



New Online Student Checklist

☐ Set up your student profile

- We've sent you a *Boyce Student Login* email (to the email account we have on file with your application). Included in this email is your Boyce student ID and student username, along with information and instructions for setting up the following:

- Your SBTS student email account
- MySBTS account
- Canvas (sbts.instructure.com)

If you did not receive this email upon your acceptance, call us at 502-897-4201 or email us at boyceadmissions@sbts.edu for assistance.

☐ Check your student email

- Included in your initial student login email from Admissions will be your student email address (studentID@students.sbts.edu). It will be important to check this email often as it is the institution's primary means of communicating with students. *You can login at www.gmail.com using the password you have setup in your SBTS Profile.*

☐ Apply for Outside Scholarships

- Search and apply for outside scholarship opportunities at <https://boycecollege.com/admissions/financial-aid/outside-scholarship/>
- **Convictionally, Boyce elects not to participate in federal financial aid programs such as FAFSA.*

☐ Register for Classes

- Class registration is completed through your MySBTS account. Visit <https://boycecollege.com/registration/> for assistance with registration. Note that course registration for new students opens on March 31 (for Summer and Fall entry), or October 31 (for Winter and Spring entry).
- Before you are able to register for classes, you'll need to complete the Student Information form. This form is located under "Student Tools" on my.sbts.edu.
- Contact your Academic Advisor if you have questions regarding transfer credits or course selection. Visit <https://boycecollege.com/academics/student-success/academic-advising/> to sign up for an appointment.

☐ Familiarize yourself with Canvas and MySBTS

- As a student, you will utilize your MySBTS account. You will also have access to your "Canvas" account, which is the portal through which you will interact with your courses. You will only be able to access Canvas once you have registered for classes through MySBTS. Below is a brief description of what each portal provides.

Canvas	MySBTS
<p data-bbox="375 268 682 296">http://sbts.instructure.com</p> <p data-bbox="284 300 776 359"><i>Only available to students once they have registered for courses on MySBTS.</i></p> <ul data-bbox="269 394 708 562" style="list-style-type: none"> • View course syllabi & textbook lists • Interact with your courses (upload assignments, download files, etc.) • Communicate with professors 	<p data-bbox="987 300 1198 327">http://my.sbts.edu</p> <ul data-bbox="846 394 1149 516" style="list-style-type: none"> • Register for classes • View & pay tuition • View campus directory

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