Instructions for Online Registration

Step 1: Go to www.mabtssonisweb.com.

Step 2: Click on “Students.”

Step 3: Enter your Student ID # and your PIN and click “LOGIN”. If you have forgotten your PIN, next to “forgotten PIN and/or ID” click on the bold “here.”

Step 4: Click on the tab labeled “Registration.” You will have holds that show up on the Registration tab.
Your screen will look something like the following:

Step 5: Click on the icon labeled “Holds” at the top of the page.

Your screen will look something like the following:

Step 6: There are two types of holds. Those listed in black lettering must be cleared in person or over the phone with the department in question (i.e. See Business Office, See Practical Missions, or See Registrar). The student may clear those listed in blue hyperlink. Click on “Practical Missions.”

Step 7: Read the entire Practical Missions statement. By clicking on “Complete Practical Missions” at the bottom of the screen, you will be providing an electronic signature, agreeing to abide by the terms, conditions, and penalties of the Practical Missions department.
Step 8: Under “school year” make sure the correct academic year is selected. Under “semester” make sure the correct semester is selected.

Step 9: Using the drop down menu, select the appropriate missions site for “Mission 1” and “Mission 2.”

*If you are a part-time student (11 hours or less), select “part-time student” as your second mission site.

**If your practical mission site is not listed: select “other” and then in the “memo” field please put the following information: name of ministry, contact person’s name and email or phone number, and a brief description of what you will be doing at the site.

Step 10: Make sure all information is correct; once submitted, information may only be edited by the practical missions secretary.

Step 11: When all information has been entered, click “add”

Step 12: Click on “Registration” tab to continue clearing your registration holds repeating Steps 4 and 5.

Step 13: Click on “Update Your Biographical Information” and click “Continue”.
Step 14: Please update any information in this form that is incorrect. Remember, this information is only shared with MABTS so that we may contact you with information and your fellow students, and professors who may need to contact you in relation to coursework. This is NOT a public directory of any sort, and MABTS practices the highest standards in protecting your privacy. Once you have updated your information, click “Confirm/Update” to clear this hold.

Step 15: Click on “Payment Notice.” Read the agreement carefully and click “I accept.”

Step 16: Once all holds are cleared, click on the tab labeled “Registration” to begin registering for classes.

Step 17: Select your courses by clicking on the appropriate course number. Course offerings are organized by the first letter of the course number, i.e. OT2101 will be found under “O” in the registration tab. Courses listed in blue indicate that space is available. Courses listed in red indicated that the class is full. You may add yourself to the waiting list by selecting the underlined number in the “Wait” column.
Step 18: Once you’ve selected the courses you want, the top of your screen will appear as follows:

Currently registering under degree Master of Arts in Christian Education at Mid-America Baptist Theological Seminary

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Section</th>
<th>Credits</th>
<th>Time/Day</th>
<th>Room/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH1001</td>
<td>History of Christianity</td>
<td>1</td>
<td>3</td>
<td>TUE 12:30pm-1:30pm, WED 12:30pm-1:30pm, THU 12:30pm-1:30pm</td>
<td>Main Campus</td>
</tr>
<tr>
<td>CH2002</td>
<td>Foundation</td>
<td>1</td>
<td>3</td>
<td>TUE 12:30pm-1:30pm, WED 12:30pm-1:30pm, THU 12:30pm-1:30pm</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

Pending registration(s) are shown in red above. Click ‘Continue Registration Process’ when you have finished adding courses to your cart.

Continue Registration Process
Your pending registration is set to time out at 12:33 PM.

Click on “Continue Registration Process” and note that you have 5 minutes before your “shopping cart” will expire.

Step 19: On this screen you can review the courses you selected. MAKE SURE THESE ARE THE COURSES YOU WANT. If you have selected the correct courses, click the “Continue Registration Process” button. If, however, you have selected a wrong course, click “Clear Pending Enrollments and Restart Registration” button- it will take you back to the screen on Step 19 with no courses in your shopping cart.

Step 20: SonisWeb will show you the total amount you owe for the semester for the courses you’ve selected. From this point, click on the “Billing” tab at the top of the page.

** At this point, you will be paying online. Instructions for paying online may be found at www.mabts.edu**