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.
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.
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.
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.
1. Select “Course Registration.” You can also first check the current course schedule using the “Course Schedule” link.
2. Click “I agree” to proceed.

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.)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Credit/CEUs</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add CM809-01</td>
<td>Leave of Absence</td>
<td>S. STAFF</td>
<td></td>
<td>09/09/2019</td>
<td>12/13/2019</td>
</tr>
<tr>
<td>Add CM809-01</td>
<td>D.Min. Continuation</td>
<td>S. STAFF</td>
<td></td>
<td>09/09/2019</td>
<td>12/13/2019</td>
</tr>
<tr>
<td>Add CM001-01</td>
<td>D.Min. Continuation - N/C</td>
<td>S. STAFF</td>
<td></td>
<td>09/09/2019</td>
<td>12/13/2019</td>
</tr>
<tr>
<td>Add CM009-01</td>
<td>Ph.D. Candidacy</td>
<td>E. Vogt</td>
<td></td>
<td>09/09/2019</td>
<td>12/13/2019</td>
</tr>
</tbody>
</table>

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

Your basket is empty.

Current Semester: Fall 2019
Please contact your advisor with any questions.
5. 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.

6. Continue to search for and add any additional courses you want to take for the term.
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.

Note that dropped, withdrawn, and waitlisted courses will still show up here, highlighted in different colors.
7. Once you’re done adding your courses for the term, click “Complete Registration.”

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>Day Time Room</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH301C-01</td>
<td>Interpreting the Hebrew Bible</td>
<td>K. Stone</td>
<td>3.0</td>
<td>M,TU,W,TH,F,SA,SU TBA</td>
<td>09/03/2019</td>
<td>12/13/2019</td>
</tr>
<tr>
<td>RH321C-01</td>
<td>Interpreting the Gospels</td>
<td>S. Yang</td>
<td>3.0</td>
<td>M,TU,W,TH,F,SA,SU TBA</td>
<td>09/03/2019</td>
<td>12/13/2019</td>
</tr>
</tbody>
</table>

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

Please contact your advisor with any questions.
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.
Then you can click on “My Class Schedule”, select the term you want to see and hit “Submit.”

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

### Degree Audit

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Day/Time Room</th>
<th>Start</th>
<th>End</th>
<th>Instructor</th>
<th>Site</th>
<th>Credits/CEUs</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH491-01</td>
<td>Interpreting the Hebrew Bible</td>
<td>TU 11:30-12:30p</td>
<td>09/03/2019</td>
<td>12/13/2019</td>
<td>TC10000</td>
<td>3.9</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits/CEUs: 3.9
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
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
• Phone: (773) 896-2471