

# Register for Courses

To be able to register for courses you have to complete the **Audit Application, Admission Application or be a TCM Alumni**.

- The **registration process** allows students, audits, and alumni to enroll in courses.
- Students may register for multiple courses before their respective start dates
- **Students cannot register for courses with concurrent Face to Face sessions**
- **Audits** can register for a **maximum of two** courses; when they wish to continue, they must submit an Application for one of the desired programs

## Before you go any further

- [Are you already a TCM Audit, Student or Alumni?](#)
- [Have you updated your profile, languages, address?](#)
- [Have you paid any outstanding fees?](#)
- [Help with payment options](#)

## Student Registration

1. Login to the [SMS](#)
2. Access the **Left Side Menu, Academic > [Summary](#)**
3. In the [Outcome](#) tab click on your **Current Program** (e.g. **Master of Arts (MAP)**)
4. On the new page see **Degree Audit Class Recommendations**
5. Choose your **Class** and click **Registration and Payment Options**
6. Follow with the needed [Payment Option](#)
7. Check your [In-Progress Registration Status](#)
8. **Registration Confirmation**

- If it is past the **Course Start Date**, wait up to **One Business Day** for your registration to be processed and get a confirmation from **Student Services**.
  - If your **Course Start Date** is in the future you will receive an enrollment confirmation one business day before the **Course Start Date**.
9. Access the **Online Course** on the **Learning Platform**, [learn.tcmi.edu/my](https://learn.tcmi.edu/my)

### **Audit Registration**

1. Login to the [SMS](#)
2. Access the **Left Side Menu, Academic > Summary**
3. In the [Outcome](#), tab, click on your **Current Program (Audit (MAP))**
4. On the new page see **Degree Audit Class Recommendations**
5. Find your **Class**
6. Click **Registration and Payment Options**
  - **Request to try this course for Credit** – This will let you fully participate in a course
  - **Request to try this course for Audit** – This will let you preview a course
7. You will be added to the **Waiting List**; it could take up to **One Business Day** for your request to be processed and get confirmation from **Student Services**
8. Check your [In-Progress Registration Status](#)
9. Follow with the needed [Payment Option](#)
10. **Registration Confirmation**
  - If it is past the **Course Start Date**, wait up to **One Business Day** for your registration to be processed and get a confirmation from **Student Services**.
  - If your **Course Start Date** is in the future you will receive an enrollment confirmation one business day before the **Course Start Date**.
11. Access the **Online Course** on the **Learning Platform**, [learn.tcmi.edu/my](https://learn.tcmi.edu/my)

## When a Class is Full

1. Login to the [SMS](#)
2. Access the **Left Side Menu, Academic > [Summary](#)**
3. In the [Outcome](#) tab click on your **Current Program** (e.g. **Master of Arts (MAP)**)
4. On the new page see **Degree Audit Class Recommendations**
5. Choose your **Class** and click **Registration and Payment Options**
6. If the class is full, you may choose **Add me to the Waiting List** and wait until someone else cancels, or you may contact **Student Services** directly.
7. Check your [In-Progress Registration Status](#)
8. [Payment Option](#)
9. **Registration Confirmation**
  - If it is past the **Course Start Date**, wait up to **One Week** for your registration to be processed and get a confirmation from **Student Services** if you have been added to the class.
  - If your **Course Start Date** is in the future, and you **have been added** to the class, you will receive an enrollment confirmation one business day before the **Course Start Date**
10. Access the **Online Course** on the **Learning Platform**, [learn.tcmi.edu/my](https://learn.tcmi.edu/my)

## Cancel your Registration or Remove Yourself from the Waitlist

1. Login to the [SMS](#)
2. Access the **Left Side Menu, Academic, [Summary](#)**
3. Check your [In-Progress Registration Status](#)
  - Click **Cancel Registration**
  - Click **Remove From Waitlist**

## Registration FAQs

### Why can I not see the course I want?

- You will see only courses that fit your **Degree Audit** based on your **Admission Year Catalog and Program**.
- You will not see courses past the **Late Registration, two weeks** after the course start date.
- Recommended courses are filtered based on languages that students can take courses. Try resetting the filter.
- You might have completed the course under a different name, especially if you started your program a long time ago.
- You might have completed the course or its equivalent in another institution.

### How many courses can Audit student take?

- Audit students can take up to 2 course.
- Audit students must apply to a program if they wish to continue taking courses.

### What does “Audit” mean?

- You will be enrolled in the course with limited access.
- You are welcome to interreact and participate during Face 2 Face and online.
- You will not be graded and will not get credit.
- Your seat in the Online of Face 2 Face Class is not guaranteed
- If you plan on pursuing your education with TCM, we recommend considering “**Audit for Credit.**”

### What does “Audit for Credit” mean?

- You will be enrolled with full access as regular students.
- You are expected to complete and participate in all course activities.

- You will be graded and will obtain TCM credit for the course.
- Success in an **Audit for Credit** course may condition your Admission to TCM programs.

## Access the course on Moodle

Once a course is open, it may be directly accessed on Moodle at [learn.tcmi.edu/my/](https://learn.tcmi.edu/my/).

Check course dates when your courses are scheduled to start. You will be notified and will receive instructions for accessing and working on your course.

## Waitlist

If you want to be added to the waiting list for the chosen course when it is already full, click on **Class is Full – Add Me to the Waiting List**.

Under the **In-Progress Registration** section, the course will show as **Waitlisted**. You can remove yourself from the waiting list or wait for the notification about the available seat.

### In-Progress Registration

Program	Class	Class Title	Location	Registration Status	Post-Registration Options
Master of Arts (MAP)	PT 602	Theology and Practice of Prayer	Haus Edelweiss - Heiligenkreuz, NÖ - A	Waitlisted	Remove from Waitlist

## Registration and Payment

The new window offers you two types of payment:

[See Payment Options for details.](#)

Course registration fee (CRF) is [assigned based on your citizenship](#). Check **My Profile** for your citizenship settings.

- **Pay Now** – PayPal Only

- **Pay Later** – PayPal and other Options

After you complete the payment a new page will display with **Payment Status: Completed**.

Return to **Academic Summary** to see the course under the **In-Progress Registration** tab, as shown below.

To **cancel your registration for the selected course**, use **Cancel Registration**.

For the completed payment, the amount will be credited to your account.

Class	Class Title	Location	Registration Status	Post-Registration Options
2	Theology and Practice of Prayer	Haus Edelweiss - Heiligenkreuz, NÖ - A	Student Web Registered	Cancel Registration and Apply Credit to My Student Account

The page will update and these options will show under the **In-Progress Registration** section.

Program	Class	Class Title	Location	Registration Status	Post-Registration Options
Master of Arts (MAP)	CN/TH 605	Pastoral Ethics	Chisinau - MOL	Registered - Payment Pending	Cancel Registration Pay Now (PayPal) Pay your Regional Representative Or create a new link for Third Party Payment - Current link expires in 27 days Copy link to clipboard. Paste the link into an email or text. Send to a relative, friend, or supporter. Links expire after 30 days or whenever a new one is created to replace an existing one. (Copy Link to Clipboard)