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.

	Hello Benjamin English	>	Logout H
€ ° ×° ⊞°	Online R	egistration	
Campus Info			
My Profile	Please select your term	below and check your registration status. If you are unable to register, please check your holds. <u>How to F</u>	<u>Register Video</u>
My Degree Program			
Registration	Refresh Page	View R	egistration Tutorial
Course Schedule			
Register for Classes	You currently hav	e 2 programs. Select the program and term carefully to avoid payment issues.	
My Class Schedule			
Account and Payment	Program	5/11/2020 MBTS - English 🗸 Ierm 2022 Fall	~
Financial Aid			
Student Life	Need registration help?	View Registration Tutorial	
Graduation and Career	Registration Statu	S	
	Registration Ass	istant	
	Dease see	the course section for Add and Drop End Dates	

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.

DTS Student Portal	Onlin	e Regist	tration			
Campus Info	Please select you	ir term below and ch	neck your registration status. If y	ou are unable to registe	r, please check your holds	. <u>How to Register Video</u>
My Profile	Refresh Pa	ge				View Registration Tutorial
My Degree Program Registration	• You curren	tly have 2 programs	. Select the program and term c	arefully to avoid paymer	nt issues.	
Course Schedule Register for Classes My Class Schedule Enrollment Forms	Program	5/11/202	20 MBTS - English	✓ <u>T</u> erm 202	22 Fall	~
Account and Payment Financial Aid Student Life	Need registration Registration	ı help? <u>View Registra</u> ı Status	ation Tutorial			
Graduation and Career	Registrat	ion Assistant se see the course ser	ction for Add and Drop End Dat	es		
	Code	Term Description	Term Period	Registration Period		Status
	2022FA	2022 Fall	8/29/2022-12/23/2022	3/1/2022 07:30 AM	- 8/5/2022 11:59 PM	Open
				REGISTER		•

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

egiste 2022 - 12/2 S - English	ering fo	or 2022 Fal	u ★								Wednesda	y, May 25, 20 VAGE CLO	022 2:22:35 DSE WINDO
		3 SELECT			F	Register in 3 ea 2 VIEW	sy steps.			RI	3 EGISTER		
Scarch Co	urses & Quick	Add											2
Course S	Search Quic	k Add	Choose	e Filters	~				+	SEARCH	CLEAR FILTERS		
All Course Showing 1 to	cs - Includes R	equired and Elective e	ourses							Searc	:h		
Add 🔅	Code 🔺	Title	Section	Schedule	Credits	Campus (Building/Room	Location	Instructor	Status	Availability	♦ Shift	\$
æ	<u>AS5101</u>	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	
													EnkEhstr

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.

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Add (Code	 Title 	Section	0 Schedule	¢ Credits	0 Campus	Building/Room	Location	0 Instructor 0	Status	Availability) Shift	t
è	AS5101	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	Englis	sh
Ð	AS5101	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	Englis	sh
•	AS5103	Seminar on Old Testament Books	A	Mo 9:00AM- 11:40AM	3.00	DTS	CAMPBELL : 207	Dallas	Bramer, Stephen	Available	11 of 13	Englis	sh
	·	Seminar on Old Testament		Mo 9:00AM-		Contractor of Contractor	-	Video		-			
÷.	AS5103	Destr.	AV	11.40444	3.00	DTS	ONLINE	Cartanan	Bramer, Stephen	Available	1 of 2	Englis	9
ected C Please	AS5103	er / Drop button to complete	AV	n process.	3.00	DTS	ONUNE	Conformer	Bramer, Stephen	Sear	1 of 2	edister / D	si
Please i wing 1 to Select 4	AS5103	er / Drop button to complete	AV	n process.	3.00	DTS Credits	Camous : Buildino/Boo	an é Location	Bramer, Stephen	Searce L	MEW f	Englisi	s

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.

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wing 1 to	539 of 539 entries										Sear	:h		
Add	Code	Title	Sect	tion So	hedule 🔶	Credits	Campus 👙	Building/Room	Location	Instructor	Status	Availability	Shift	÷
•	AS5101	Seminar on Practical Theology, Hermeneutics, and Research	A	Th 3:4	1:00PM- 0PM	3.00	DTS	CAMPBELL : 207	Dallas	Anderson, Victor	Available	11 of 13	English	
A	AS5101	Seminar on Practical Theology, Hermeneutics, and Research	AV	Th 3:4	1:00PM- 0PM	3.00	DTS	ONLINE	Video Conference	Anderson, Victor	Available	1 of 2	English	
}	AS5103	Seminar on Old Testamen Books	t A	Mo 11:	9:00AM- 40AM	3.00	DTS	CAMPBELL : 207	Dallas	Bramer, Stephen	Available	11 of 13	English	
h	AS5103	Seminar on Old Testamen	t AV	Mo	9:00AM-	3.00	DTS	ONLINE	Video	Bramer, Stephen	Available	1 of 2	English	
ected (Please	Courses	/ Drop button to comple	e the regi	istration proce	·55.						Search	VIEW RE	GISTER / DROF	2
9												Last Day		h
Select	Action	Code [‡] Title	\$	Section	Schedule	[♦] Cr [♦]	Campus 🔶	Building/Room	Location	Instructor	Status	to Drop ⁺ Shif	t [†]	0
		Rible Stud												- 1

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.

Regi 8/29/2022 - MBTS - Eng	Stering for 2022 F 12/23/2022 Lish	all								Wednesday, Ma	y 25, 2022 2:55:12 CLOSE WINDOV
	3 SELECT				Register i	a 3 easy steps.				3 REGISTER	
											~
Regist	er										?
Studen	t Information										~
Selecte	d Courses								Select	ed:0 Registered:1 Wa	itlisted : 0 🔼
() You	are almost there. Click on Unregister but	ton to comple	ete unregistration.				~~~~				
Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Last Day to Drop	Shift
BE5101	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 CO	URSES										UNREGISTER

Registering for 2022 Fall ^{8/29/2022 - 12/23/2022} MBTS - English	Wednesday, May 25, 2022 2:55:36 REFRESH BAGE CLOSE WINDO
	Register in 3 easy steps.
SELECT	2 (3) VIEW REGISTER
Register	8
Student Information	<u>م</u>
Course Schedule	Scleeted:0 Registered:0 Waitlisted:0 🗖
	VIEW COURSES
Successfully unregistered courses - BE5101 Your current Balance :	
Registration Information	۵
Attendance and Withdrawal Policy:	

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.

DTS Student Portal	Hello Benjamin English >		Logout Help
Campus Info My Profile My Degree Program Registration	Programs of Study You currently have <u>3</u> Programs EdD - English GPA: MBTS - English GPA:	Financials	Holds & Alerts You have 0 holds. You have 0 alerts. View <u>Holds & Alerts</u>
Account and Payment Financial Aid Student Life Graduation and Career	Student Standing EdD - English Degree GPA	Advisors EdD - English Academic Advisors : <u>Stalvey</u> . » Benjamin	Miew Schedule 2022FA 2022SU EdD - English 207120 - Administration and Leadership in Formal Christian Education ED7150 - History and Philosophy of Formal Christian Education 207100 - History and Philosophy of Formal Christian Education
	Document Center		\star \star

You have now successfully dropped your class.

Additional Information:

If you are still unable to drop your class(es), email the Registrar's Office (<u>registrar@dts.edu</u>) 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 (<u>financialaid@dts.edu</u> or 214-887-5087) with any questions you may have regarding your aid, or the Student Accounts team (<u>stuacct@dts.edu</u> 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 (<u>advising@dts.edu</u> or 214-887-5080) or email your <u>Academic Advisor directly</u>. We are here to serve you!