



CHICAGO

# How to Register for Classes

THEOLOGICAL

Office of the Registrar

Tina Shelton, Registrar  
Joey Rodil, Student Records Coordinator

SEMINARY

To register for classes, you will need:

- Your username and password
- Access to MyCTS

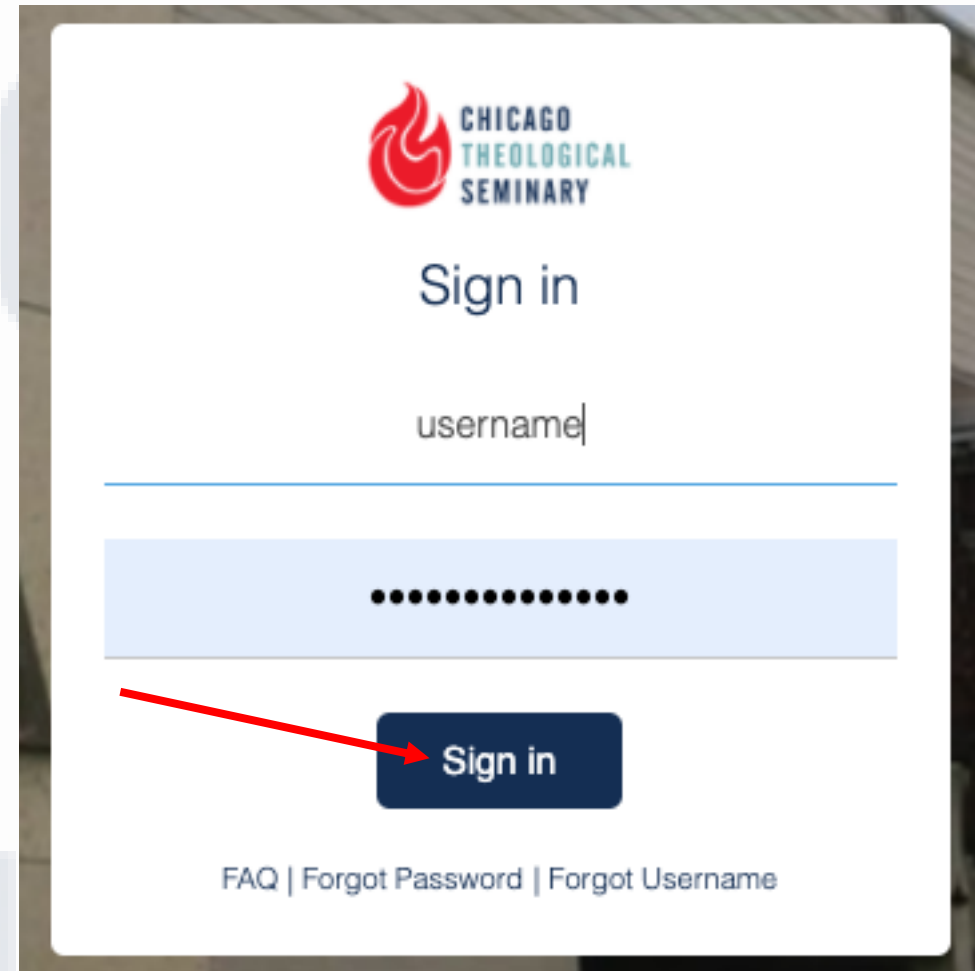
Go to the CTS main website:  
[www.ctschicago.edu](http://www.ctschicago.edu).


Scroll to the bottom of the webpage and click:  
“MYCTS”

The screenshot displays the Chicago Theological Seminary website. On the left is a dark navigation menu with the following items: THE SCHOOL, ACADEMICS, ADMISSIONS, ALUMNI & COMMUNITY, GIVING, CALENDARS, SEARCH, and a GIVE NOW button. The main content area features a header image of lit candles, a news banner for COVID-19 updates, and a row of buttons: INQUIRE MORE INFO, JOIN OUR MAILING LIST, START YOUR APPLICATION, LAPP LIBRARY, MYCTS (highlighted with a red arrow), FACILITY RENTALS, and JOB POSTINGS. Below this is the seminary's logo and tagline "Leaders for the Next™", followed by contact information: 1407 E. 60th Street, Chicago, IL 60637; phone: 773.896.2400; fax: 773.643.1284. The footer includes a link to report a concern to IBHE and a copyright notice for 2020 Chicago Theological Seminary.

Log in to your CTS account using your username and password.

Click "Sign in."



 CHICAGO  
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Sign in

username|

.....

[Sign in](#)

[FAQ](#) | [Forgot Password](#) | [Forgot Username](#)

You are now on MyCTS.

Scroll down and find "Student Portal"  
among the icons.

Click "Student Portal."



STUDENT PORTAL

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## Welcome to myCTS

This is an online resource created specifically for the internal CTS community: students, faculty, staff and trustees. Here you will find important forms, information, schedules and other assets you may need. For your convenience, we have made them all available in one place. Some of this information is open to all. Other materials are password protected, if you need access to a restricted page, please request a password.



BUILDING GUIDE



CANVAS



COMMUNITY CALENDAR



COMPLAINT SYSTEM



DIRECTORY



HR&FINANCE



INCLEMENT WEATHER



LEARNING COMMONS



MARKETING & COMMUNICATIONS



PASSWORD REQUEST

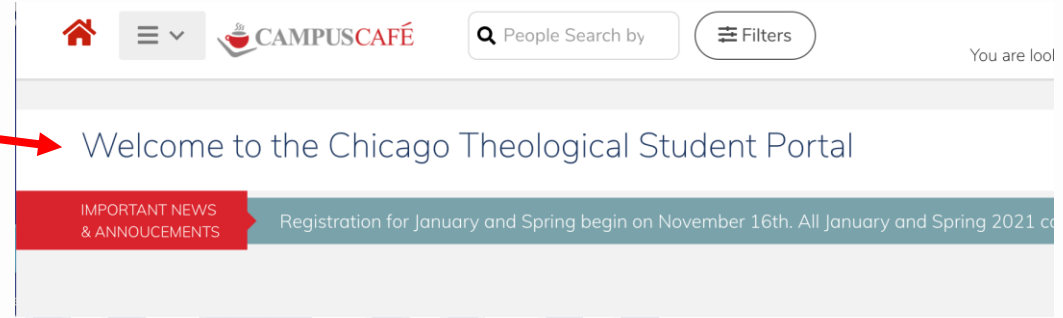


STUDENT PORTAL

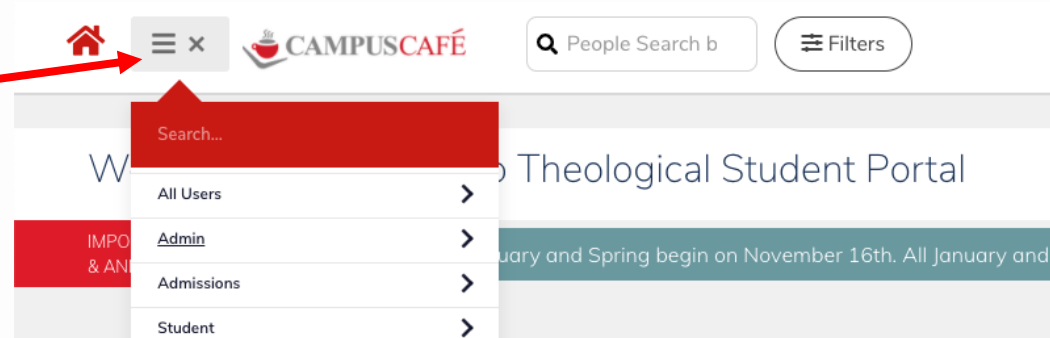


STUDENT RESOURCES

You are now in the “Student Portal.”



Hover your mouse over the hamburger menu at the top of the page next to the home button. A drop-down menu will appear.



Locate and click the “My Info” option.



A side menu will appear.

Click "Register for Classes."

A message will appear.

Please read and click "I Agree."

## My Info

Register For Classes

Class Schedule

Exam Schedule

Attendance History

Transcript/Grades

GPA History

Degree Audit

Enrollment History

Degrees/Majors

Address/Phones

Email Address

Billing Statement

Payments

Document Portal

FinAid Status

Work Jobs

Web Services

The following secure page will allow you to register for courses and perform adds and drops. If you have any questions, please contact the registrar's office at (773) 896-2471. Please remember to log out when you are finished to protect your privacy.

I Agree

Click the down arrow under "Semester" and select the semester you will be registering for classes.


Once you select the appropriate semester, click "Submit."

Please pick from the following semesters:

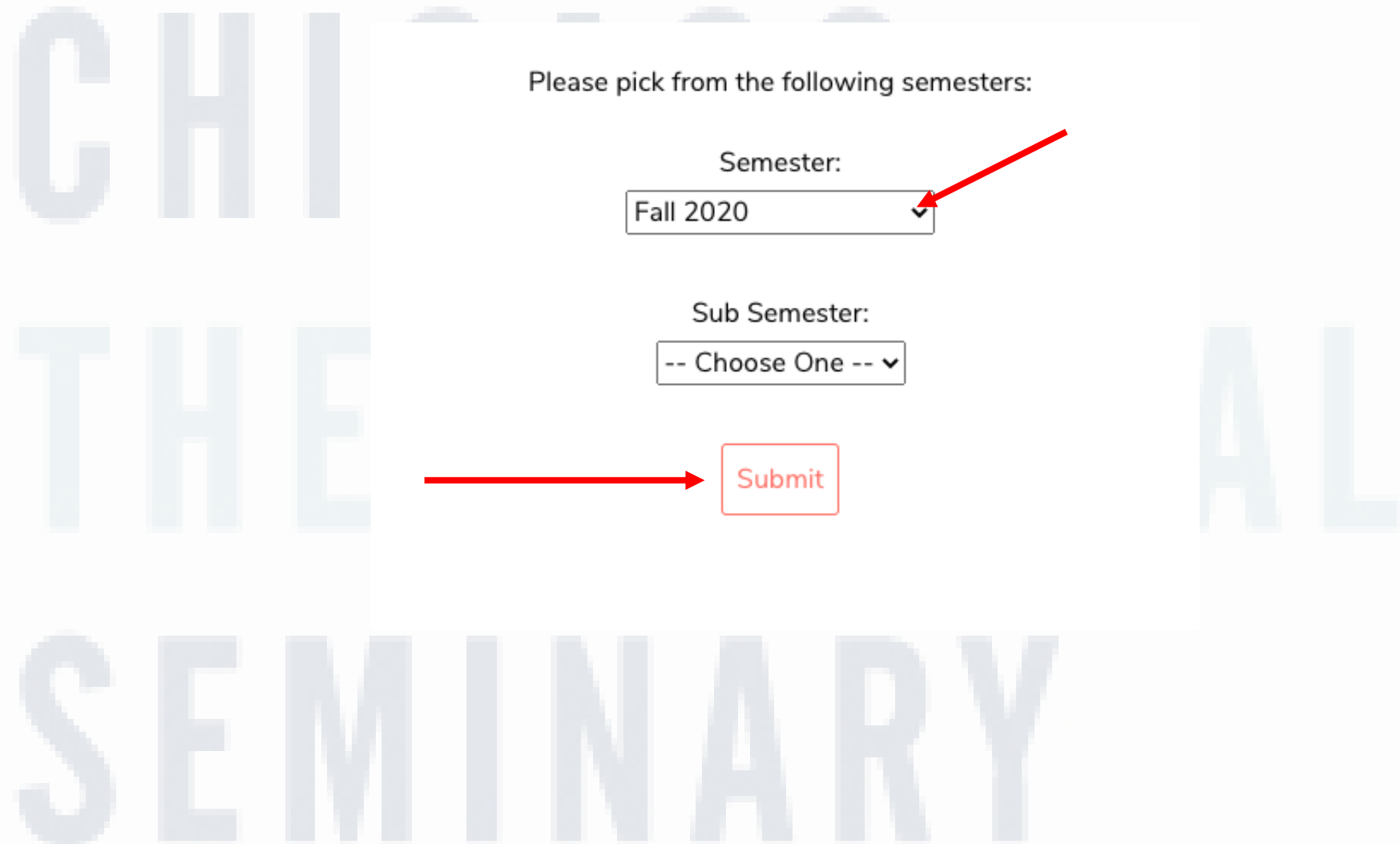
Semester:

Fall 2020 

Sub Semester:

-- Choose One -- 

Submit



On this page, you will register for your classes.

Make sure the semester you are registering for is correct. You can check by locating the semester here.

## Search For Courses

Semester: **Spring 2020** Change Semester: Fall 2020

> Expand Filters

> Expand Instant Day/Time Filters

Copy Excel PDF Print Column Visibility

Click on course # for more info. **Course Warnings** are displayed in **RED**.

Search:

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Ma
Add	CM100-1	Leave of Absence	C. Mingus			100
Add	CM800-1	D.Min. Continuation	S. STAFF			50

Current Semester: Spring 2020

Advisor	Course Actions	Options
Ken Stone		<a href="#">printable version</a>

Please contact your advisor with any questions.

Number  Section  With Edit  Add

Matric Code: Total Cred/CEUs Earned: 18.0 Comment:

[Adjust Columns](#)

November 10 2020

Change Attendance Date

LAT: LAT - Late

Change All Attendance For Curr



The page is separated into two sections:

1. List of courses to add.
2. List of courses added and where to complete your registration.

Please hover over the “Search For Courses” section and scroll down to continue to view the list of classes.

You can also hover over the bottom section and scroll.

### Search For Courses

Semester: **Spring 2020** Change Semester:

Click on course # for more info. **Course Warnings** are displayed in **RED**.

	Course	Title	Instructor	Cred/CEUs	Day Time Room	Ma
Add	CM100-1	Leave of Absence	C. Mingus			10
Add	CM800-1	D.Min. Continuation	S. STAFF			50

Current Semester: Spring 2020

Advisor	Course Actions	Options
Ken Stone		<input type="button" value="Complete Registration"/> <a href="#">printable version</a>

Please contact your advisor with any questions.

Number  Section  With Edit  Add

Matric Code: Total Cred/CEUs Earned: 18.0 Comment:


[Adjust Columns](#)

November  2020

LAT: LAT - Late

Once you have scrolled through the classes and found the course you would like to register for, click “Add” next to the specific course and section.

You can scroll through the different courses and continue to add your selections.



Add	RH3010-01	Interpreting the Hebrew Bible	K. Stone	3.0	
Add	RH302-01	Interpreting the Hebrew Bible II	R. Mikva	3.0	TU 06:30p-09:30p 222
Add	RH3020-01	Interpreting the Hebrew Bible II	R. Mikva	3.0	
Add	RH3210-01	Interpreting the Gospels	M. Stubbs	3.0	
Add	RH3250-01	Interpreting the Epistles	T. Hornsby	3.0	
Add	RH3250-03	Interpreting the Epistles	T. Hornsby	3.0	

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You can scroll through this section to see the course you have registered for.

Once you are satisfied with the courses you've selected, you can now click "Complete Registration."

# CHICAGO

Current Semester: Spring 2020

Advisor

Course Actions

Options

Ken Stone

[printable version](#)

[Complete Registration](#)

Please contact your advisor with any questions.

Number  Section  With Edit  Add

Matric Code: Total Cred/CEUs Earned: 18.0 Comment:

[Adjust Columns](#)

# SEMINARY



If you have any questions, please feel free to contact the Registrar's Office.

### Contact Information

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