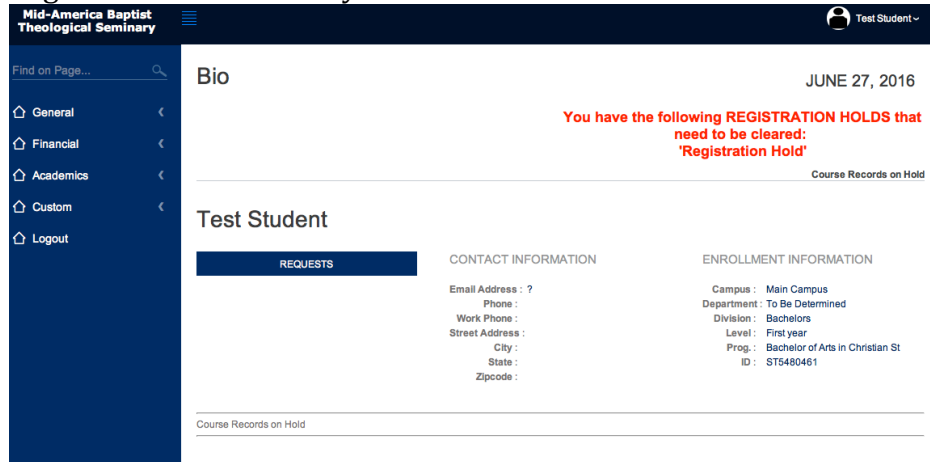


# REGISTRATION PROCESS 2016-2017

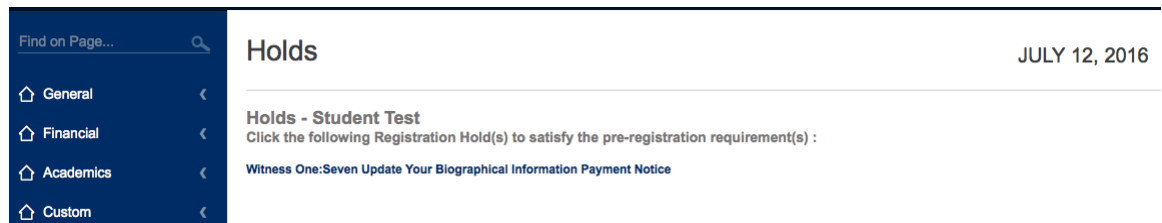
Go to [mabtsne.edu/login/Sonisweb](http://mabtsne.edu/login/Sonisweb)

1. Log in to Sonisweb with your student ID and PIN.



The screenshot shows the student profile page for 'Test Student' on the Mid-America Baptist Theological Seminary website. The page is dated JUNE 27, 2016. A prominent red message states: 'You have the following REGISTRATION HOLDS that need to be cleared: 'Registration Hold''. Below this, a section titled 'Test Student' contains three tabs: 'REQUESTS', 'CONTACT INFORMATION', and 'ENROLLMENT INFORMATION'. The 'CONTACT INFORMATION' tab is active, displaying fields for Email Address, Phone, Work Phone, Street Address, City, State, and Zipcode. The 'ENROLLMENT INFORMATION' tab shows details for Campus (Main Campus), Department (To Be Determined), Division (Bachelors), Level (First year), Prog. (Bachelor of Arts in Christian St), and ID (ST5480461). A 'Course Records on Hold' link is visible at the bottom of the page.

2. From the left-hand menu, choose ACADEMICS, then HOLDS. You will see any holds on your account listed.



The screenshot shows the 'Holds' page on the Sonisweb website, dated JULY 12, 2016. The page title is 'Holds - Student Test'. Below the title, it instructs the user to 'Click the following Registration Hold(s) to satisfy the pre-registration requirement(s) :'. A single hold is listed: 'Witness One:Seven Update Your Biographical Information Payment Notice'. The left-hand navigation menu is visible, with 'Academics' selected.

3. Select WITNESS ONE:SEVEN (formerly Practical Missions) Read the document and hit ACCEPT or CANCEL. You then need to email Molly St. John ([mst.john@mabtsne.edu](mailto:mst.john@mabtsne.edu)) and give her your 2 missions projects.

Student JULY 12, 2016

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REGISTRATION HOLDS

**Read the following statement then click / Accept or Cancel.**

**Full Time Student Requirements**  
Students must do 1 or 2 evangelistic ministries per week (must total two hours per week). Total of 30 assignments per semester. Travel time does not count.

**Part-time or Special Student Requirements**  
Students must do 1 hour evangelistic mission ministries per week. Total of 15 assignments per semester. Travel time does not count.

**Personal Witnessing Requirements**  
Every student must witness to an average of at least 1 person per week. Total of 15 witnesses per semester.

A personal witness includes a presentation of the plan of salvation to a person believed to be unsaved & an invitation for that person to receive Jesus Christ as Lord and Savior. Distribution of tracts, preaching a sermon, or general visitation of church members will not satisfy this requirement.

**Chapel/Report Hour Requirements**  
Every student must attend 11 out of 15 report hours/chapel every semester, unless exempt. For exemption forms email [crech@mabts.edu](mailto:crech@mabts.edu).

I have read and understand the Witness One:Seven Guidelines. I understand that failure to meet these requirements may result in loss of academic credit for a semester. If you have any questions contact [crech@mabts.edu](mailto:crech@mabts.edu).

Please email [crech@mabts.edu](mailto:crech@mabts.edu) AFTER YOU REGISTER the church/organization you would like to serve for your Witness One:Seven requirements. Put in the subject line YOUR NAME AND WITNESS ONE:SEVEN; in the body of email the name of church/location. This must be done BEFORE classes start.

4. Go back to ACADEMICS, then HOLDS.
5. Select UPDATE BIOGRAPHICAL INFORMATION. Update your information and select CONFIRM UPDATE.

Find on Page...

Update Bio JUNE 27, 2016

**If you have no other holds, registration is available once you update or confirm your information.**

Street Address :

Street Address :

Street Address2 :

City :  Zipcode :  County :

State :  Country :

Phone :  Cell Phone :  Text Me Flag :

Work Phone :  Cell Provider :

Email Address : ?  NSLCH Block :

Profile :

6. Go back to ACADEMICS, then HOLDS.
7. Select PAYMENT NOTICE. Read and ACCEPT.

Mid-America Baptist Theological Seminary Test Student

Find on Page... Student JUNE 27, 2016

[General](#) [Financial](#) [Academics](#) [Custom](#) [Logout](#)

REGISTRATION HOLDS

**Read the following statement then click *I Accept* or *Cancel*.**

Notice: Payment or payment arrangements must be made by the end of the registration period as stated in the Academic Calendar. If payment is not made by the registration deadline, you will be charged the late fee, \$100. By clearing this hold, you accept your responsibility for making payment arrangements by the registration deadline. If you have any questions, email ccowherd@mabts.edu.

8. System will take you back to HOLDS.

9. Go back to ACADEMICS, then REGISTRATION.

10. Choose desired course from courses offered at bottom of page. Once the course has been selected, it will appear in **red** in space above. Continue adding courses. Once all courses have been selected, select CONTINUE REGISTRATION PROCESS. Select the same on the next screen. Remember that using the back button will empty your “shopping cart”.

Mid-America Baptist Theological Seminary Test Student

Find on Page... Registration JUNE 27, 2016

[General](#) [Financial](#) [Academics](#) [Custom](#) [Logout](#)

Registration for 201617/0B

Currently registering under degree *Bachelor of Arts* at *Mid-America Baptist Theological Seminary*

PENDING REGISTRATION - TIME OUT AT 4:38 PM

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
HM7001	BIBLICAL PREACHING 1	1	02	3	J. Phillips	MON 8:00am-4:00pm, TUE 8:00am-4:00pm, WED 8:00am-4:00pm

Pending registration(s) are shown in **red** above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

**Pending Credits: 3    Enrolled Credits: 0    Total Credits: 3**

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc
HM7001	31	0	BIBLICAL PREACHING 1	1	02	3	J. Phillips	MON 8:00am-4:00pm, TUE 8:00am-4:00pm, WED 8:00am-4:00pm
TH6702	33	0	SYSTEMATIC THEOLOGY 2	1	01	3	T. Christian	MON 8:00am-4:00pm, TUE 8:00am-4:00pm, WED 8:00am-4:00pm

11. Tuition and fees will be displayed. If you are satisfied, click COMPLETE REGISTRATION.

Mid-America Baptist Theological Seminary Test Student

Find on Page... Student JUNE 27, 2016

- General
- Financial
- Academics
- Custom
- Logout

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Campus Fee	201617	0B		0.00	\$220.00
Mini-Term Tuition for HM7001	201617	0B		0.00	\$84.00
Tuition HM7001	201617	0B		3.00	\$675.00

**Total unposted credits: 3.00**      **Total Charges: \$979.00**

[COMPLETE REGISTRATION](#)

(Your registration will not be processed until you click the Complete Registration button above.)

[CANCEL PENDING REGISTRATION](#)

12. From the left-hand menu, select FINANCIAL, then BILLING, then MAKE PAYMENT/PAYMENT PLAN and follow the prompts.

Mid-America Baptist Theological Seminary Test Student

Find on Page... Billing JUNE 28, 2016

- General
- Financial
- Academics
- Custom
- Logout

School Year: 201617      Semester: Aug MiniT.

Date	Trans. Ref.	Charges	Credits	Awards	Chck/Rcpt #
06/27/2016	Campus Fee	\$220.00			
06/28/2016	Tuition HM7001	\$675.00			
06/28/2016	Mini-Term Tuition for HM7001	\$84.00			

Viewing - Year: 201617 Semester: Aug MiniT.

Balance Forward : \$0.00      Due Date :      Semester Charges : \$979.00  
 Semester Credits : 0.00      Current Balance : \$979.00

[Make Payment/Payment Plan.](#)

13. You are ready for classes!