------|------|
| Encounter Bib World BBBW5200/Lecture/01 | 8/18/2014 - 12/5/2014 | 2015 Fall 1 Term 1st Session | 2.00 | |

Instructors: Cole, Ronald Dennis

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.



Home Register Classes Finances Grades Search My Profile Administration

Cart Degree Requirements Inquire Apply Application Status

Cart

2015/Fall 1 Term Empty Cart Add Section View Schedule Register

Session - 1st Session Delete Session

| Course | Date | Credits | Credit Type | Schedule |
|--|-----------------------|---------|-------------------|---|
| Encounter Bib World BBBW5200/Lecture/01 | 8/18/2014 - 12/5/2014 | 2.00 | No Grade Credit ▾ | Tues, Thurs 8:00 AM - 8:50 AM; New Orleans Baptist, To Be Announced, Room |

Instructors: Cole, Ronald Dennis

Note: A red circle highlights the "Remove" button in the "Schedule" column of the course row, with a red arrow pointing to it.

When you have completed your selections, left click on “Proceed to Registration,” and 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 side of the screen.



Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

| Course | Date | Session | Credits | Credit Type | Schedule | Location | Instructor | Status |
|-----------------------------------|------|---------|---------|-------------|-----------------------------|--|-----------------|------------|
| Explor the NT - NTEN5300 /Lecture | | Sess | 3.00 | Credit | Saturday, 8:00 AM - 3:00 PM | Baptist Theological Seminary, Hardin Student Center, | Dr. Jimmy Dukes | Registered |

Charges/Credits: Spring Saturday SAT/Hybrid credit
 Clas

[View Statement](#)
 \$555.00 Payment Due: \$635.99
 Total: \$555.00

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

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 calendar / academic catalog for the appropriate date.



Home Register Classes Finances Grades Search My Profile Administration

Registration for Credit Classes Register for MOOC Academic Plan What If?

Registration for Credit Classes - 2015/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 | Status |
|--------------------------|---|-----------------------|-------------|---------|-----------------|-------------------------------|---|------------|
| <input type="checkbox"/> | Spiritual Form I - DISC5170 / Lecture / | 8/18/2014 - 12/5/2014 | 1st Session | 1.00 | No Grade Credit | Wednesday, 1:00 PM - 1:50 PM; | New Orleans Baptist Theological Seminary, To Be Announced, Room | Registered |

Instructors: Pinckard, Philip A.

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 FAQ's

What if I forget my password for SelfServe?

Please email Selfserve@nobts.edu for assistance. We will email you a computer generated password you can use to login. Watch for the email in your inbox (or sometimes it gets placed in your Spam folder). 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. 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).

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 pay my account balance?

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** 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 through 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** if you have any questions pertaining to payments and account information.