Class Registration Instructions

In order to register for classes each term, you will first need to communicate with your academic advisor via e-mail, phone, or meeting. Advisors help students to properly sequence coursework for the degree program they are in. Advisors also serve as a sounding board for various issues that may arise while enrolled in a program.

Here are the current advisors for each theology program:

**MACP**  
Mr. Frank Guertin (frank.guertin@lipscomb.edu – 615.966.5352)

**MACM**  
Dr. Ken Durham (ken.durham@lipscomb.edu – 615.966.5799)

**MTS**  
Dr. John Mark Hicks (johnmark.hicks@lipscomb.edu – 615.966.5725)

**MDIV**  
Dr. Mark Black (mark.black@lipscomb.edu – 615.966.5709)

**MDIV**  
Dr. Phillip Camp (phillip.camp@lipscomb.edu – 615.966.6130)

**DMIN**  
Dr. Kate Watkins (kate.watkins@lipscomb.edu – 615.966.5752)

Once you have obtained your PIN, proceed to [http://my.lipscomb.edu](http://my.lipscomb.edu). Use your login credentials to enter the site. If you have forgotten your password or need to reset it, there are links on this page that allow you to do so (above the login boxes).
Once you have logged in, you will come to the main menu. You can find the registration links in the box labeled STUDENT LINKS or you can put your mouse cursor on the PLAN icon in the upper left and a similar orange menu will pop up. The PLAN icon also links to myDegreePlan where you can see the requirements for your program as well as the progress you are making.

Click on 1. (Check Registration Eligibility) under the Registration heading. You will then see this screen:

Select the appropriate term of study and hit Submit.
The next screen will show any holds on your student account:

Click on the link **proceed to step 2 – Select, Drop or Add classes**. You will be asked for your ALT PIN. This is the number you obtained from your advisor. Enter it, click **Submit**, and then you will then see this screen:

This is where you can register for specific classes in the boxes at the bottom. CRNs can be found by using the **Class Search** button under Graduate Bible (GB) or Christian Practice (CHPR). Once you have inputted the CRNs, click the **Submit Changes** button. You can then click **proceed to step 3 – Display Schedule by Day & Time**.
This next screen is mainly for undergraduate students who are managing conflicts due to multiple classes in a single day. Here’s what it looks like:

Click on proceed to step 4 – Final step to be officially registered – Pay/Satisfy Financial Obligations.

This is where you make payment arrangements for your tuition bill. Please note that scholarships at the Hazelip School of Theology (MACM, MTS, MDIV) process overnight once you complete Step 2. If you do not see your Hazelip discount applied, please wait 24 hours and then log back in to check the balance. If you still do not see it listed, contact Kathy Bickel in the graduate Bible office (kathy.bickel@lipscomb.edu).
This concludes the registration process via http://my.lipscomb.edu. Remember to visit the Hazelip or College of Bible web site for syllabi information and book lists.