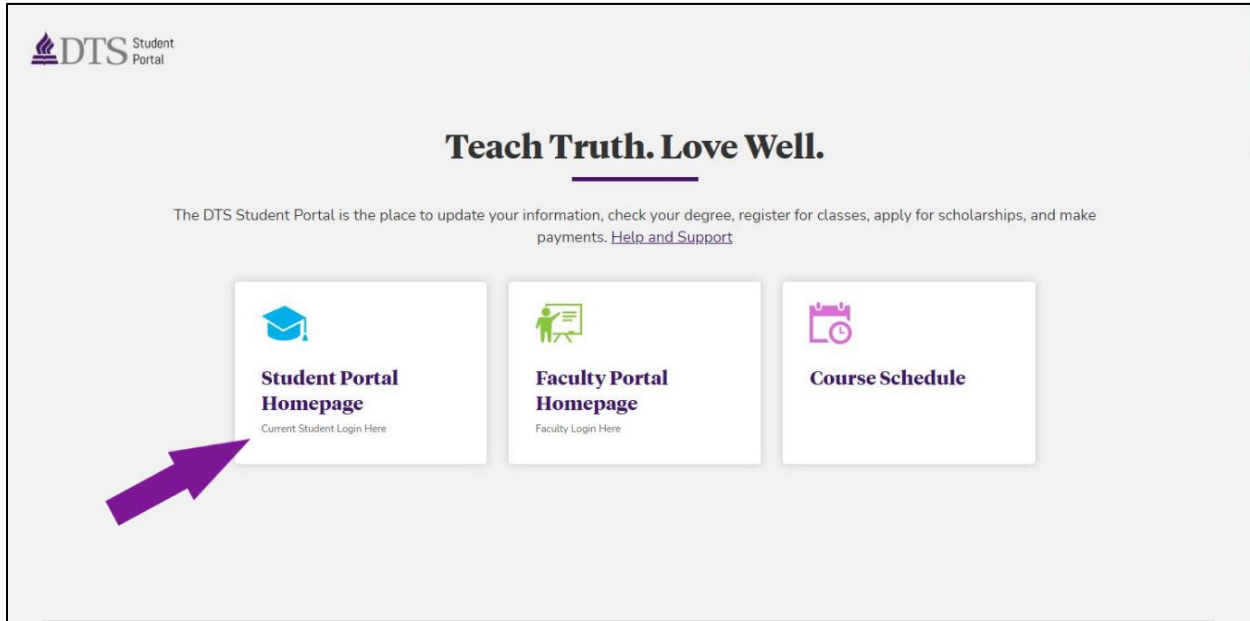


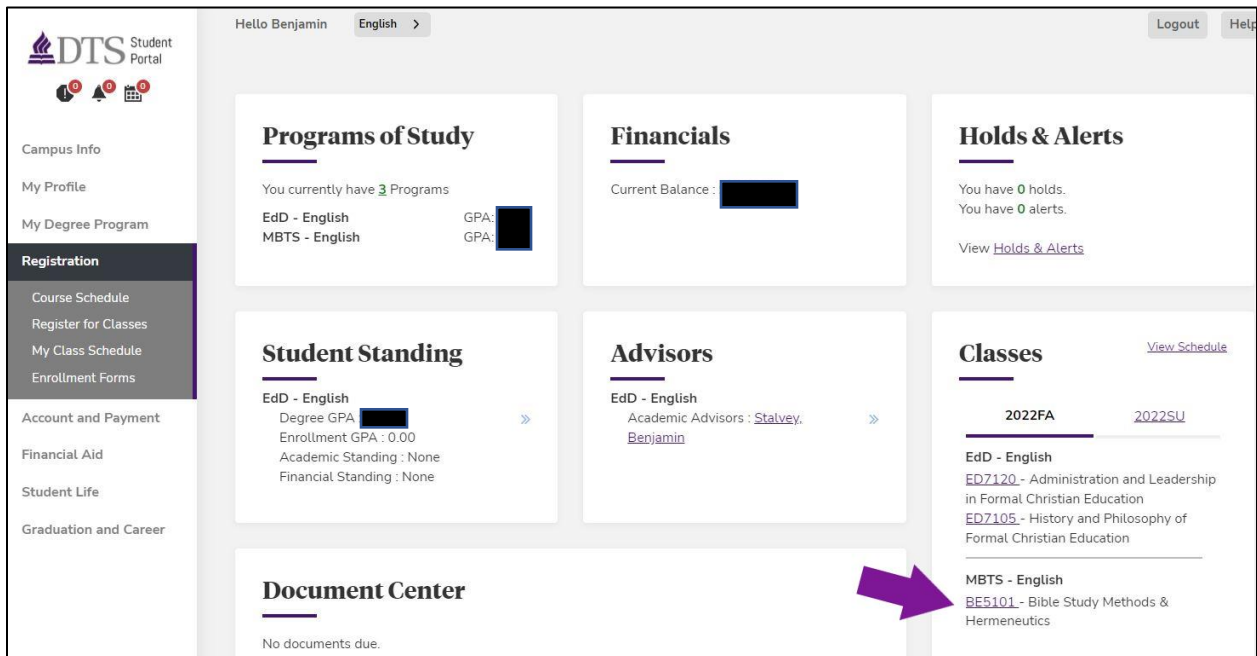
# How to Drop a Class in the DTS Student Portal

Link: <https://portal.dts.edu/>

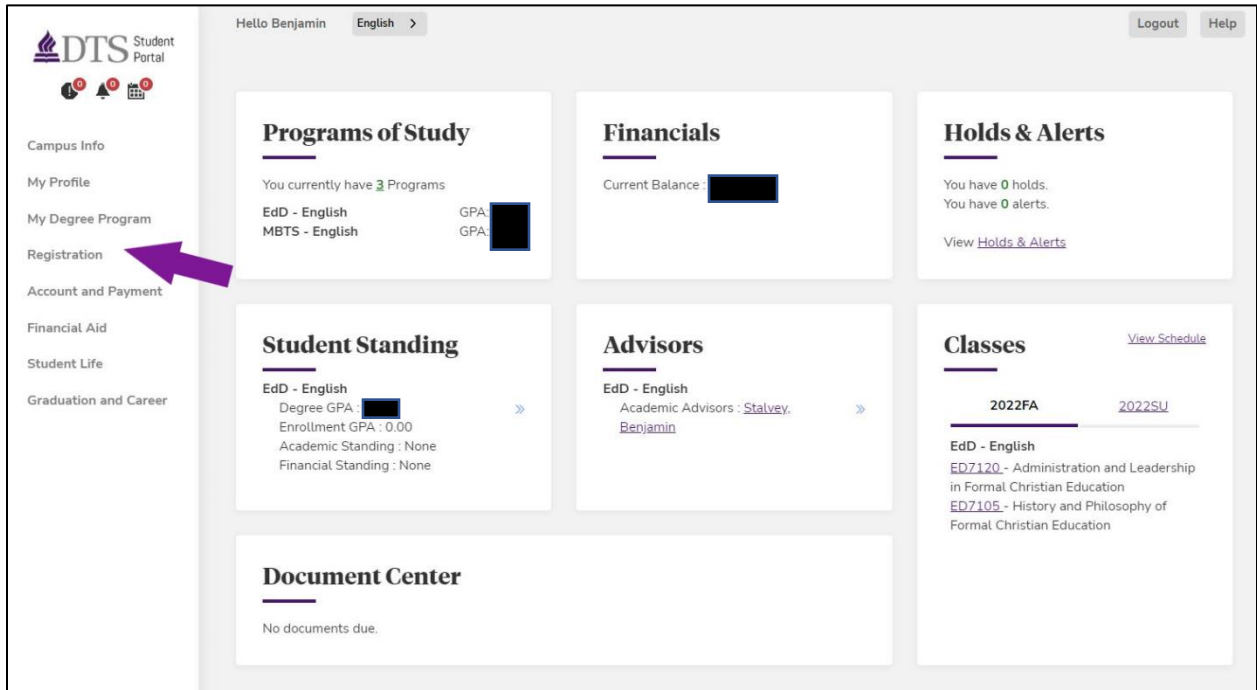
Navigate to the new student portal using the link above. Click on the tile marked “Student Portal Homepage” on the far left. The system will prompt you to enter your login credentials, including your @dallasseminary.edu email address and DTS password.



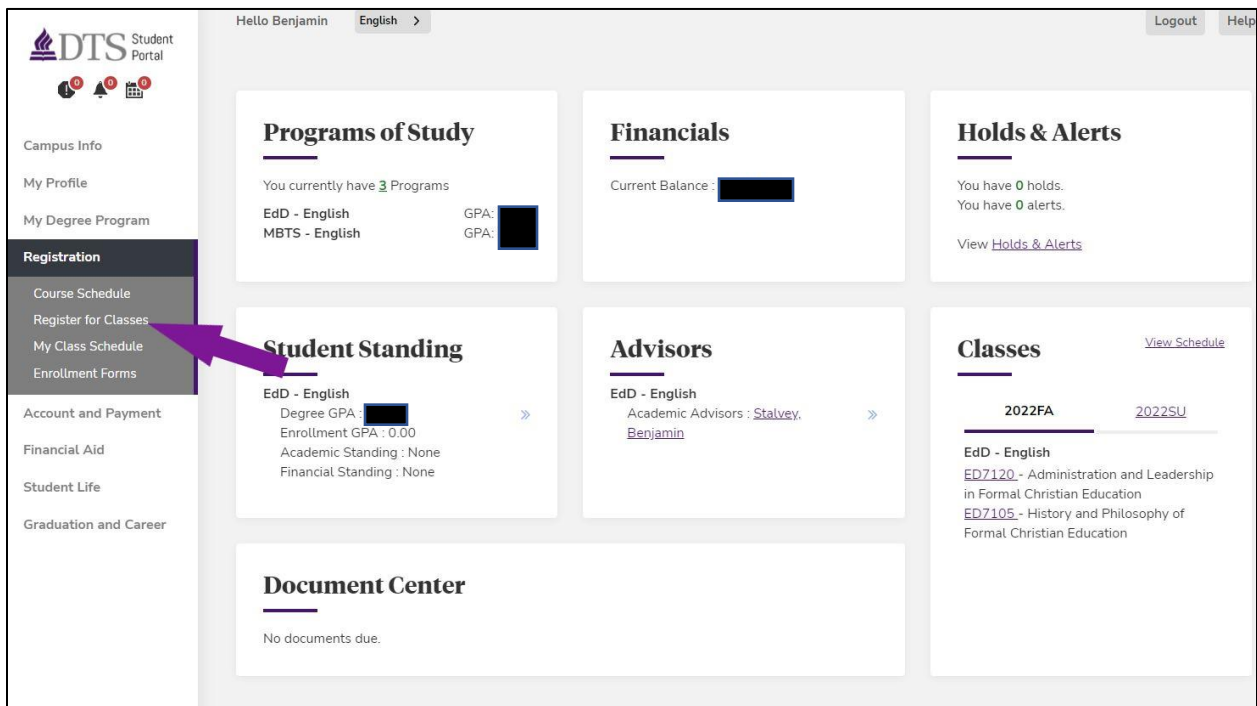
Once you have logged in, the Student Portal home page displays on the next page. You can see your current registrations in the bottom right corner in the “Classes” box. In this example, we will drop BE5101.



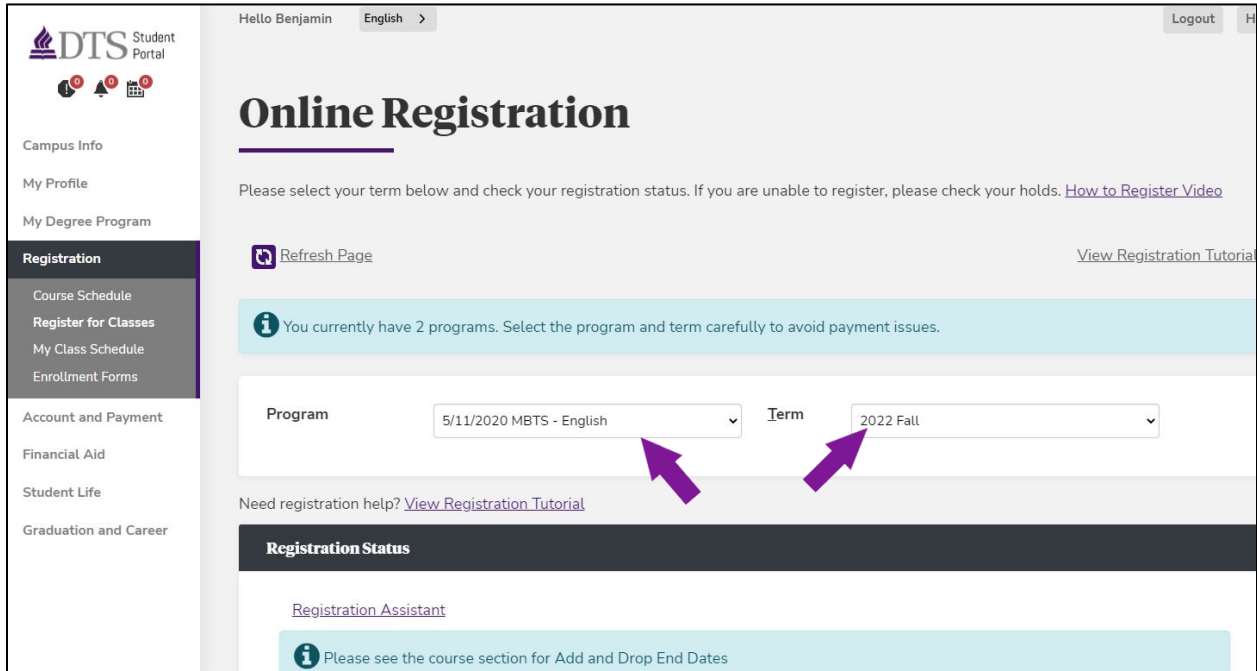
On the left side menu, click “Registration.” to view the menu options.



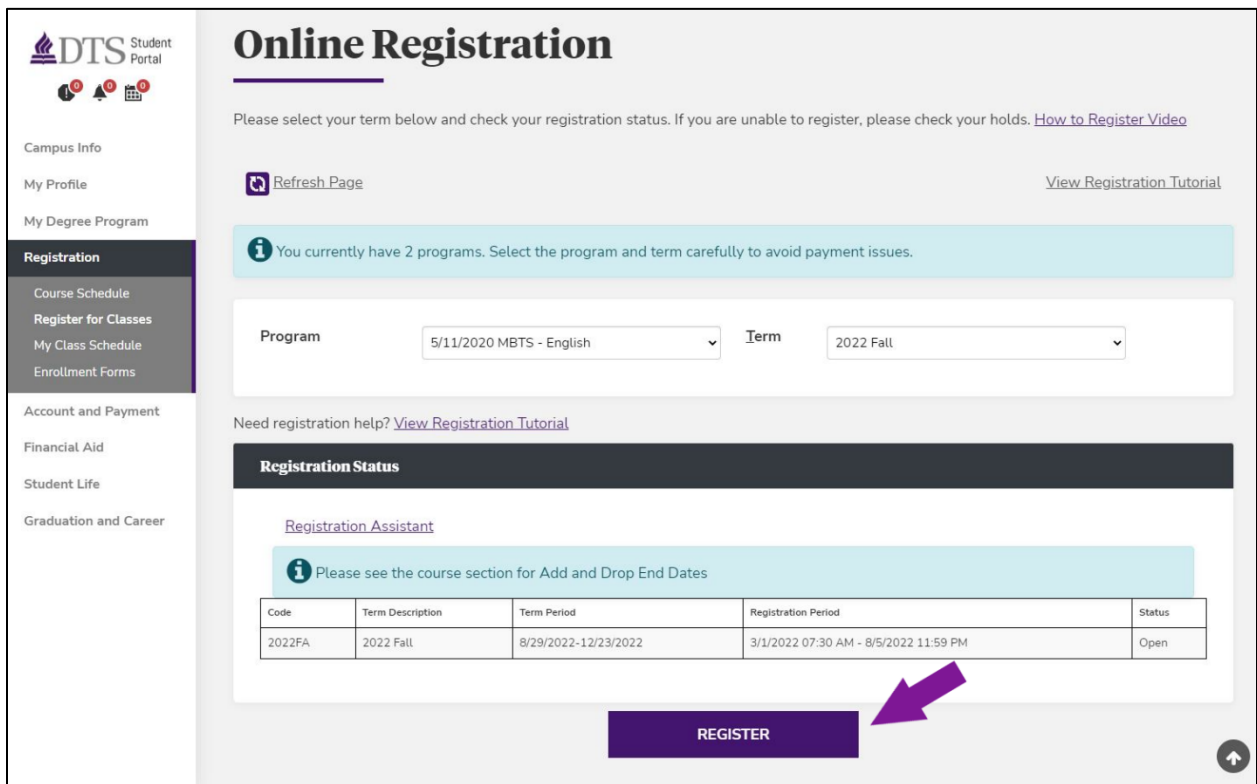
Click “Register for Classes.”



This will navigate to the 'Online Registration' page. Input the corresponding registration term and verify the correct degree program is selected.



Once these fields are entered, the page will refresh. Scroll to the bottom of the page. Verify that the fields in the "Registration Status" box are correct, and then click the "Register" button to proceed with registration.



At this point, a new window will pop-up, presenting the Registration portal for the term you selected on the previous webpage.

**Registering for 2022 Fall** Wednesday, May 25, 2022 2:22:35 P  
 8/29/2022 - 12/23/2022  REFRESH PAGE CLOSE WINDOW  
 MBTS - English

Register in 3 easy steps.

1 SELECT
2 VIEW
3 REGISTER

**Search Courses & Quick Add**

Course Search Quick Add

Course Code  Choose Filters   + SEARCH CLEAR FILTERS

**All Courses - Includes Required and Elective courses**

Showing 1 to 556 of 556 entries Search

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	A	Th 1:00PM-3:40PM	3.00	DTS	CAMPBELL : 207	Dallas	Anderson, Victor	Available	11 of 13	English
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	AV	Th 1:00PM-3:40PM	3.00	DTS	ONLINE	Video Conference	Anderson, Victor	Available	1 of 2	English
	ASS103	Seminar on Old Testament Books	A	Mo 9:00AM-11:40AM	3.00	DTS	CAMPBELL : 207	Dallas	Bramer, Stephen	Available	11 of 13	English
	ASS103	Seminar on Old Testament Books	AV	Mo 9:00AM-11:40AM	3.00	DTS	ONLINE	Video Conference	Bramer, Stephen	Available	1 of 2	English

In the Registration portal, the drop process is similar to the registration process. It consists of three steps – 1) Select, 2) View, and 3) Unregister.

Step 1: Select

Scroll to the bottom of the Registration portal to the “Selected Courses” box. Find the course you want to drop. In the “Action” column, click the minus icon next to the course code.

**All Courses - Includes Required and Elective courses**

Showing 1 to 539 of 539 entries Search

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	A	Th 1:00PM-3:40PM	3.00	DTS	CAMPBELL : 207	Dallas	Anderson, Victor	Available	11 of 13	English
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	AV	Th 1:00PM-3:40PM	3.00	DTS	ONLINE	Video Conference	Anderson, Victor	Available	1 of 2	English
	ASS103	Seminar on Old Testament Books	A	Mo 9:00AM-11:40AM	3.00	DTS	CAMPBELL : 207	Dallas	Bramer, Stephen	Available	11 of 13	English
	ASS103	Seminar on Old Testament Books	AV	Mo 9:00AM-11:40AM	3.00	DTS	ONLINE	Video Conference	Bramer, Stephen	Available	1 of 2	English

**Selected Courses**

Please click the Register / Drop button to complete the registration process. VIEW REGISTER / DROP

Showing 1 to 1 of 1 entries Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
<input type="checkbox"/>		BE5101	Bible Study Methods & Hermeneutics	A	We 7:45AM-10:25AM	3.0	DTS	CAMPBELL : 204	Dallas	Yarbrough, Mark	Registered	8/28/2022 12:00 AM	English

Show ALL entries Previous 1 Next Showing 1 to 1 of 1 entries

**Step 2: View**

Once you click the minus icon, the highlighted status of the course should change to read “Pending Drop.” Then you need to click the “Register/Drop” button.

**All Courses - Includes Required and Elective courses**

Showing 1 to 539 of 539 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	A	Th 1:00PM-3:40PM	3.00	DTS	CAMPBELL : 207	Dallas	Anderson, Victor	Available	11 of 13	English
	ASS101	Seminar on Practical Theology, Hermeneutics, and Research	AV	Th 1:00PM-3:40PM	3.00	DTS	ONLINE	Video Conference	Anderson, Victor	Available	1 of 2	English
	ASS103	Seminar on Old Testament Books	A	Mo 9:00AM-11:40AM	3.00	DTS	CAMPBELL : 207	Dallas	Bramer, Stephen	Available	11 of 13	English
	ASS103	Seminar on Old Testament Books	AV	Mo 9:00AM-11:40AM	3.00	DTS	ONLINE	Video Conference	Bramer, Stephen	Available	1 of 2	English

**Selected Courses**

Please click the Register / Drop button to complete the registration process.

Showing 1 to 1 of 1 entries

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
		BES101	Bible Study Methods & Hermeneutics	A	We 7:45AM-10:25AM	3.0	DTS	CAMPBELL : 204	Dallas	Yarbrough, Mark	Pending Drop	8/28/2022 12:00 AM	English

**Step 3: Unregister**

At the bottom of the page, under “Selected Courses,” verify that the correct course appears that you intend to drop. Then select the “Unregister” button.

**Registering for 2022 Fall**  
8/29/2022 - 12/23/2022  
MBTS - English

Wednesday, May 25, 2022 2:55:12 PM

REGISTER PAGE CLOSE WINDOW

Register in 3 easy steps.

- SELECT
- VIEW
- REGISTER

**Register**

**Student Information**

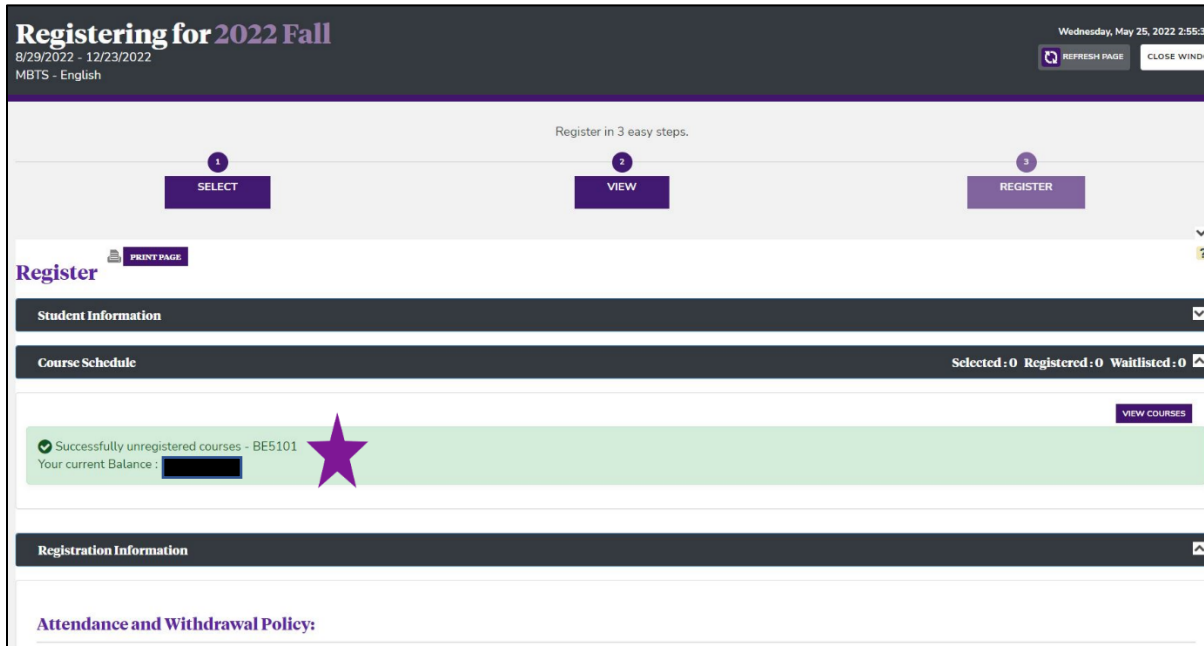
**Selected Courses** Selected: 0 Registered: 1 Waitlisted: 0

You are almost there. Click on Unregister button to complete unregistration.

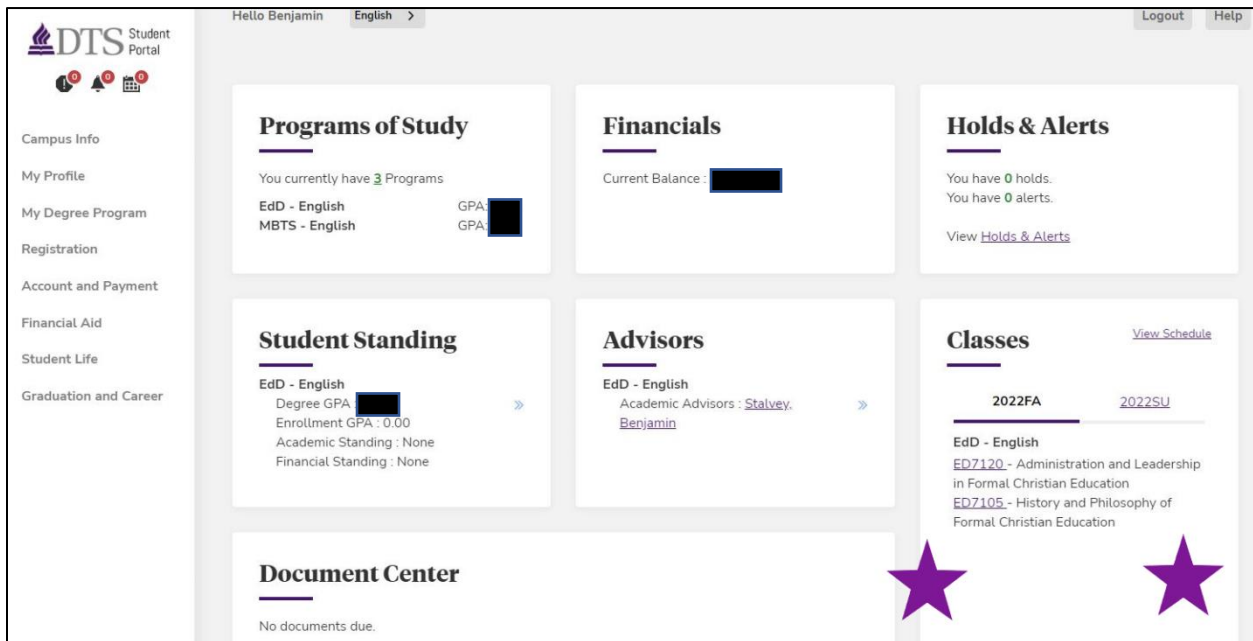
Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
BES101	Bible Study Methods & Hermeneutics	A	7:45AM- 10:25AM	3.0	DTS	CAMPBELL : 204	Dallas	Yarbrough, Mark	Pending Drop	8/28/2022 12:00 AM	English

VIEW COURSES UNREGISTER

The “Successfully unregistered” alert confirms your class drop and may provide additional information.



You may now exit the pop-up window. Return to the Student Portal homepage and refresh the page. Verify your desired drop course is now gone from the “Classes” box in the bottom right corner. In this example, BE5101 was successfully dropped and is no longer showing in my “Classes” for Fall 2022.



You have now successfully dropped your class.

**Additional Information:**

If you are still unable to drop your class(es), email the Registrar's Office ([registrar@dts.edu](mailto:registrar@dts.edu)) from your @dallasseminary.edu email account with the following information: (1) your student ID# (2) the registration term (3) course number, and (4) section code.

If you receive Financial Aid, be sure that you still meet all criteria following your course drop to receive that aid. Email the Financial Aid team ([financialaid@dts.edu](mailto:financialaid@dts.edu) or 214-887-5087) with any questions you may have regarding your aid, or the Student Accounts team ([stuacct@dts.edu](mailto:stuacct@dts.edu) or 214-887-5020) for questions regarding payment modifications.

If you have questions regarding your degree progress or elective selections, reach out to Academic Advising ([advising@dts.edu](mailto:advising@dts.edu) or 214-887-5080) or email your [Academic Advisor directly](#). We are here to serve you!