



OFFICE OF ADMISSIONS

**SOUTHERN SEMINARY  
& BOYCE COLLEGE**

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# New Student Guide to MySBTS

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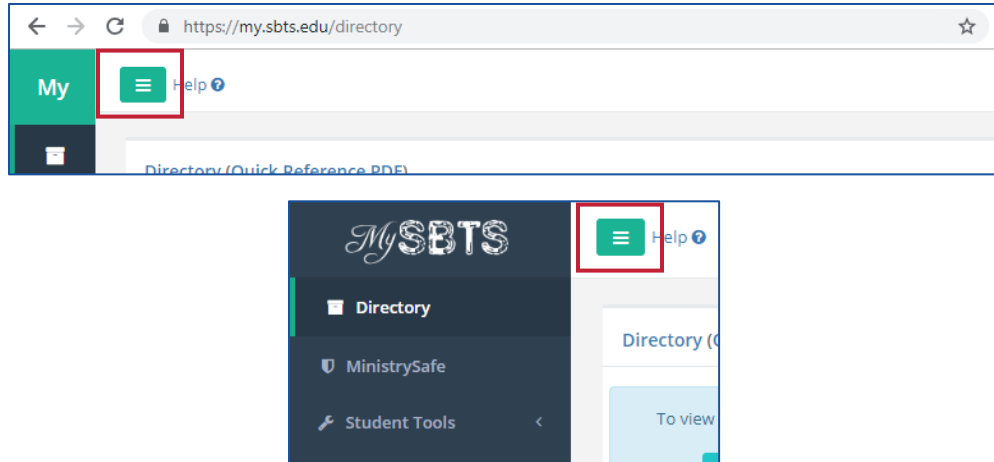
[Admissions Contact Information](#)

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# Overview

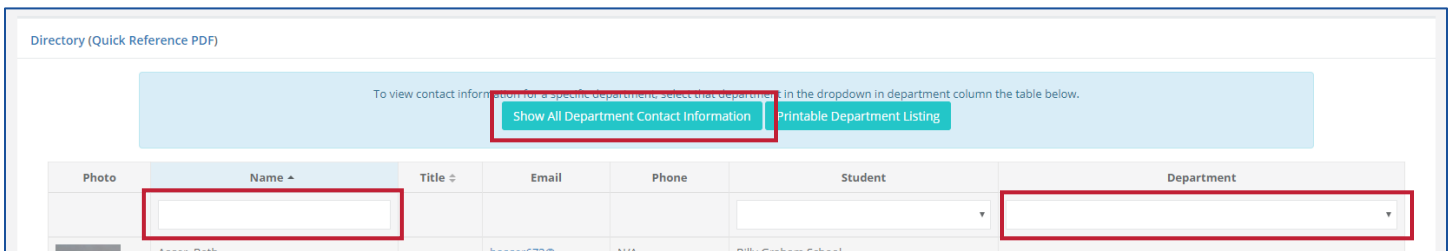
MySBTS is your student dashboard. As a new student, you can use it to register for courses, pay your tuition balance, and access Canvas, the seminary's learning management system.

Go to <https://my.sbts.edu/> to get started. You will use the login credentials you set up after you were first admitted. On this landing page, you can click the green button with the three lines (☰) in the top left corner to expand the menu. Each of the sections in this menu will be explained below.



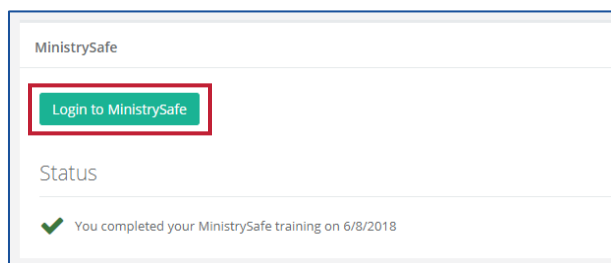
# Directory

In the directory, you can use the search fields to view contact information by department or per individual (students and employees).



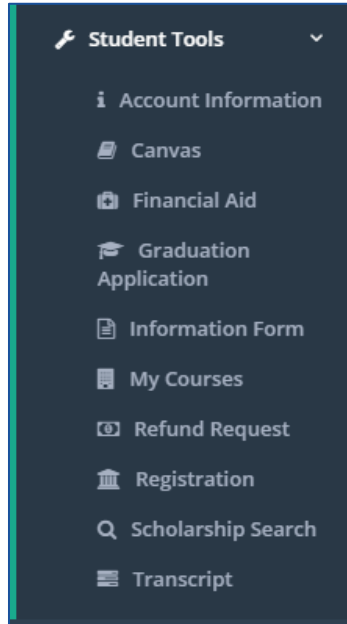
# MinistrySafe

Go to this section to login to MinistrySafe and complete your training, and to view your training status. **You must complete MinistrySafe training during your first semester as a student.**



# Student Tools

The Student Tools section is divided into several important categories. Each one is summarized below.



## Account Information

- **Announcements:** Tuition payment information and alerts
- **Information:** Documents/forms and contact information for the Student Accounts office. You can use the provided links to access the most current fee schedule, payment plan instructions, and more.

<p>Announcements</p> <p><b>TUITION PAYMENT INFORMATION:</b></p> <p><b>2019 Spring Term 2:</b> Charges and payments for spring term 2 are now open and are due by Monday, <b>April 15th</b>.</p> <p><b>MONTHLY PAYMENT PLAN INFORMATION:</b> Students paying spring or fall semester tuition with the Monthly Payment Plan who have any changes to their tuition account balance after signing up for the payment plan must notify Accounting to request their plan be adjusted. The Accounting office DOES NOT adjust payment plans without notification from the student.</p> <p>Students taking semester or Term 1 internet courses who are paying with the Monthly Payment Plan and are taking courses in Term 2 should contact Accounting <i>before</i> signing up for the payment plan to include the Term 2 charges.</p> <p>Students only taking Term 2 internet courses who would like to include those charges in a monthly payment plan should contact Accounting early in the semester to have a temporary charge applied to their account. Students who wait until Term 2 charges are billed to sign up for a payment plan may pay up to a 50% down payment with one remaining payment. For information on starting your payment plan earlier to reduce the amount billed each month please contact the Accounting office.</p>	<p>Information</p> <p>Important Documents:</p> <ul style="list-style-type: none"><li>• <a href="#">2018-19_Fee_Schedule.pdf</a></li><li>• <a href="#">Payment_Information_And_Instructions.pdf</a></li><li>• <a href="#">Spouse_or_Dependent_Refund_Fall_2018.pdf</a></li><li>• <a href="#">Spouse_or_Dependent_refund-1819_Winter.pdf</a></li><li>• <a href="#">Third_Party_Billing_And_Church_Auth_Form.pdf</a></li></ul> <p>Office Hours Monday - Friday 8:00 a.m. - 4:30 p.m.</p> <p>Cashier Window Hours Monday - Friday 8:30 a.m. - 4:00 p.m.</p> <p>For any questions regarding Student Account Information, you may contact the Accounting Office by email at <a href="mailto:accounting@sbts.edu">accounting@sbts.edu</a> or by calling 897-4128 or toll-free 1-800-626-5525, x4128.</p>
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- **My Account:** Balance, reports/statements, and summary of charges and payments. You may also use the Calculate Charges button to review your payment options.

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## Canvas

Access the seminary's learning management system.

- Retrieve course information including syllabi and textbook requirements
- Complete assignments and quizzes
- View grades
- Interact with students and instructors

## Financial Aid

- Applying for financial aid? Go here to request a code to waive the CollegeBoard fee!
- Review financial aid eligibility requirements and contact the Financial Aid office.
  - [Southern Seminary eligibility requirements](#)
  - [Boyce College eligibility requirements](#)

## Graduation Application

Use this Academic Records form to apply for graduation in the future.

## Information Form

- **The Information Form must be updated each semester to register for courses.**
- Information collected includes graduation information, emergency contact information, employment information, local church information, and disclosures.

## My Courses

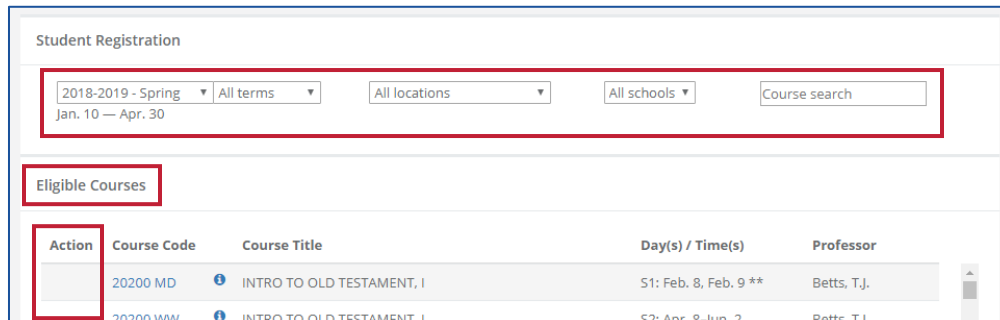
View a summary of your registered courses and access a campus map to locate your classrooms.

## Refund Request

Use this form to request a refund through Student Accounts.

## Registration

In this section, you can view registration information and alerts. It is also very easy to search and register for classes. Simply use the drop-down menus to filter down by term, location, and school (Boyce or Southern) to see classes you are eligible to register for. Eligible classes are indicated by a plus sign (+) to the left of the course listing in the "Action" column.



The screenshot shows the 'Student Registration' page. At the top, there are several filter options: '2018-2019 - Spring' (with a sub-range 'Jan. 10 — Apr. 30'), 'All terms', 'All locations', 'All schools', and a 'Course search' input field. Below these filters is a section titled 'Eligible Courses'. Underneath, there is a table with the following columns: 'Action', 'Course Code', 'Course Title', 'Day(s) / Time(s)', and 'Professor'. The first row shows '20200 MD' with a plus sign in the 'Action' column, 'INTRO TO OLD TESTAMENT, I' as the title, and 'S1: Feb. 8, Feb. 9 \*\*' as the time. The second row shows '20200 WW' with a plus sign, the same title, and 'S2: Apr. 8-Jun. 2' as the time. Both rows list 'Betts, T.J.' as the professor.

For a complete guide to registration, visit the [Class Registration guide](#).

## Scholarship Search

Search for scholarships available to Boyce College and Southern Seminary students.

## Transcript

View an unofficial copy of your transcript (including cumulative GPA) and order an official transcript.

## Options

Click the Profile link to set your MySBTS homepage and edit your profile details, including changing your password. You can also log out of MySBTS under Options.

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If you have additional questions regarding MySBTS as a new student, please contact Admissions and we will be glad to assist you!

**Boyce College Admissions**

*Call: (502) 897-4201*

*Email: [boyceadmissions@sbts.edu](mailto:boyceadmissions@sbts.edu)*

**Southern Seminary Admissions**

*Call: (502) 897-4200*

*Email: [admissions@sbts.edu](mailto:admissions@sbts.edu)*