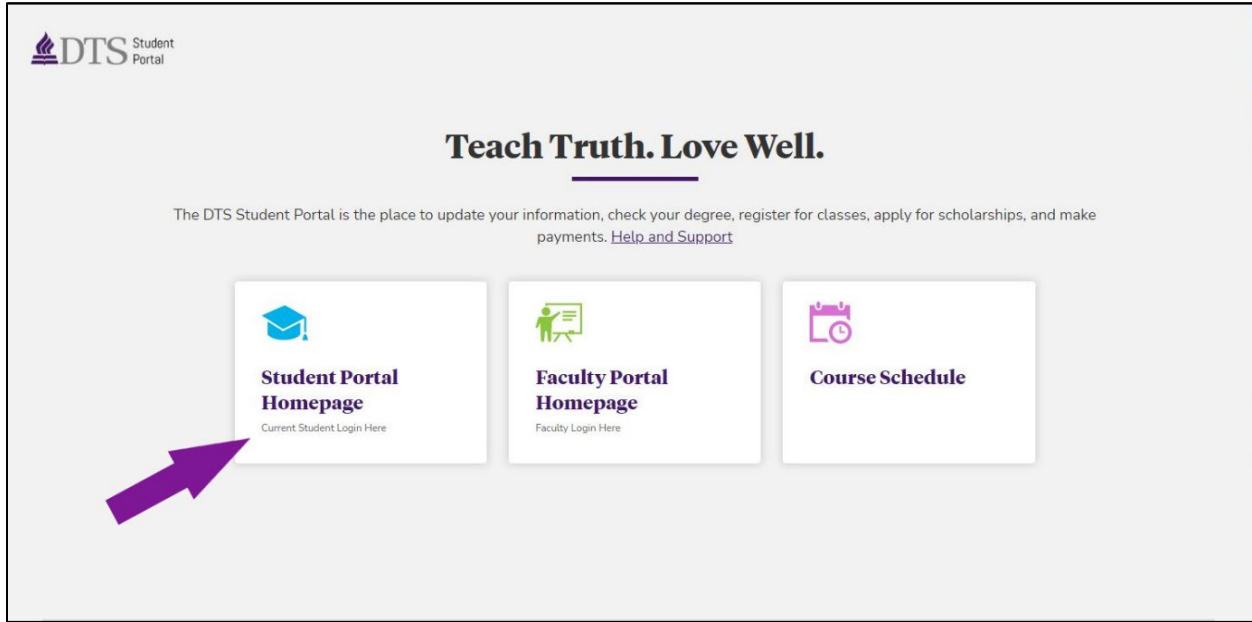


How to Register for Classes in the DTS Student Portal

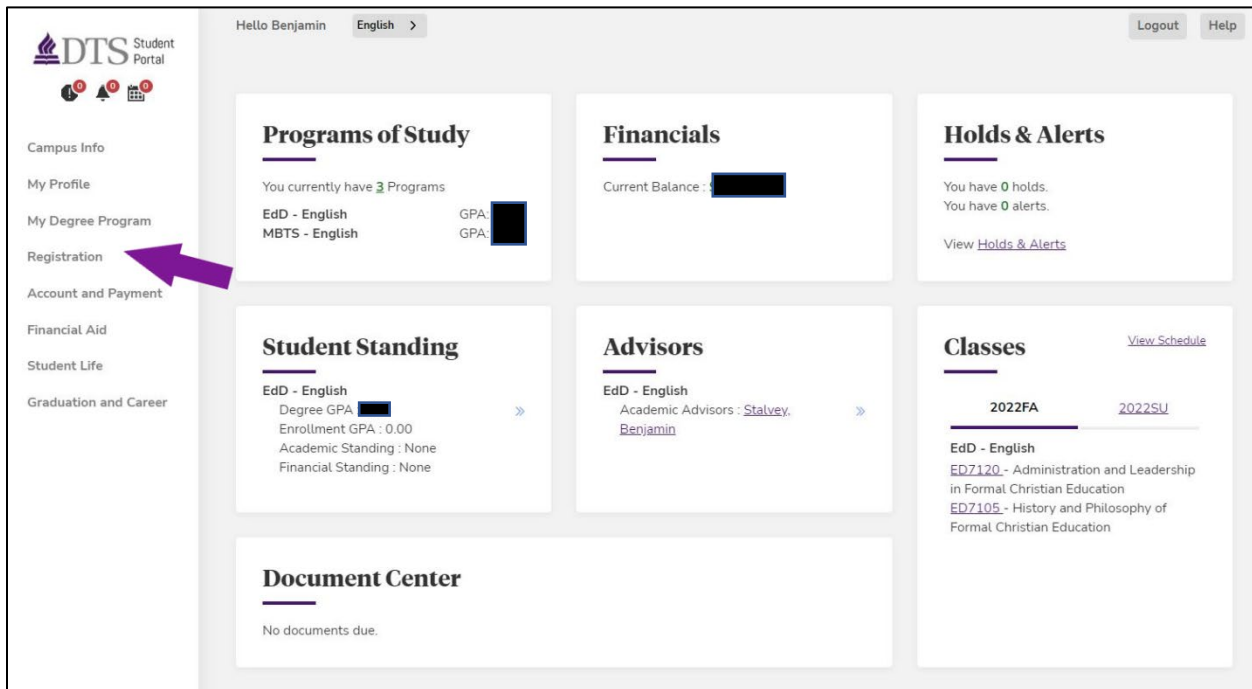
Link: <https://portal.dts.edu/>

Navigate to the new student portal. The link will take you to a webpage that looks like this:

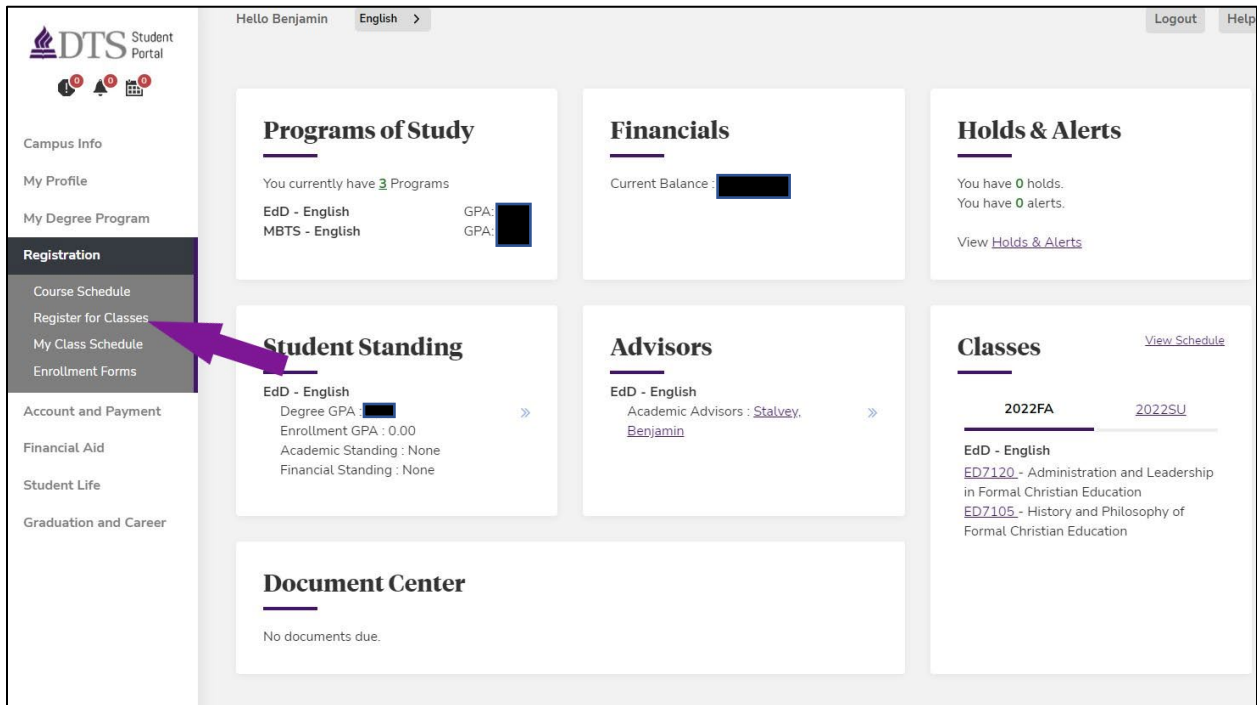


Click on the tile marked “Student Portal Homepage” on the far left. The system will prompt you to enter your login credentials, including your @dallasseminary.edu email address and DTS password.

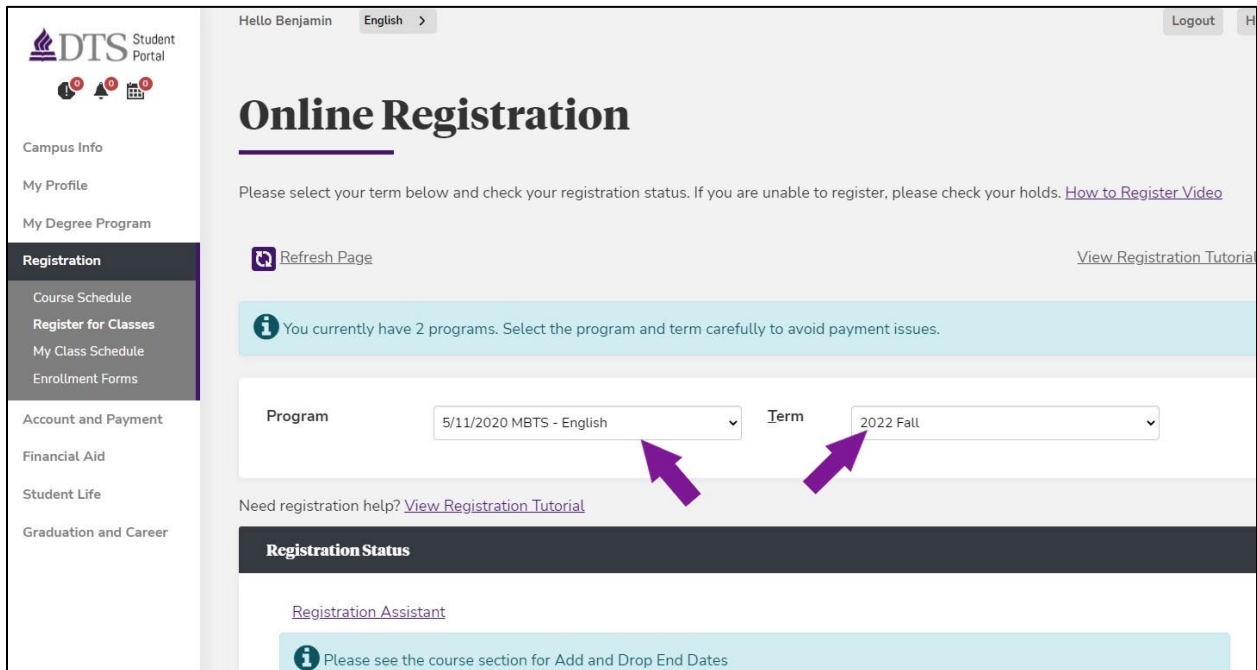
Once you have logged in, the Student Portal home page displays on the next page. On the left side menu, click “Registration.” to view the menu options.



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.



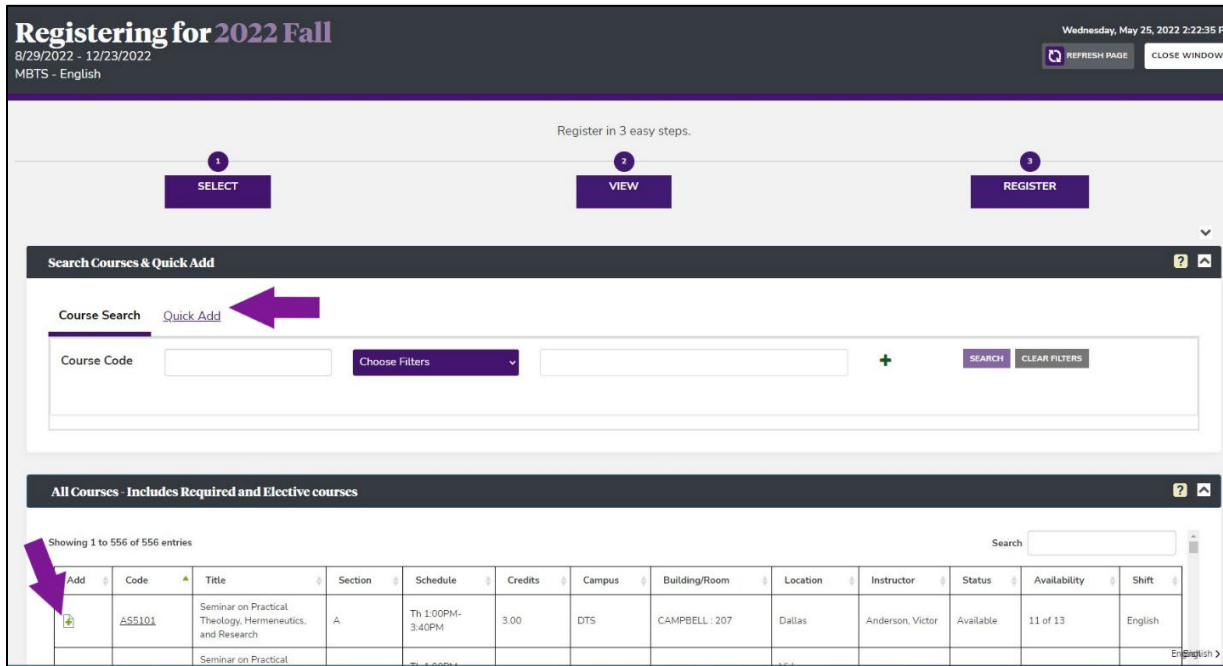
Once these fields are entered, the page will refresh. Scroll to the bottom of the page. Verify that the fields in the “Registration Status” box are correct, and then click the “Register” button to proceed with registration.

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

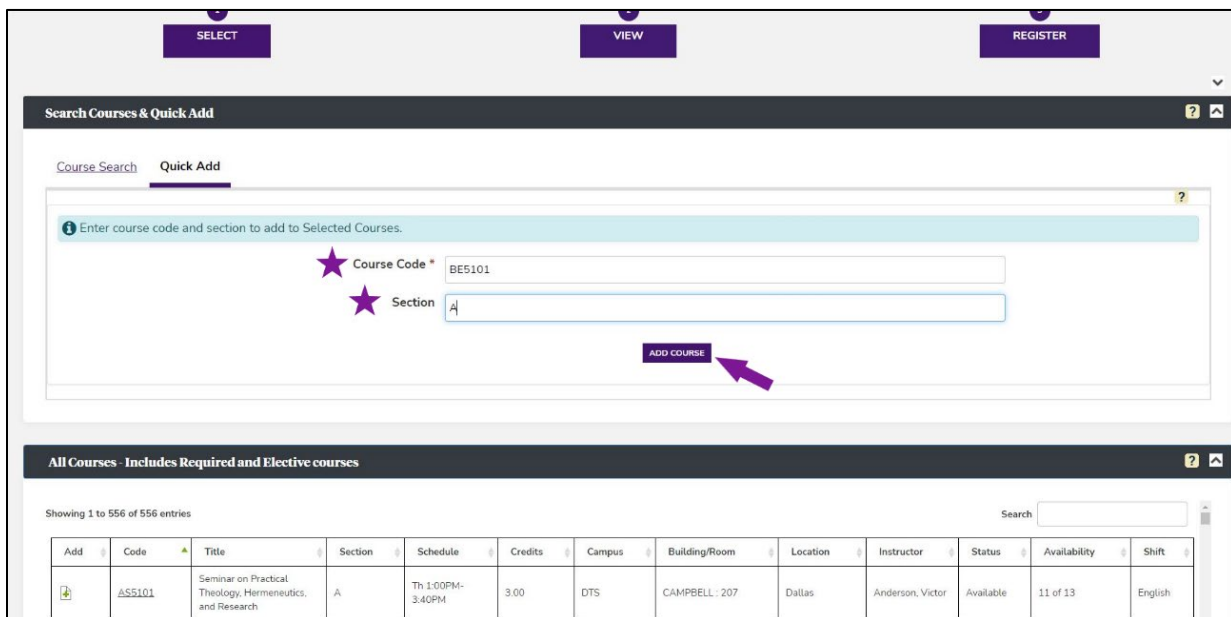
In the Registration portal, three steps are required to complete the registration process – 1) Select, 2) View, and 3) Register.

Step 1: Select

The Select step can be accomplished in two different ways: Course Search or Quick Add. The page will default to the Course Search option. With this option, type in the course code or key words to filter courses showing in the list below. You may select a course by clicking the plus icon on the left side of the course row.



If you know the specific course number and section you want to register for, you may use the Quick Add option. Enter the specific course number and section, then click “Add Course”.



Selecting the plus icon from the course listing from the Course Search page or clicking “Add Course” through the Quick Add page, the course(s) will populate in your registration cart.

Step 2: View

Scroll to the bottom of the page to view the “Selected Courses.” Verify that the correct courses appear and that the meeting times work with your schedule. Then select the “Register/Drop” button.

All Courses - Includes Required and Elective courses

Showing 1 to 556 of 556 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	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	English
	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	English
	AS5103	Seminar on Old Testament Books	A	Mo 9:00AM-11:40AM	3.00	DTS	CAMPBELL: 207	Dallas	Bramer, Stephen	Available	11 of 13	English
	AS5103	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	Credits	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	Selected	8/28/2022 12:00 AM	English

VIEW REGISTER/DROP

Step 3: Register

In the final step, confirm that all course information is correct. Then, select the “Register” button in the bottom right corner.

Register in 3 easy steps.

1 SELECT 2 VIEW 3 REGISTER

Register

Student Information

Selected Courses Selected: 1 Registered: 0 Waitlisted: 0

You are almost there. Click on Register button to complete registration.

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	Selected	8/28/2022 12:00 AM	English

VIEW COURSES REGISTER

The “Registration Completed” alert confirms your class registration and may provide additional information.

Register in 3 easy steps.

- 1 SELECT
- 2 VIEW
- 3 REGISTER

Register [PRINT PAGE](#)

Student Information

Course Schedule Selected: 0 Registered: 1 Waitlisted: 0

✓ Registration Completed. You registered for a total of 3 credits. Your current Balance : \$ [REDACTED] ★

ⓘ Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

[EXPORT SCHEDULE](#) [VIEW COURSES](#)

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	Registered	8/28/2022 12:00 AM	English

You may now exit the pop-up window. Return to the Student Portal homepage and refresh the page. Verify your newly added courses appear in the bottom right corner of the home page in the “Classes” box. Be sure to select the correct term to view the corresponding registrations.

Hello Benjamin English [Logout](#) [Help](#)

DTS Student Portal

Campus Info

My Profile

My Degree Program

Registration

Account and Payment

Financial Aid

Student Life

Graduation and Career

Programs of Study
You currently have 3 Programs
EdD - English GPA: [REDACTED]
MBTS - English GPA: [REDACTED]

Financials
Current Balance : [REDACTED]

Holds & Alerts
You have 0 holds.
You have 0 alerts.
[View Holds & Alerts](#)

Student Standing
EdD - English
Degree GPA : [REDACTED] »
Enrollment GPA : 0.00
Academic Standing : None
Financial Standing : None

Advisors
EdD - English
Academic Advisors : [Stalvey, Benjamin](#) »

Document Center
No documents due.

Classes [View Schedule](#)

2022FA 2022SU

EdD - English
ED7120 - Administration and Leadership in Formal Christian Education
ED7105 - History and Philosophy of Formal Christian Education

★ MBTS - English
BE5101 - Bible Study Methods & Hermeneutics ★

Congratulations, you are now registered for classes!

If you are still unable to register for classes, email the Registrar’s Office (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 have questions regarding your degree progress or elective selections, reach out to Academic Advising (advising@dts.edu or 214-887-5080), or email your [Academic Advisor directly](#).