

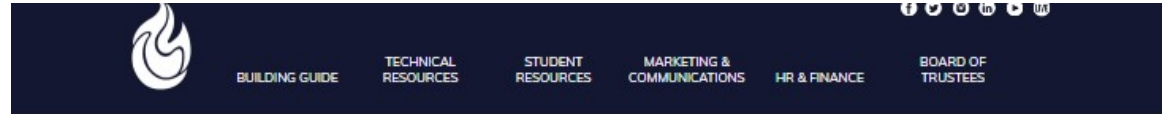
# Online Registration and Degree Audit: The Student Portal

Start at MyCTS:

<https://mycts.ctschicago.edu/>

You can also get to MyCTS  
from the bottom of any page  
on the main CTS website.

**Click here to log in.**



Welcome to myCTS

This is an online resource created specifically for the internal CTS community: students, faculty, staff and trustees. Here you will find important forms, information, schedules and other assets you may need. For your convenience, we have made them all available in one place. Some of this information is open to all. Other materials are password protected. If you need access to a restricted page, please request a password.



INCLEMENT WEATHER



COMMUNITY CALENDAR



DIRECTORY



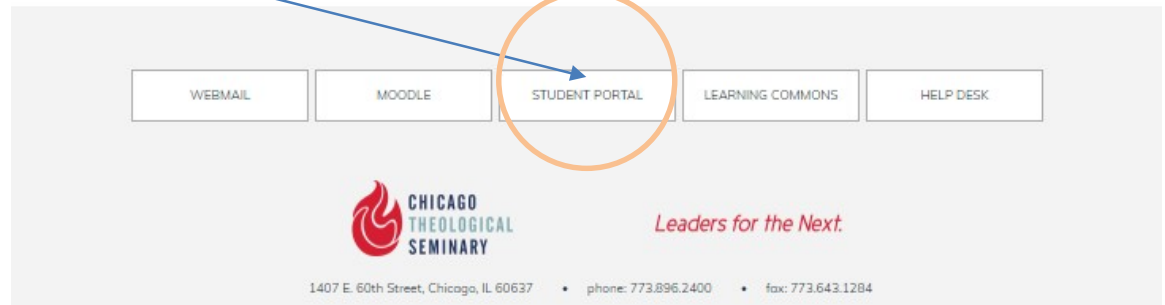
PASSWORD REQUEST



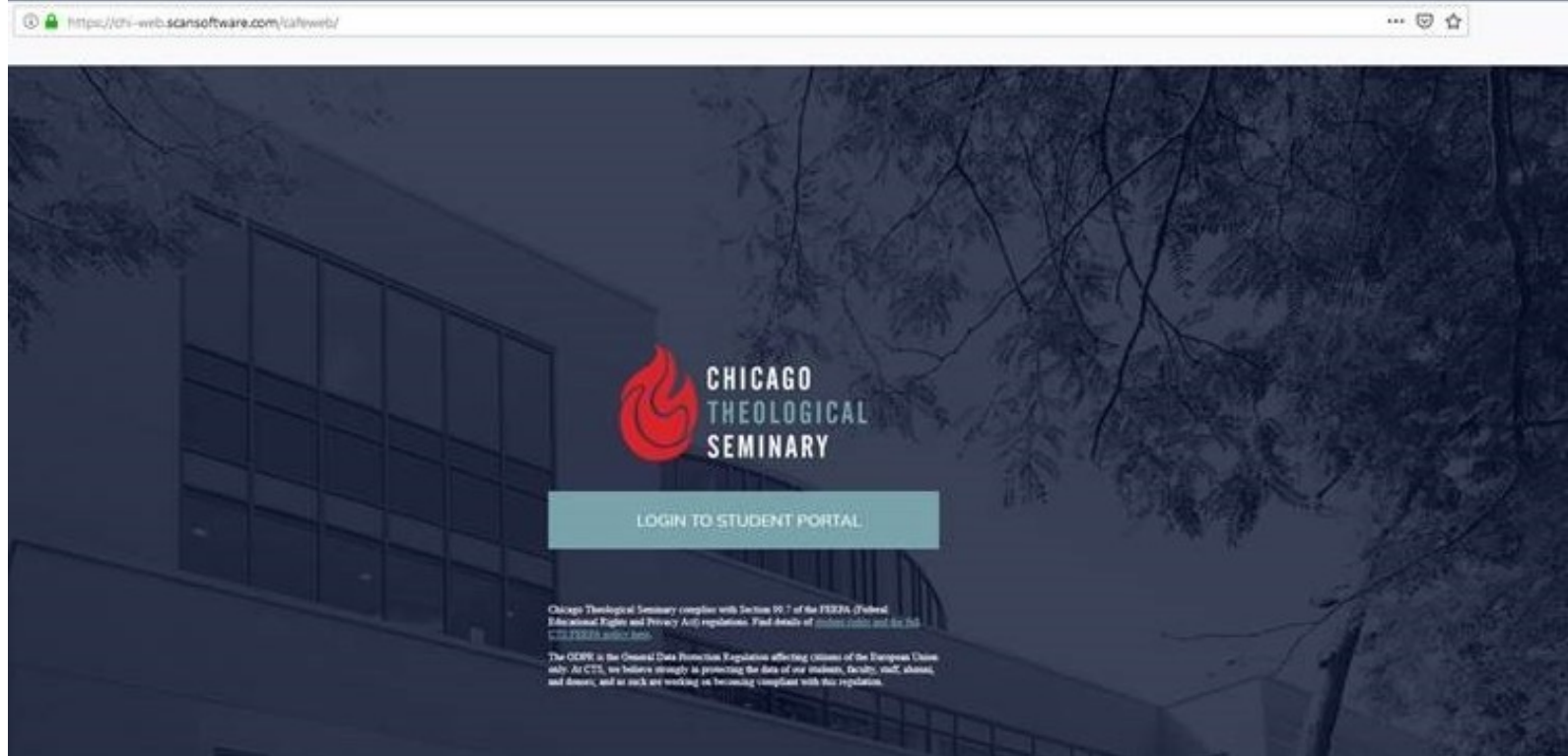
WEBSITE UPDATES



COMPLAINT SYSTEM



# Log in to the Student Portal



Click the log in button here to go to the sign-in page where you will enter your username and password.

# Log in to the Student Portal

This page may be familiar from logging in to Canvas.

Your username is the same as for email and Canvas. Remember to enter cts\  
before your username.

Logging in to the Portal will  
also log you in to  
Canvas, and vice versa.



## Chicago Theological Seminary

Sign in with your organizational account

Sign in

# Advisor/Registrar Permission

- Instead of using PINs, your advisor or the Registrar will grant you permission to register using a setting on the Student Portal.
- Students who have already spoken to the Registrar about your J-Term and Spring classes already have permission to register for those terms.
- Students who have not yet been in touch with the Registrar will need to contact her or your advisor for permission to register.



# Welcome to the Chicago Theological Student Portal

IMPORTANT NEWS  
& ANNOUNCEMENTS

The Fall semester will begin September 3, 2019

## COURSE SCHEDULE

### STUDENTS

BILLING

FINANCIAL AID

COURSE REGISTRATION

MY CLASS SCHEDULE

### FACULTY

TEACHING SCHEDULE

ADVISING



1. Select “Course Registration.” You can also first check the current course schedule using the “Course Schedule” link.



CAMPUSCAFÉ

Signed in as **Thomas Teststudent**



The following secure page will allow you to register for courses and perform adds and drops. If you have any questions, please contact the registrar's office at (773) 896-2471. Please remember to log out when you are finished to protect your privacy.

I Agree

2. Click “I agree” to proceed.



CAMPUSCAFÉ

Signed in as **Thomas Teststudent**



Please pick from the following semesters:

Semester:

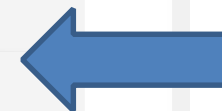
Fall 2019

Submit

3. Select your desired semester, and hit submit. If you want to register for two different terms at the same time (for example: J-Term/Winter and Spring), you will need to return to the main course registration page to change your term before adding courses for the second term.
4. Search for courses by typing a few letters or numbers from the course number. Note that courses on the new Student Portal don't have spaces between the letters (RH, TEC, LM) and the numbers (301, etc.)

Current Semester: **Fall 2019** Change semester: **Fall 2019****Refresh**

&gt; Filters

Search: **Copy** **Excel** **PDF** **Print** **Column Visibility****Click on course # for more info. Course Warnings are displayed in RED.**

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Start Date	End Date
<a href="#">Add</a>	CM100-01	Leave of Absence	S. STAFF			09/08/2019	12/13/2019
<a href="#">Add</a>	CM800-01	D.Min. Continuation	S. STAFF			09/08/2019	12/13/2019
<a href="#">Add</a>	CM801-01	D.Min. Continuation - N/C	S. STAFF			09/08/2019	12/13/2019
<a href="#">Add</a>	CM900-01	Ph.D. Candidacy	E. Vogt			09/08/2019	12/13/2019

Current Semester: **Fall 2019**

Please contact your advisor with any questions.

**Your basket is empty.**

Signed in as **Thomas Teststudent**

Current Semester: **Fall 2019**    Change semester: Fall 2019    Refresh

> Filters

Search:

Copy Excel PDF Print Column Visibility

Click on course # for more info. **Course Warnings** are displayed in **RED**.

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Start Date	End Date
<a href="#">Add</a>	<a href="#">RH301-01</a>	Interpreting the Hebrew Bible	K. Stone	3.0	TU 06:30p-09:30p	09/03/2019	12/13/2019
<a href="#">Add</a>	<a href="#">RH301O-01</a>	Interpreting the Hebrew Bible	K. Stone	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
<a href="#">Add</a>	<a href="#">RH321-01</a>	Interpreting the Gospels	S. Crowder	3.0	W 09:00a-12:00p	09/04/2019	12/13/2019
<a href="#">Add</a>	<a href="#">RH321O-01</a>	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019

Current Semester: **Fall 2019**  
 Please contact your advisor with any questions.

Your basket is empty.

- Once you've found the course you want, click "Add". You can also click on the course number to see the course prerequisites and course description.
- Continue to search for and add any additional courses you want to take for the term.





Search: rh3

Copy Excel PDF Print Column Visibility

Click on course # for more info. **Course Warnings** are displayed in **RED**.

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Start Date	End Date
Add	RH301-01	Interpreting the Hebrew Bible	K. Stone	3.0	TU 06:30p-09:30p	09/03/2019	12/13/2019
Add	RH301O-01	Interpreting the Hebrew Bible	K. Stone	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH321-01	Interpreting the Gospels	S. Crowder	3.0	W 09:00a-12:00p	09/04/2019	12/13/2019
Add	RH321O-01	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH321O-02	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-01	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-02	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-03	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019

Showing 1 to 8 of 8 entries (filtered from 64 total entries)

Current Semester: **Fall 2019**

Complete Registration

printable version

contact your advisor with any questions.

columns

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Site	SubSem	Grading Method	Withdrawal Date	Entered User	Entered Date	Changed User	Changed Date
Drop	RH301-01	Interpreting the Hebrew Bible	K. Stone	3.0	TU 06:30p-09:30p					660088111	08/05/2019		
	RH321O-01	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA				08/05/2019	660088111	08/05/2019	660088111	08/05/2019

Total Cred/CEUs: 3.0

Wait listed enrollments are highlighted  
Withdrawn from enrollments are highlighted  
Drops from enrollment are highlighted

Note that dropped, withdrawn, and waitlisted courses will still show up here, highlighted in different colors.

The courses you have added will show up towards the bottom of the page. You can drop them by clicking the Drop link, either at the time of registration or by returning to this page later.

7. Once you're done adding your courses for the term, click "Complete Registration."

Search:

Copy Excel PDF Print Column Visibility

Click on course # for more info. **Course Warnings** are displayed in **RED**.

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Start Date	End Date
Add	RH301-01	Interpreting the Hebrew Bible	K. Stone	3.0	TU 06:30p-09:30p	09/03/2019	12/13/2019
Add	RH301O-01	Interpreting the Hebrew Bible	K. Stone	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH321-01	Interpreting the Gospels	S. Crowder	3.0	W 09:00a-12:00p	09/04/2019	12/13/2019
Add	RH321O-01	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH321O-02	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-01	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-02	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019
Add	RH344O-03	History of Christian Thought	C. Stewart	3.0	M,TU,W,TH,F,SA,SU TBA	09/03/2019	12/13/2019

Showing 1 to 8 of 8 entries (filtered from 64 total entries)

Current Semester: **Fall 2019**

[printable ver:](#)

Complete Registration



Please contact your advisor with any questions.

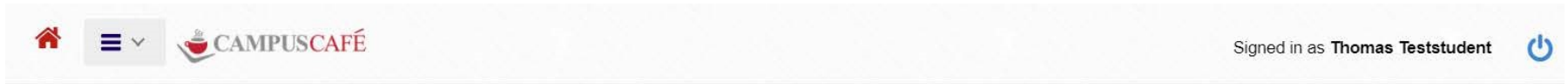
Adjust Columns

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Site	SubSem	Grading Method	Withdrawal Date	Entered User	Entered Date	Changed User	Changed Date
Drop	Replace	RH301-01	Interpreting the Hebrew Bible	K. Stone	3.0	TU 06:30p-09:30p				660088111	08/05/2019		
		RH321O-01	Interpreting the Gospels	S. Yang	3.0	M,TU,W,TH,F,SA,SU TBA			08/05/2019	660088111	08/05/2019	660088111	08/05/2019
Total Cred/CEUs:				3.0									

Wait listed enrollments are highlighted  
Withdrawn from enrollments are highlighted  
Drops from enrollment are highlighted



# Registration Complete



\*You registration is complete. You may view your schedule to confirm your classes.

[Click here to make payment after you have selected your courses](#) [Back](#)

You'll see this screen (minus the fireworks) after completing your registration. You can click the link to make a payment, if you like. The payment screen will reflect the tuition charge for the course, but may or may not include your financial aid.

## 8. Double-check your course schedule.

You can get to your course schedule in one of two ways. You can return to the Student Portal homepage by clicking on the Home icon.



Welcome to the Chicago Theological Student Portal

IMPORTANT NEWS  
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The Fall semester will begin September 3, 2019

## COURSE SCHEDULE

### STUDENTS

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FINANCIAL AID

COURSE REGISTRATION

MY CLASS SCHEDULE

### FACULTY

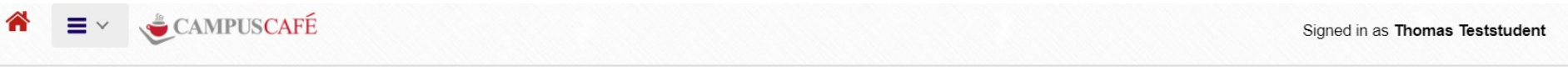
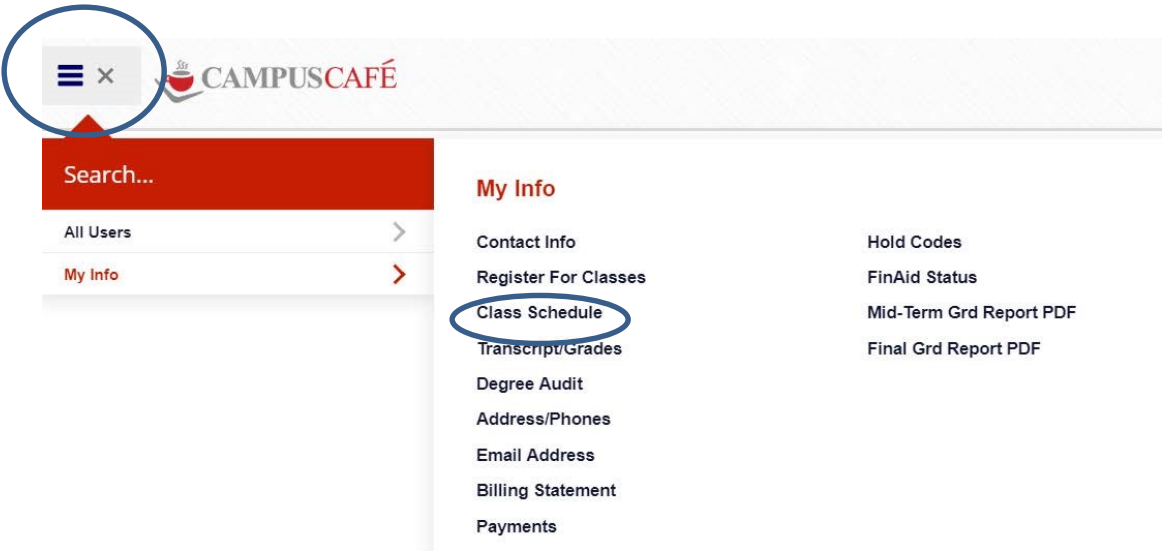
TEACHING SCHEDULE

ADVISING

Then you can click on “My Class Schedule”, select the term you want to see and hit “Submit.”

## Your Course Schedule

You can also access your course schedule via the menu selection, under My Info. Once you click on “Class Schedule”, you can select the term you want and hit “Submit”.



[printable version](#)

## Student Schedule

Semester: Fall 2019

Major: Master of Divinity  
Second Major:

Primary Advisor: Donald Duck  
Secondary Advisor:

Minor:

Course	Description	Day Time Room	Start	End	Instructor	Site	Cred/CEUs	Final Grade
RH301-01	Interpreting the Hebrew Bible	TU 06:30p-09:30p	09/03/2019	12/13/2019	K. Stone		3.0	
Total Cred/CEUs:							3.0	

★ Wait listed classes are highlighted  
★ Withdrawn from classes are highlighted

In addition to your schedule for the term, you'll also see any waitlisted or withdrawn courses here.

## Degree Audit



**Optional parameters**

: Select an Alternate Semester ▼

: Select an Alternate Major ▼

Get Degree Audit

Instructions:

First select a **semester** from the first drop down list

Next select a **major** from the drop down list

*Or select only one of the choices, or none of them at all.*

Either before or after you register, you may want to check your **Degree Audit** on the Student Portal. This lets you track your progress toward the degree and see how individual courses fit into program requirements. Generally, on this page, you won't want to select an alternate semester or an alternate major.

You'll just go ahead and click "Get Degree Audit"

For SAL, MA, and MDiv students, you'll also be able to see how your courses would apply to another degree program by selecting an alternate major here.

Degree Audit



Date Printed 8/5/19  
 Thomas Teststudent  
 211 West Shore Road  
 Athens, GA 30609  
 ADVISOR Donald Duck  
 DEGREE Master of Divinity  
 PROGRAM Master of Divinity  
 MAJOR  
 MAJOR 2  
 MAJOR 3  
 MINOR  
 MINOR 2  
 MINOR 3  
 CLASS  
 ACAD STATUS  
 HIGH SCHOOL GRAD YEAR

ID#: 660088111

CATALOG		Fall 2019		Master of Divinity	
Credits	Requirement	MET?	Completion		
Major Requirements					
3.00	RH301 Interpreting the Hebrew Bible	NO	RH301 Interpreting the Hebrew Bible	IP	3.00 Fall 2019
	RH3010 Interpreting the Hebrew Bible				
3.00	RH321 Interpreting the Gospels	NO			
	RH3210 Interpreting the Gospels				
3.00	BIBLE 1 Bible Requirement 3	NO			
3.00	BIBLE 2 Bible requirement 4 (elective)	NO			
3.00	RH344 History of Christian Thought	NO			
	RH3440 History of Christian Thought				
3.00	RH485 Religion in North America	NO			
	RH4850 Religion in North America				
3.00	TEC321 Intro to Christian Ethics	NO			
	TEC3210 Christian Ethics				
3.00	TEC307 Systematic Theology	NO			
	TEC3070 Systematic Theology				
3.00	LM331 Introduction to Pastoral Care	NO			
	LM3320 Introduction to Pastoral Theol				
	CM331 Introd to Pastoral Care				
3.00	TEC355F Living Into Our Commitments	NO			
	TEC355 Living into our Commitments &				
3.00	LM365 Global Sensitivity in Ministry	NO			
	LM3650 Global Sensitivity in Ministry				
3.00	LM4000 Leadership & Ministry in Conte	NO			
	LM400A Leadership and Ministry in Con				
	LM400B Leadership and Ministry in Con				
	LM400 Leadership & Ministry in Conte				
3.00	FE471A Field Education Placement	NO			
	FE471B Field Education Placement				
	FE471 Summer Fld Ed Placemnt				
3.00	TEC400 Constructive Theology	NO			
	TEC4000 Constructive Theology				
3.00	THEOLOG Theology elective	NO			
3.00	WOR/PRE Worship & Preaching	NO			
3.00	LM Ministry elective	NO			
3.00	NONXN Non-Christian course	NO			
21.00	ELECTIVE7 free electives	NO			
***** End of Degree Audit *****					

On your degree audit, you'll see all of the requirements for your degree program, and whether you've met them.

For in progress courses, like Hebrew Bible on this sample audit, you'll see them listed next to the requirement, but it won't count them as met until you have a grade.

For help interpreting your degree audit, or if you have questions about what courses will meet what remaining requirements, see your faculty advisor or the Registrar.

# Trouble With Registration or Degree Audit Questions?

Contact the Registrar, Tina Shelton

- Email: [tina.shelton@ctschicago.edu](mailto:tina.shelton@ctschicago.edu)
- Phone: (773) 896-2471

