

## Registration Instructions using MyWTS Web Portal (Summer 2016 Version, using the example of Summer Greek)

The following instructions are written based on the first of two possible methods for selecting courses to register for. The example is written for the summer Greek language courses, but the method is the same for any course(s) in any academic term, as long as you adjust the academic term first and substitute your own particular list of needed courses.

If this method of instruction doesn't work for you, contact the Registrar for alternative instructions on using the second method for selecting courses, which utilizes the course search tab.

### Registration Instruction Steps:

**Step 1.** Log into MyWTS (<https://mywts.wartburgseminary.edu>) using your ID number and password.



**Step 2.** Select the Student tab:



Step 3. Select the Registrations page:

NEW STUDENT  
Resources  
Important Documents  
Courses  
**Registration**  
Grades  
My Account  
Housing - Resources for Off-Campus Students  
Summer Greek  
Financial Aid

Quick Links

 NEW STUDENT RESOURCES	 MY COURSES	SUN
 HOUSING	 REGISTRATION	FIN

Select Add/Drop Courses:

Add/Drop

**Alert:** The Add and Drop Period is closed but you may be able to add or dr

**Current Term:** 2015-2016 Academic Year - Spring Semest  
Add Period Closed / Drop Period Closed

Add/Drop Courses Course Search

And here is what you should now see:

## Registration

### Add/Drop Courses - Add/Drop Courses

Add/Drop > Add/Drop Courses

#### Add/Drop

Term:

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

#### Add by Course Code

#### Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

**Step 4.** Select the needed term (Examples: **2016-2017 Academic Year – Summer Session II** or **2016-2017 Academic Year – Fall Semester**) as follows using the drop-down arrow at the end of the Term line:

**Add/Drop**

**Term:** 2015-2016 Academic Year - Spring Semester

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

- 2015-2016 Academic Year - Spring Semester
- 2016-2017 Academic Year - Spring Semester
- 2016-2017 Academic Year - Fall Semester
- 2016-2017 Academic Year - Summer Session II
- 2015-2016 Academic Year - Summer Session I
- 2015-2016 Academic Year - Spring & June (DL)
- 2015-2016 Academic Year - Spring Semester
- 2015-2016 Academic Year - January Interim
- 2015-2016 Academic Year - Fall & January (DL)
- 2015-2016 Academic Year - Fall Semester

**Add by Course Code** | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown.

**Add/Drop**

**Term:** 2016-2017 Academic Year - Summer Session II

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

**Step 5.** Now bring up each course in the “Add by Course Code” tab lower on the screen by typing the first two letters of the course number, for example “bi” in the box, which will bring up a short list, and then select the actual course from the list (e.g., selecting BI003E for one of the courses and BI 004E as the other course):

**Add by Course Code** | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. **the course or section codes you need, use the course:**

Course Code:

1. bi
3. BI 003E LD OL
5. BI 004E LD OL

**Add by Course Code** Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

1.

3.

5.

**Add by Course Code** Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

1.

3.

5.

Course Code:

2.

4.

6.

Course Code:

2.

4.

6.

**Add by Course Code** Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

1.

3.

5.

Course Code:

2.

4.

6.

**Step 6.** Click on the “Add Courses” to attempt to add the two courses:



You should now see a screen that suggests more work is needed with both courses, one task for the number of credits (which are variable for the course) and once for the grading (which is also variable for the course). This is okay, because it is now just a simple manner to tell you we need to do more for both registrations: Here is what you should see if you were registering for Greek:

**Variable Credit**

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BI 003E LD OL	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the grading type for which you want to take the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <input type="text" value="Wartburg Theological Seminary/Letter Grade"/> <input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>

  

BI 004E LD OL	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the grading type for which you want to take the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <input type="text" value="Wartburg Theological Seminary/Letter Grade"/> <input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>

**Step 7.** Next you will need to do is set the grading choice for those courses that have the choice in grade choice (whether it might be letter grade, credit/no-credit, or audit). You only need to complete Step 7 if the course has the choice.

BI 003E LD OL	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the grading type for which you want to take the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <input type="text" value="Wartburg Theological Seminary/Letter Grade"/> <input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>

<b>BI 003E LD OL</b>	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <b>Wartburg Theological Seminary/Letter Grade</b>
	<div style="border: 1px solid black; padding: 2px;">         Wartburg Theological Seminary/Letter Grade          Wartburg Theological Seminary/Audit          Wartburg Theological Seminary/Credit/No-Credit          Wartburg Theological Seminary/Letter Grade       </div> <input type="button" value="Do not Add"/>

<b>BI 003E LD OL</b>	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <b>Wartburg Theological Seminary/Credit/No-Credit</b>
	<input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>

**Step 8.** Add each course individually by clicking on the “Add Course” button under each:

Variable Credit

<b>BI 003E LD OL</b>	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the grading type for which you want to take the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <b>Wartburg Theological Seminary/Credit/No-Credit</b>
	<input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>



<b>BI 004E LD OL</b>	
Course Info:	Online Course , Variable Grading Type, Variable Credit Course
Error:	<b>Variable Grading Type and Variable Credit</b>
Resolution:	This course has a variable grading type and is offered for variable credit. You must indicate the grading type for which you want to take the course, and the number of credits you would like to take it for before adding it. Credit Hours: <input type="text" value="0.00"/> (Must be between 0.00 and 3.00) Grading Type: <b>Wartburg Theological Seminary/Credit/No-Credit</b>
	<input type="button" value="Add Course"/> <input type="button" value="Do not Add"/>



You should be done at this point and see something similar to the following:

Messages

BI 004E LD OL - Successfully added to registration record.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2015-2016 Academic Year - Summer Session II

Department: All

Division: Masters Level

[More Search Options](#)

Your Schedule (Registered)									
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division		
<input type="checkbox"/>	BI 003E LD OL	Beg. NT Greek 1	Online Course	Online Online Course	OL 0.00	Credit/No-Credit	Masters Level		
<input type="checkbox"/>	BI 004E LD OL	Beg. NT Greek 2	Online Course	Online Online Course	OL 0.00	Credit/No-Credit	Masters Level		

With the following detail (depending on your grade choice):

Your Schedule (Registered)									
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division		
<input type="checkbox"/>	BI 003E LD OL	Beg. NT Greek 1	Online Course	Online Online Course	OL 0.00	Credit/No-Credit	Masters Level		
<input type="checkbox"/>	BI 004E LD OL	Beg. NT Greek 2	Online Course	Online Online Course	OL 0.00	Credit/No-Credit	Masters Level		

If you find yourself here, then you are ALL DONE, with a successful online registration!

If this method doesn't work for you, please contact me for alternative instructions using a second method of finding courses that uses the Course Search tab.

Kevin Anderson, Registrar  
563-589-0211  
[registrar@wartburgseminary.edu](mailto:registrar@wartburgseminary.edu)