



PROVIDENCE THEOLOGICAL SEMINARY

Student Portal Registration Guide

Welcome to the Student Portal!

This guide is meant to take you step-by-step through Providence Theological Seminary's registration process. Online registration is still a relatively new thing for all involved, so please be sure to contact the Registrar's Office if you are having any difficulties. We want to make registration as smooth a process as possible. Glad to have you with us!

Step-by-step

1. Log in to the Providence Student Portal at <https://www.providencecollege.ca/NetClassroom7/>. Your user ID is your student number and a default password will be sent to you via email. If you have not received this email, please contact the Registrar's Office as soon as possible.
2. Select the "Registration" option from the "Classes" menu.
3. Click the "Edit Enrollment" button.
4. Search for your first course. Click on the binoculars to open the search window – this will allow you to search by course number, course name, or view all available courses in a department (i.e. Counselling). Alternatively, you can type the course number (i.e. CP5101) into the "course" field.
5. In the "Class" field, select the class section and instructor. There will usually only be one option.
6. Click "New" for additional lines. Repeat steps 4-6 for as many courses as you would like to add. To delete a line, first deselect the class section and instructor, then click on the grey box in the far left hand column to select the row, then click "Delete."
7. Once you are satisfied with your course selection, click "Potential Schedule" to preview your class arrangements. There are various ways to view the schedule, both in time blocks and in a list. Click "Calculate Conflicts" to see if any of your classes occur at conflicting times.
8. When you are ready to enroll in your chosen classes, click "Submit."

Providence Student Portal

Monday, June 16, 2008

Home Classes Students Administrative Customize

View Schedule

Register for classes Registration

Audit your degree Course Catalog

None currently available School Calendar

Class Information

There are no classes scheduled for the selected date range

May Assignments for 2007-2008, Spring

There are no assignments due in the selected date range

May Announcements for 2007-2008, Spring

There are no announcements to display for today

Additional Links

To make an online payment: <https://prov.ca/services/businessOffice/onlinePayment.aspx>

Seminary course list and schedule: https://prov.ca/seminary/ac_schedule.aspx

College course list and schedule: https://prov.ca/College/ac_schedule.aspx

The Weather Network: <http://www.theweathernetwork.com/weather/CAMB0244>

Providence Student Portal

Wednesday, June 18, 2008

Home Classes Students Administrative Customize

Schedule for 2008-2009, Fall Session

Advisor: Dr. Dennis Heibert

1. In the "Course" field, click on the binoculars to search for your first class. Type the course number (i.e. 117.11) into the search. Select the course for which you would like to register.

2. In the "Class" field, select the class section and instructor. There will usually be only one option. If you are registering for 400.00 Field Ed, select class section 1. If you are registering for multiple units of 400.00, select section 1 and 2 on separate lines.

3. Click "New" to add additional lines.

4. Once you have finished adding classes, check your schedule and conflicts.

5. Click submit.

1. Additional classes:

New Delete

Search for Course - Windows Internet Explorer

Course Search

Course ID: 117.11 Year: <v>

Course name: Christian Spirituality I: Formations Course type: <v>

Department: <v> School: <All Schools>

Search Cancel

Course ID	Course Name	School Description	Length in T
117.11	Christian Spirituality I: Formations	Providence College	1

Providence Student Portal

Wednesday, June 18, 2008

Home Classes Students Administrative Customize

Schedule for 2008-2009, Fall Session

Advisor: Dr. Dennis Heibert

1. In the "Course" field, click on the binoculars to search for your first class. Type the course number (i.e. 117.11) into the search. Select the course for which you would like to register.

2. In the "Class" field, select the class section and instructor. There will usually be only one option. If you are registering for 400.00 Field Ed, select class section 1. If you are registering for multiple units of 400.00, select section 1 and 2 on separate lines.

3. Click "New" to add additional lines.

4. Once you have finished adding classes, check your schedule and conflicts.

5. Click submit.

1. Additional classes:

Course	Class	Exceptions	Credits
117.11 - Christian Spirituality I: Form	1 - Tue 9:50AM - Dr. Kara Mandryk		3.0000
121.11 - Introduction to the Bible & C	1 - Mon 11:10AM - Dr. Michael Gilmour		3.0000
223.11 - Introduction to Sociology I: S	1 - Tue 8:30AM - Dr. Dennis Heibert		3.0000
211.11 - Western Civilization I: Ancie	1 - Tue 11:10AM - Prof. Patricia Janzer		3.0000
411.12 - Principles of Teaching	1 - Wed 12:40PM - Prof. Tim Houck		3.0000
400.00 - Field Education	1		0.0000

Potential Schedule Calculate Conflicts Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

9. If classes are properly enrolled, you will be directed to a new screen that displays your registered classes in a chart. You can edit your enrollment from here if you wish by clicking “Edit Enrollment.”

Main Account	Class	First Meeting	Teacher	Room	Credits
117.11 - Christian Spirituality I: Form...	1	Tue: 9:50 AM	Dr. Kara Mandryk		0.0000
121.11 - Introduction to the Bible & C...	1	Mon: 11:10 AM	Dr. Tim Perry		0.0000
223.11 - Introduction to Sociology I: S...	1	Tue: 8:30 AM	Dr. Dennis Hiebert		0.0000
311.24 - Music Theory IV	1	Tue: 11:10 AM	Dr. Michael Gilmore, Jr. Kathy Helms, Prof. Cameron Helms, Dr. Tim Perry, Kathy Helms		0.0000

Total Credits: 0.0000

10. If classes are not properly enrolled, you will be directed back to the “Edit Enrollment” page, and an exception message will explain a problem with one or more of your selections. See below for the meanings of common exception messages. The problem will need to be resolved with the Registrar’s Office before you can register for the class.

Common Error/Exception Messages

1. **Conflict.** Check your schedule again – this class is in the same time slot as another you have selected!
2. **Course requires a year of ... (1 YR, 2 YR, 3 YR).** This course requires a specific number of passed credits before you can enroll. Please check with the Registrar’s Office if both you and your advisor think you should be allowed to enroll in this course anyway.
3. **You do not have the required prerequisite.** This course requires you to have taken another class before you can enroll. For example, you cannot take Intermediate Greek without having taken Beginning Greek. If you think you already have the prerequisite (i.e. a transfer credit), please contact the Registrar’s Office.
4. **You have already taken selected course.** If you have already taken and passed a course, you will not be able to register for it a second time without the permission of the Registrar’s Office.
5. **Course could not be found or duplicates exist.** You may get this error message when typing the course number in the course field. First confirm that the course for which you are searching is listed on the Winter 2010 Course Offerings list and does not require an independent study application. Then, leave the “course” field blank and click on the binoculars to do an advanced search. Try searching for just the first few digits or letters of the course number or name to ensure you have the number or name typed correctly, or search by the course department or course type.

1. Additional classes:

Course	Class	Exceptions	Credits
117.11 - Christian Spirituality I: Form...	1 - Tue:9:50AM - Dr. Kara Mandryk	1 exception(s) for main - Course requires a year of fr, so, jr, sr.; Conflict	0.0000
121.11 - Introduction to the Bible & C...	1 - Mon:11:10AM - Dr. Michael Gilmore	1 exception(s) for main - Course requires a year of fr, so, jr, sr.	0.0000
211.11 - Western Civilization I: Ancien...	1 - Tue:11:10AM - Prof. Patricia Janzer	1 exception(s) for main - Course requires a year of fr, so, jr, sr.	0.0000
223.11 - Introduction to Sociology I: S...	1 - Tue:8:30AM - Dr. Dennis Hiebert	2 exception(s) for main - You have already taken selected course, Course requires a year of fr, so, jr, sr.	0.0000
311.24 - Music Theory IV	1 - Tue:9:50AM - Dr. Karen Sunabacka	1 exception(s) for main - Course requires a year of fr, so, jr, sr.; Conflict	0.0000

Potential Schedule Calculate Conflicts Submit

Contact Us

Email: registrar@prov.ca

Phone: 1-800-668-7768

Providence Student Portal Information Sheet

Welcome to the *Providence Student Portal*. We are excited to offer you online access to academic information, including assignments, grades, schedules, and transcripts.

Providence Student Portal Ensures Privacy

With your unique *Providence Student Portal* user ID and password, you can view your own academic records. Other students cannot access your information.

Logging Into Providence Student Portal

Using Internet Explorer 6 or 7 or Firefox on any computer, enter <https://prov.ca/netclassroom7/>. On the Providence Student Portal login screen, enter your online user ID and password. For security reasons, do not share this information with anyone.

To edit your online password, select Change Password from the Administrative menu. Your password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines.

Do not include:

- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID.
- Any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

Providence Student Portal is Easy to Use

- You can use the navigation bar at the top of the page to open new pages. For example, from the Administrative menu on the navigation bar, you can access the Change Password page. Note: *Do not use the browser Back To or Forward buttons, as an error will occur.*
- You can select the information to appear on your Home page and calendar by clicking Customize on the navigation bar.
- Use the task bar at the left of the screen to control what information appears and in what format, and to view announcements. For example, on the Schedule page, you can select to display schedules in a list, grid, or calendar and select the academic year and term to show.
- On any page in *Providence Student Portal*, you can click links to open related pages. For example, if you click the Professor name "Dr. Neufeld" on the Schedule page, the faculty page for Dr. Neufeld, showing his e-mail address and schedule, will appear.

Providence Student Portal Helps Keep You Informed

Providence Student Portal gives you easy access to schedules, class enrollments, the course catalog, the school calendar, assignments, grades, transcripts, billing statements, and degree requirements status.

- Find out when classes meet. To open the Schedule page, select Schedule from the Classes menu. On the Schedule page, you can view your schedule for a specific academic year, session, and term.
- Enroll in classes. To open the Registration page, select Registration from the Classes menu. On the Registration page, you can view and edit class enrollments.
- See what we offer. To open the Course Catalog page, select Course Catalog from the Classes menu.

- View the school calendar. To open the School Calendar page, select School Calendar from the Classes menu.
- View class announcements and documents. To view announcements teachers have posted for classes and documents they have uploaded, select Class Information from the Classes menu.
- Verify the dates and details of homework assignments, quizzes, and tests. To open the Assignments page, select Assignments from the Students menu. On this page, you can view assignment information by day, week, or month. To open the Daily Grades page for a class, click the check mark picture beside the class name. To view any documents associated with assignments, view assignments by day.
- Review grades in a previous or the current academic year. To open the Grades page, select Grades from the Students menu. From the menu at the left, choose the year and session you wish to view. If a marking column displays a grade, you can click the grade to view assignment grades on the Daily Grades page.
- On the Grades page, you can also click a teacher's name to view contact information for the teacher on the Faculty Information page. On this page, you can click the listed e-mail address to contact the teacher by e-mail.
- Review transcripts. To view the most recent transcript, select Transcript from the Students menu.
- View billing statements. To view the most recent billing statement, select Statement from the Students menu.
- Review progress on requirements. To view progress on requirements of a degree, select Degree Audits from the Students menu.
- Change your address online. To open the Change Primary Address page, select Change Address from the Administrative menu. On the Change Primary Address page, you can update your address in our records.

When Can I Use the Providence Student Portal?

You can log into *Providence Student Portal* anytime.

Providence Student Portal FAQs

For answers to common questions, select FAQs from the Administrative menu.