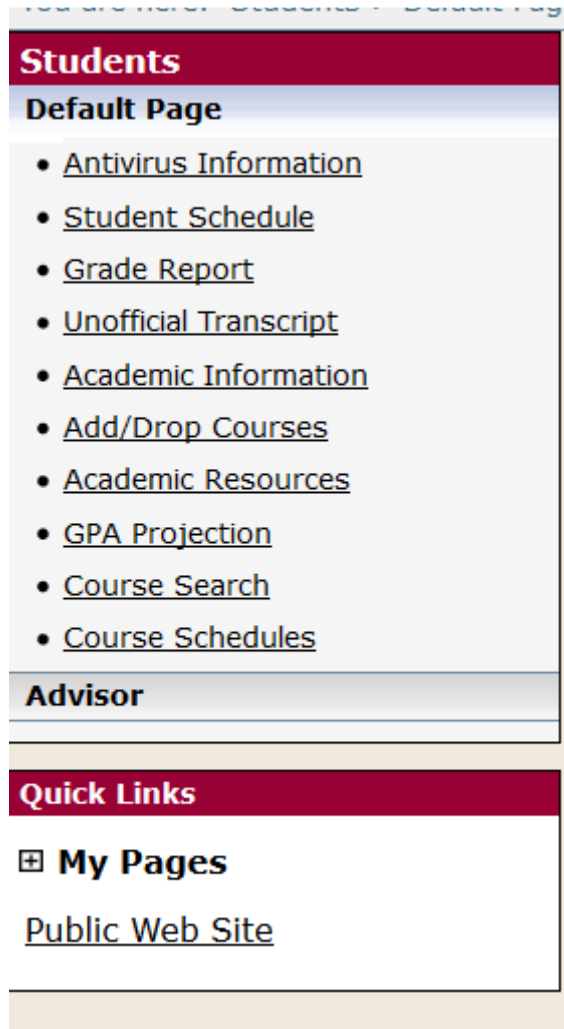


Log on to myHood and click on the Students tab near the top of your screen

**Students**

Check the courses you have completed and the required courses remaining by clicking on Advisors on the left of your screen.



The screenshot shows a navigation menu for the 'Students' section. It features a dark red header with the word 'Students' in white. Below this is a light blue section titled 'Default Page' containing a list of links: Antivirus Information, Student Schedule, Grade Report, Unofficial Transcript, Academic Information, Add/Drop Courses, Academic Resources, GPA Projection, Course Search, and Course Schedules. A grey section titled 'Advisor' is partially visible below the list. At the bottom, there is a dark red section titled 'Quick Links' containing a 'My Pages' icon and a link to the 'Public Web Site'.

**Students**

**Default Page**

- [Antivirus Information](#)
- [Student Schedule](#)
- [Grade Report](#)
- [Unofficial Transcript](#)
- [Academic Information](#)
- [Add/Drop Courses](#)
- [Academic Resources](#)
- [GPA Projection](#)
- [Course Search](#)
- [Course Schedules](#)

**Advisor**

**Quick Links**

☰ **My Pages**

[Public Web Site](#)

Then click on “Course Needs” on either the left or right of your screen.

**Advisor**

- [Advisor Meetings](#)
- [Degree Audit Portlet](#)
- [Major Exploration and What If Scenarios](#)
- [Course History](#)
- [Course Needs](#)


Next click on “Advising Worksheet”.

**Course Needs - Program Requirements**

[Course Needs](#) > [Main testing page](#) > Program Requirements

Listed below are the requirements which

Requirement	Description
<a href="#">MDIV</a>	Master of Divinity
<a href="#">NONREQ</a>	Non-Required Courses
TOTAL84	84 Hours Required
<a href="#">FREE</a>	Free Electives
<a href="#">ADMNBCKT</a>	Administrative Bucket

[Advising Worksheet](#) 



Use this information when you contact your advisor to discuss your best registration options for the next term/semester.

To begin the registration process, click on the Students tab.



Click on “Course Search” Students with Holds may not see this option.

**Current Term:** 2018-2019 Fall Term - Fall Semester  
Add Period Closed / Drop Period Closed

 [Add/Drop Courses](#)       [Course Search](#)

Use the drop-down to change the term to the term for which you wish to register. In the example below the 2018-2019 Spring Term – Spring Semester is selected.

**Course Search**

Term:  ▼

Department:  ▼

Click on “Search” to see all the classes. Be especially carefully to distinguish between weekday, weekend and Alabama classes.

Scroll down and page over to see more courses. Check the box by the courses you want to add. Check for any error messages such as a pre-requisite missing.

[Search Again](#) Term:  Division:

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>		<a href="#">BST 101 10</a>	Introduction to Biblical Hebrew II	Grinter, Thomas E.	20/20	Open	R 2:00 PM-4:00 PM; Main Campus Classroom - Room 308
<input type="checkbox"/>		<a href="#">BST 101 20</a>	Introduction to Biblical Hebrew II	Grinter, Thomas E.	20/20	Open	F 6:10 PM-8:10 PM; Main Campus Announced
<input type="checkbox"/>		<a href="#">BST 104 10</a>	Introduction to OT II	Mbuwayesango, Dora R.	50/50	Open	T 2:00 PM-4:00 PM; Main Campus AV Classroom - Room 315
<input type="checkbox"/>		<a href="#">BST 104 20</a>	Introduction to OT II	Mbuwayesango, Dora R.	50/50	Open	F 6:10 PM-8:10 PM; Main Campus Announced
<input type="checkbox"/>		<a href="#">BST 104 25</a>	Introduction to OT II	Mbuwayesango, Dora R.	50/50	Open	F 5:10 PM-7:10 PM; Alabama, Bu
<input type="checkbox"/>		<a href="#">BST 113 10</a>	Intro to NT II (Epistles & Apocaly)	Resner, André	40/40	Open	W 8:00 AM-10:00 AM; Main Campus AV Classroom - Room 322
<input type="checkbox"/>		<a href="#">BST 113 20</a>	Intro to NT II (Epistles & Apocaly)	Resner, André	40/40	Open	S 11:00 AM-1:00 PM; Main Campus Announced
<input type="checkbox"/>		<a href="#">BST 113 25</a>	Intro to NT II (Epistles & Apocaly)	Resner, André	40/40	Open	S 10:00 AM-12:00 PM; Alabama,
<input type="checkbox"/>		<a href="#">BST 248 10</a>	Reading Epistles for Preaching	Resner, André	40/40	Open	T 11:00 AM-1:00 PM; Main Campus AV Classroom - Room 322

When you have selected your courses, click on "Add Courses" at the bottom of the screen.

[TSE 355 20](#) Christian Theol & Rel Pluralism Eppehimer, Trevor 12/12 Open F 5:10 PM-8:10 PM; Main Campus, Building 300, To Be Announced 3.00 8/21/2018 12/8/2018

Add Courses

[<-- Previous Page](#) [BS - PT](#) | [PT - TS](#)

**Messages**

BST 100 10 - Successfully added to registration record.  
 PTH 109 10 - Successfully added to registration record.  
 PTH 303 10 - Successfully added to registration record.

Add by Course Code **Course Search**

Title:    
 Course Code:    
 Term:   
 Department:   
 Division:   
 [More Search Options](#)

Your Schedule									
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division		
Advisor approval is required before courses are added to your schedule.									
Selected Courses - Awaiting Advisor Approval									
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division		
<input type="checkbox"/>	<a href="#">BST 100 10</a>	Introduction to Biblical Hebrew I	R 8:00 - 10:00 AM	Main Campus Building 300 308	3.00	Letter Grade	Master		
<input type="checkbox"/>	<a href="#">PTH 109 10</a>	Intro Theological Education	R 2:00 PM - 5:00	Main Campus Building 300 315	3.00	Pass/Fail	Master		
<input type="checkbox"/>	<a href="#">PTH 303 10</a>	Educational Ministry among Seniors	R 11:00 - 1:00	Main Campus Building 300 306	3.00	Letter Grade	Master		

Drop Course(s)

[Email your advisor](#)

**\*\*\*\*\*When you see this screen click on “Email your advisor”.**

Your advisor has 10 days to go online and approve or not approve your selections. If no action is taken within a 10 day period, your choices will be deleted and you must start over.