

Not a Student - Try a Course

1. Log in to SMS

First Time Trying a Course

Create an account to navigate the SMS. Click on the **Sign up for a new account to apply for admission** button below.

Once your account is created, go to your email address and access the activation link. Check the Spam folder, just in case.

Second Time Trying a Course

Use Email Address and Password to **Log In** to SMS.

Applicant Login or Sign Up



I am an applicant and would like to review the status of my application, sign up to complete an application for admission or a trial course.

2

Email Address

Password

☒ Remember me

Log In

or

1

Sign up for a new account to apply for admission

2. Create Password

Make sure you save the password.



Email Address Confirmed!

Create the password you want to use with this TCM International Institute account. You will use your email and this password to complete your application and check the status of your application during the review process so please keep track of it. Passwords are case sensitive, must be a minimum of 8 characters in length, and may contain letters, numbers, and/or special characters, but not spaces.

Enter new password:

Confirm new password:

[Save Password and Continue to Login Page](#)

3. Log in to SMS

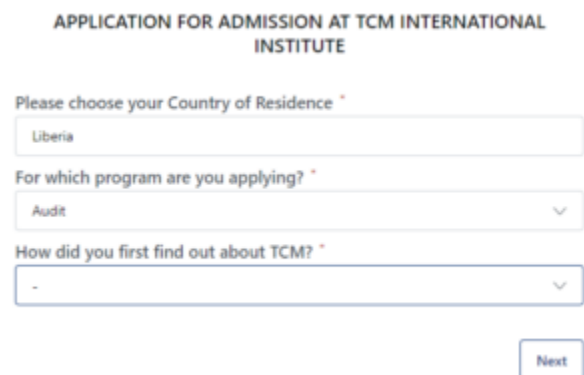
Once your account is created, go to your email address and access the activation link. Check the Spam folder, just in case (see Screenshot in point 1).

4. Complete the Application

When you log in to the SMS you will be taken to the application form.

As you are registering to **Try a course** select **Audit** for **For which program are you applying?** as shown on the left.

Continue with filling out the form with your personal data.



APPLICATION FOR ADMISSION AT TCM INTERNATIONAL INSTITUTE

Please choose your Country of Residence *

Liberia

For which program are you applying? *

Audit

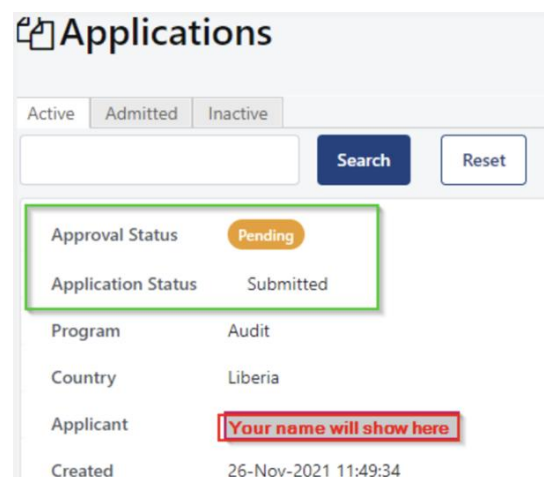
How did you first find out about TCM? *

-

[Next](#)

5. Application Status

After you submit the application you will see your Application Status.



Applications

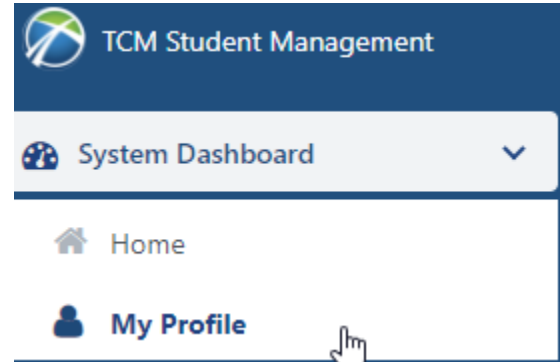
Active Admitted Inactive

[Search](#) [Reset](#)

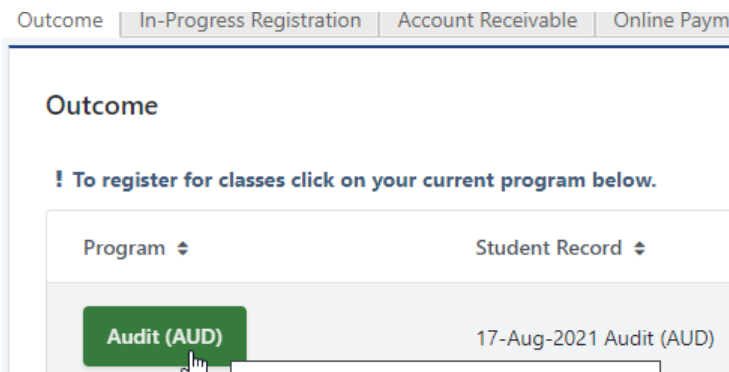
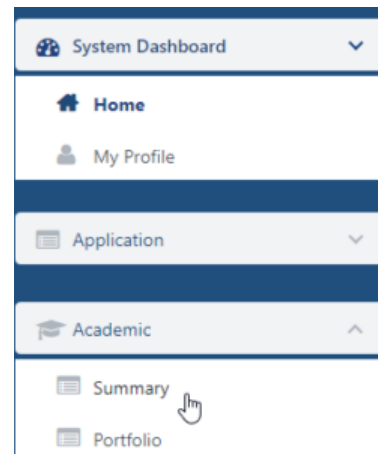
Approval Status	Pending
Application Status	Submitted
Program	Audit
Country	Liberia
Applicant	Your name will show here
Created	26-Nov-2021 11:49:34

6. Your Profile and Academic Summary

You can now go to the System Dashboard in the top left corner to update **My Profile**.



When your application has been reviewed and approved, you will be informed and able to access the Academic Summary as shown below.



7. Check recommended courses

After you **Refresh Degree Audit Info** the **Degree Audit Class Recommendation** section should update and show suggested courses based on your residence and languages set in **My Profile**.

Degree Audit Class Recommendation - 1								
☒ Filter by Languages Selected in My Profile? 				Type to search by location, course, e		Search	Reset	
Location ↕	Language	Course ↕	Title ↕	Instructor	Begin Date ↕	Face to Face Date ↕	End Date ↕	Action
Shymkent - KAZ	English, Russian	OL 500	Disciple-Making	Steiner	07-Dec-2021	07-Mar-2022	11-Mar-2022	Registration & Payment Options
Belarus, Minsk	English, Russian	PT 602	Theology and Practice of Prayer	Coufal	07-Dec-2021	07-Mar-2022	11-Mar-2022	Registration & Payment Options

8. Degree Audit Class Recommendation

This tab offers the following functions:

Filter by Languages Selected in My Profile – this feature is checked by default which makes the system filter the suggested courses by the languages you set under **My Profile**.

The search field – you may use the search field for other than given criteria like Mentoring Center (i.e. Sofia, Bucharest, etc.) or Course code (i.e. BS 615, OL 500, etc.), as suggested.

The **course dates** show the beginning of the course when the face-to-face session starts, and the date when the course ends, respectively.

Enrollment – shows the total number of students registered for the course. The course capacity varies by Mentoring Center, course specifics, and Professor's preference.

Action – this is the column where you can register and/or pay for courses.

To proceed with registration for a chosen course, click on Registration & Payment Options.

9. Course Registration

You have two options:

Request to try the course **for Credit** – this option means you will be working on the course assignments in order to receive a final grade. It is recommended you try a course for Credit if you are considering becoming a TCM student.

Request to try the course **for Audit** – this option means you will simply attend the face-to-face part of the course without submitting coursework and will not receive a grade (if you later become a student, you will have to repeat the course to get the grade).

Registration & Payment Options

Choose one:

[Request to try this course for Credit](#)

[Request to try this course for Audit](#)

Under **Academic Summary** the course will appear as **Waitlisted**

Location	Registration Status #	Post-Registration Options
Shymkent - KAZ	Waitlisted 1	Remove from Waitlist

Your request is being reviewed to meet the criteria presented [on the website](#).

You will be notified when your registration is approved. A course registration fee (CRF) will be assigned to your account and you will have the option to pay for it online or at the Mentoring Center.

The payment option will show under **Academic Summary** as follows:

Registered - Payment Pending	Cancel Registration Pay Now (PayPal) Pay with Credit Balance (€35.00) - €35.00 Pay your Regional Representative Or create a new link for Third Party Payment
---------------------------------	--

*The CRF is assigned upon the listed citizenship. For a complete description [go to the website](#).

10. Cancel Registration

IMPORTANT

If you can't participate in the course you either are **Waitlisted** or already **Registered** it is important to cancel your registration. When you do not cancel your registration the course registration fee remains on your account and if you are taking the course for credit you will be graded according to the submitted assignments!

To cancel registration for a course click on **Cancel Registration** in the **Academic Summary**.