Cross Registering through the BTI Consortium Portal

Updated 9/4/20

1. **Use the Course Catalog to Find Available Course Information**
   a. You can only register for the listed, approved courses. You can browse in Excel or PDF printable catalog. Look for this on the website:

   ![Course Catalog](Click to Download: Fall 2020 Search and Filter Excel Course Catalog)

2. **Log into the Portal**
   a. **New Students:** If you are new to the BTI Consortium, fill out the New Student Registration Form first.
      1. Fill out the form completely and submit.
         a. Please make sure to use your student email from your home institution. *You must use your .edu address to be approved.*
      2. Within 24 hours you should receive an email notification with your BTI Username and password.
         a. If you get the email immediately, please know it can take up to an hour for the system to update with your information.
         b. When you log in to the portal for the first time (see below) you will be asked to reset your password.
         c. Make sure to save your login information in a safe, accessible place. As long as you are a BTI student you will have the same Username; you can customize your password.
            i. If you need your password reset please email btioffice@bostontheological.org
      3. You will receive a second email notifying you of your approval as a BTI student from your home registrar, which means you can now submit the cross registration form!
         a. If you do not hear from your registrar within five business days, please contact them and cc the BTI at the address above

   b. **Returning Students:** If you already have a BTI account click LOG IN.
      i. Use your BTI Username ending in @bostontheological.org and password to log in to the Portal. Usually it is lastname@bostontheological.org - if you forgot your information, contact btioffice@bostontheological.org
3. **Answer the Required Questions**
   
a. Before you register, make sure you have addressed the three questions on the home page you see when you log in:

   ![Image](image1)

   - If the course you wish to cross register for requires instructor approval please obtain this approval **prior** to applying for Cross Registration.
   - Best practice is to reach out to the instructor directly via email and **CC the registrars** from both your home and host institutions. Also, politely ask the instructor to reply all when giving permission so that all the key players are informed. This will save time getting you approved!

4. **Fill out the Cross Registration Form!**
   
a. Click on the blue Cross Registration Form button.

   ![Image](image2)

   b. Once the form opens type in the desired Course Number.
   - If you have entered the course number correctly the form will automatically populate with the course information. **Note:** If the course number is entered incorrectly OR if the course is not approved, OR you are not approved as a student for cross registration, the portal will not allow you to continue and you will receive an error message.
5. **Review Page 1 – Course Details**
   a. If your chosen course requires permission of the instructor, you will see a reminder.
   b. Review the details auto-populated for the course, and click “Continue.”
   c. If this is not the course you want, scroll to the bottom of the page and click “Go Back.”

![BTI Cross-Registration Form]

6. **Review Page 2 – Required Questions**
   a. Answer the required questions. If you do not, the portal will not allow you to continue.

![BTI Cross-Registration Form]
b. Once you answer the questions, the “Submit” button will appear:

7. Click the SUBMIT Button!
   a. You will then be taken to a screen that shows your applications for cross registration and their status (in chronological order, with the most recent at the bottom):

   b. You can click on the application to see details, and the status of your application at the bottom of the page.

8. Congrats! Your application for cross-registration has been submitted. You can safely close your browser. Now, the following steps will happen:
   1. The form will be sent to your Home Registrar for approval.
   2. If approved, it will be sent to the Host Registrar for approval.
   3. The Host Registrar will issue final approval.
   4. You should receive email notifications throughout the steps of the process.
9. **Tips for Success!**
   a. Please set any email addresses these notifications come from as a contact so they do not get lost in Junk Mail or Spam filters.
   b. Your home or host registrar may deny your request. Any denial appeal must be addressed with the individual registrar who issued the decision.
   c. Please contact us at any time, with any questions! The general inbox is btioffice@bostontheological.org

10. **DROPPING A COURSE / COURSE WITHDRAWAL**

    This process mirrors the cross-registration form, only it will reflect withdrawing from the class. You will receive confirmation emails to your .edu address listed in your BTI Student Registration Form.

    **The deadlines for add/drop are that the earlier date (between home/host school) rules.**
    However, registrars are granted leeway with case-by-case exceptions at their discretion. Add/drop dates are listed on the front page of the “Drop a course” page in the portal, and will be updated each semester.

    a. Click this button in your top menu bar:

        ![Drop A Course Button]

    b. This takes you to a list showing your current enrolled courses.

    c. Click on the course you want to drop in the “Title column.”

    d. Then click “Edit Item,” in the upper right corner.
e. Buttons will appear to proceed or to cancel at the bottom of the form. If you click yes, you will be taken to this screen:

f. You will be asked to confirm your desire to withdraw by selecting “Yes” from the drop down. Once you do so, a button will appear to proceed.

g. This final screen will allow you to enter any “Notes” regarding your withdrawal request. Then, click “submit.” After that, you will see a confirmation screen:

h. In the “Status” column of your lists, you will see “Withdrawal Status” – as requested or approved/denied.

i. The form will go to your home registrar, who will approve or deny the request. You and the host registrar will be notified.