

# NEW YORK THEOLOGICAL SEMINARY

*...continuing The Biblical Seminary in New York*

## OFFICE OF THE REGISTRAR

November 2018

To: All Master's Program Students  
From: Lydia Rodríguez-Bumgardner, Registrar  
Email: [lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)  
Re: Winter 2019 (January) Registration

**In-Person** registration for the 2019 Winter Session (January) will be held on:

**Wednesday, Dec. 5, 2018 (12:30 – 5:30pm)**

-If you are unable to register in person on this date and time please register via email. **EMAIL** the Registrar to **make an appointment** to register in person at another date and time.

Please go to **Moodle Site News** or our website, [www.nyts.edu](http://www.nyts.edu) to download your copy of the Winter Course Listings. **Please bring your copy with you to registration.**

### **IN PERSON REGISTRATION PROCESS:**

1. Sign in at the Registration Waiting Area and pick up registration materials
2. Meet with your Advisor
3. Pay tuition at the Business Office
4. Go to Registrar's Office:
  - submit registration form with all necessary initials
  - apply for graduation (candidates for May 2019 commencement; if you have not done so already)

**ON-LINE REGISTRATION & SERVICES:** (Winter session access begins Dec. 1, 9am through Jan. 8, 3pm)

Most students (after their first semester) are able to register and pay on-line providing that:

- They have a zero balance from the previous semester
- They are paying in full at time of registration (no payment plans online)
- They have had their program approved by their advisor in advance.

The **Student ID Number** (found at the bottom of your ID card) is your **USER ID**. The initial **PIN** is **1212**.

You can access CampusAnywhere online services from the link on our website, 24 hours a day, 7 days a week! You can make payments, view and print your transcript (grades), make address and other changes, as well as register for courses.

### **REGISTRATION THROUGH EMAIL:**

To register via **EMAIL**, download registration form from MOODLE; fill it out and email it to [lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)  
Call in your payment to Business Office at 212-870-1219.