Online Registration Information for Ph.D. Students
Spring Semester 2009-2010

Registration Deadline
Online registration for continuing Ph.D. students opens today, Monday, December 07, 2009 and will remain open through the spring semester drop/add period. Failure to register by 4:30 p.m. Friday, January 15, 2010 will result in a $110.00 late registration fee.

Pay your Bills!
Please make sure that you have paid any outstanding debts before it is time for you to register! (See Handbook, 5.4.1. No student will be allowed to register if there is an outstanding balance on his or her account related to a previous semester.) Accounts with unpaid bills are placed on hold, preventing online registration. You may view and pay any outstanding balances though the student portal.
1. Go to the PTS Home Page and click on Students
2. ‘Log In’ with your name and password
3. Click on the ‘Bursars Office’ on the left.
4. Click on ‘My Account’ Balances on the right.
5. ‘Account Receivable – Current Students’ will show All post resident Ph.D. candidates may register online according to the following procedures. All candidates are required to register each semester. You will need to register according to your enrollment status: full-time, half-time, or less than half-time. Note: All F-1 visa students must be enrolled as full-time students.

Years 1 and 2 Students
Register for your seminars online.

Years 3 and 4 Students
You will register as a full-time student.
• To register full-time, register for PHD 9997 Continuation Full-Time
Students who leave the Princeton area during years three and/or four will forfeit their fellowships, scholarships, or financial aid. Requests for exceptions to this policy may be considered by the Ph.D. Studies Director.

Years 5 through 9 Students
You may register as full time, half time, or less than half time. If you have a full time job, you must register as less than half time.
• To register full-time, register for PHD 9997 Continuation Full Time
• To register half-time, register for PHD 9998 Continuation Half Time
• To register for less than half-time, register for PHD 9999 Continuation Less ½ Time

Required Documentation – You do not need to do this IF you did so for the fall registration.
Documentation must be provided once a year, at fall registration. This is NOT required for those who register as less than half-time.

Implications for Health Insurance: The state of New Jersey mandates that all full-time students must have health insurance, either through the Seminary or privately. Therefore, all full-time students must complete either an enrollment form for the Seminary’s student health insurance program or a waiver form, complete with proof of alternate insurance, at the start of each academic year. All international students and their families are required to enroll in the
Seminary’s Student Health Insurance Program. Part-time students may elect to enroll in the Seminary’s Student Health Insurance Program.

Implication for Loan Deferment Certification: Half time students normally are not required to begin paying back government loans; students who are enrolled less than half time will be expected to begin paying back government loans.

Follow these step by step online instructions.

1) Go to PTS website.  www.ptsem.edu
2) Click on “Students” listed along the left hand menu of the PTS home page.
3) Log in to your student portal at the top of the screen using your email name and password.
4.)Click on “Registrar” listed along the left hand menu.
4) Scroll to the bottom of the page, and you will find the course search link. Make sure that the term link is set to 2009-2010 Spring Semester.
**** To search for your seminars/courses, click on All Courses. Trying to enter the course number in the search, most likely will not work.
5.) Once you find your seminar, click on to add.
6.) Log Out! - Please remember to log off.

Other Important Information
- You should clear up any past accounts or possible holds – if there is a hold on your account, you will not be able to register online.
- System will not permit you to add two courses that have time conflicts.
- Drop/Add – You may add online up to the end of the first week of the spring semester. You may drop online during the first and second weeks of the semester.
- Blackboard Syllabi - You may view syllabi for spring courses, as they are made available by the faculty, via the blackboard system. This will permit you to take a look and make your decisions regarding registration.

Blackboard and Syllabi for Courses
In addition to the course descriptions that are now available through your student portal, you may also view any course syllabi which have been posted by the faculty.
1. Log into the Blackboard system from the PTS homepage (www.ptsem.edu) or directly at http://blackboard.ptsem.edu using your Seminary network ID and password.
2. Once you are in Blackboard, click on the "Courses" tab at the top.
3. In the Course Catalog box, click on "Spring 2010."
4. Within the Spring 2010 area, you can go into various academic departments (history, theology, etc.) to view a listing of courses in each area. Click on the hyperlinked department name and then course ID number to access a course site you are interested in.
5. Within the course site, you can view the course material that the professor has uploaded to date; for example, click on the grey "Syllabus" button to see if the professor has uploaded a syllabus.