

Registering for Courses

1. From the homepage of myportal.rts.edu, click the **Students** menu.
2. From the pages sub-menu, select the *Student Registration* link.

Pages

- **Student Registration**
- [Course Schedule](#)
- [My Grades](#)
- [Unofficial Transcript](#)
- [Transcript Request](#)

3. On the student registration page, select the term for which you want to register.

Student Registration

Add/Drop Courses

2023-2024 AY - Spring ▾
2023-2024 AY - Fall
2023-2024 AY - Spring and ends **8/31/2023 12:00 AM**

[Register](#) [Course search](#) Schedule Not Available

4. The first time you open registration for a term, you will be prompted to confirm that your account information is accurate. Click *Complete the Personal Info Update* form to review and update your information as necessary. Click upon completion.

Student Registration

Add/Drop Courses

2023-2024 AY - Fall ▾

Personal Info Update

This form is used to collect data for the Personal Info Update

Complete the Personal Info Update form

5. Back on the Student Registration webpage, select the *Register* link.

Student Registration

Add/Drop Courses

2023-2024 AY - Spring ▾

Planning now open
Registration now open and ends **8/31/2023 12:00 AM**

[Register](#) [Course search](#) Schedule Not Available

6. On the next screen, there are two basic ways to find courses:

a. **Option 1: By Outstanding Degree Requirements**

- i. Click on *Degree Audit Summary*. This will open up a cascade menu that allows you to see your remaining degree requirements.

2023-2024 AY - Spring ▾ [My Schedule](#)

[Degree Audit PDF](#) 

Show only needed courses

— Degree Audit Summary

MATS Free Electives ▲ Incomplete

3.0 hrs needed | 0.0 hrs earned

 **Free Electives** ➤
Find a course

MA Theological Studies ▲ Incomplete

66.0 hrs needed | 17.0 hrs earned

 **Theology** 31.00 hrs ➤
Find a course

 **Biblical Studies** 22.00 hrs ➤
Find a course

 **MATS Specified Electives** 10.00 hrs ➤
Find a course

+ Course Search ⓘ

+ Program Information

- ii. In the above example, clicking on *Theology* will bring you to a menu showing the courses in Historical Theology, Systematic Theology, Applied Theology, and Pastoral Theology. Further clicking into this menu will show the list of courses you still need within the discipline and the available sections of that course. [Note that searching this way will show options for a particular course across the

RTS System.]

2023-2024 AY - Spring [My Schedule](#)

[Degree Audit PDF](#) 

Pastoral Theology

[Back](#) [Back to Degree Audit](#)

2.0 hrs needed | 1.0 hrs earned 1 earned

	PT 5375 Sanctification No sections available	1.00 hrs
	PT 5400 Covenant Theology Completed	2.00 hrs

b. **Option 2: Use the Course Search menu**

Course Search 

Course Code
Begins With

Course Title
Begins With

Instructor

Department

Location

Subterm

Begins After

Meeting Type

Meets on Selected Days
M Tu W Th F Sa Su

Search Courses

- i. Use this menu to select the filters by which you wish to search. The example above is looking for all Orlando courses where the title begins with the word "Classics". These filters would return all available sections of Ecclesiology and Sacraments offered in Washington DC.
- ii. Click the *Search Courses* button to execute the search.

7. To add the course to your registration cart, click the  next to the course.

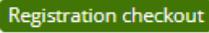
Course Search

[Back to search](#)

-  **MU-5100-W1** ...
Mon 10:00 AM-12:00 PM
Washington; 02/02/24 - 05/14/24
20 seats remaining
Jennifer McGahey
-  **ST-5100-W1** ...
Mon 7:00-10:00 PM
Washington; 02/02/24 - 05/14/24
16 seats remaining
Dr. Scott Redd
-  **ST-5250-W1** ...
M, T, W, R, F 8:00 AM-4:00 PM
Washington; 03/05/24 - 03/09/24
49 seats remaining
Dr. Scott R. Swain

This will also add the course to your calendar:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am	ST-5250-W1 2.00 hrs - 49 seats						
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

8. Once you have selected your courses for the term, select the  button on the top right of the screen.
9. Select the courses for which you want to finalize registration by clicking the checkbox next the courses and then selecting *Register*. Alternatively, if you have questions for the registrar, you can click *Contact* to communicate with your campus registrar.

Registration Checkout

X

Available to Register



ST-5250-W1 - Systematic Theology: Ecc/Sac
M, T, W, R, F 8:00 AM-4:00 PM
Washington; 03/05/24 - 03/09/24
49 seats remaining

(2.00 hrs)

Contact ▾

Register

Dropping Courses

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3. Select the *Register* link for the term of the course you wish to drop.

Student Registration

Add/Drop Courses

2023-2024 AY - Spring ▾

Planning now open

Registration now open and ends 8/31/2023 12:00 AM

[Register](#) [Course search](#) Schedule Not Available

4. On the calendar, select the carrot button at the side of the course you wish to drop. From the dropdown menu, select *drop course*.

	Mon	Tue	Wed
6am			
7am			
8am	ST-5250-W1 ✓ Registered	ST-5250-W1 ✓ Registered	ST-5250-W1 ✓ Registered
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			

✉ Contact instructor

🔍 View details

✗ Drop course