

Western Seminary has developed an online Student Information System designed to provide you with a variety of student services from anywhere in the world. These instructions will introduce you to the system and answer many of your questions.

LOGGING IN TO THE STUDENT INFORMATION SYSTEM

1. **Start at Western Seminary's Home Page:** www.westernseminary.edu
2. **Click on the Student Information System link (SIS):** Located at the top right hand corner of the screen.
3. **Enter Your Student ID Number and PIN:** Distributed at or after New Student Orientation (Portland & distance education students), or in your admission letter (San Jose and Sacramento students).
4. **Challenge Question:** This comes up the first time you log in, but never again. Simply enter an answer to one of the two questions and push "Change Challenge Answer Now." If you ever forget your PIN, you'll be prompted to answer the question so that you can log in.

REGISTERING FOR CLASSES

1. **Click on the Registration Link:** located under the Course Management heading.
2. **Select Your Campus Location and Click on "Continue."**
3. **Select the Correct Term and Click on "Continue."**
4. **Important Information:** Read the information carefully and click on "I Have Read The Above" to continue.
5. **Select Courses:** Scroll down and select the course for which you want to register. Click on the corresponding blue course ID number. Select credit or audit. Click "Add Course." Repeat until you've selected all of the courses for which you want to register.
6. **Submit for Approval:** Push this button after all of your courses have been selected. This notifies Western Seminary that you want to register. Please note, your registration request will not be processed until you complete this step.
7. **Adding Classes:** Follow the steps for selecting courses and submitting for approval. Remember to click on "Submit For Approval" each time you add a new course. Please pay attention to the post-open registration fees when adding classes.
8. **Dropping Classes:** Just click on the blue course ID in the list at the top of your screen. Scroll down and click on "Drop Course." Remember to pay attention to the post-open registration fees and the refund that you'll receive at the time of the drop.

EXCEPTIONS TO ONLINE REGISTRATION

1. **Independent studies, individualized studies and thesis courses** cannot be registered for using online registration. If you want to register for these, contact your local campus Student Services department.
2. **Doctoral courses** cannot be registered for using online registration. D.Miss. students should register by contacting Joy Oelfke at joy@westernseminary.edu. D.Min. students should register by contacting Sara Pirolo at spirolo@westernseminary.edu.
3. **Some distance education courses** may be registered for online. For all others, contact Mark Baker at mbaker@westernseminary.edu to register.

In order to use the Student Information System services outlined below, please start by logging in to SIS as described on the other side of this page.

STUDENT INFORMATION SYSTEM SERVICES

Paying Your Bill: Click on “Pay on Account” under the Business Office heading, enter your information, and click on “Submit Payment.” This is a secure means to pay your bill online, so you can rest assured that your transmission will remain confidential.

Viewing Your Grades: At the end of each term, you can view your grades by clicking on “My Course History” under the Program Management heading. Grades are entered as professors submit them, so some grades may be entered before others. All grades are due from the faculty two weeks after the end of the term.

Checking Your Holds: There are a variety of different holds that can be placed for a variety of different reasons. A hold prevents you from registering and, in some cases, prevents you from viewing your grades. If there is a hold on your record, you’ll see who placed the hold and how to contact that person so that the hold can be removed.

Updating Your Contact Information: Click on “General Information” under the Account Maintenance heading. Enter your new contact information in the appropriate field(s) and click on “Submit Change Request” when you’re done. The information won’t be changed right away, but it should be changed within a few days.

Change your PIN: Each PIN has to be four characters, but it can be either changed to any alpha-numeric combination.

View Course Schedules: Click on this option to view the Western Seminary course offerings for past and present terms.

Review Your Course History: Click on “My Course History” to make sure that your transcript is accurate. Check this page periodically and verify that all of the right classes are listed and that the grades are entered correctly.

Review Your Schedule: Click on “My Schedule” to review your course schedule for each semester.

Review Your Student Account: Click on “My Account History” to check your balance and verify that your charges are accurate. If you have any questions regarding your ledger, contact the Business Office for assistance.

Submit an Academic Petition: Click on “Academic Petition,” type in your request and your circumstances, per the instructions on the online form, and click on “Submit Petition Request.” You will receive notification from the Administrative Committee once your petition has been decided.

FOR MORE INFORMATION

Please feel free to contact the Western Seminary staff for further assistance.

REGISTRATION

Janet Gluck, Sacramento Campus Student Services Coordinator: jgluck@westernseminary.edu or 916.488.3720

Carrie Priest, San Jose Campus Student Services Coordinator: carriepriest@westernseminary.edu or 408.356.6889 ext. 405

Mark Baker, Center for Lifelong Learning: mbaker@westernseminary.edu or 503.517.1900

REGISTRATION, HOLDS, GRADES AND PETITIONS

Kristin Gibb, Assistant Registrar: kgibb@westernseminary.edu or 503.517.1810

TUITION AND FEES

Chrissy Bottiglia, Finance Associate: cbottiglia@westernseminary.edu or 503.517.1888

FINANCIAL AID AND SCHOLARSHIPS

Lynn Ruark, Financial Aid Director: lruark@westernseminary.edu or 503.517.1818