

Registration Instructions: Register, Add, or Drop a Course

1. Go to the main webpage of either Earlham School of Religion or Bethany Theological Seminary.
2. ESR students: Hover over “ESR Community” and click on “The Heart”
Bethany Students: Click on “myBethany” at the top of the page.
3. Log onto “The Heart” the same way you log into your seminary email account (Zimbra)
4. Scrolling down, you will see “Self-Service” on the left side of the page. Click “Self Service”
5. Under Main Menu, click “Student and Financial Aid”
6. Click “Registration”
7. Click “Register for Classes”
8. “How would you like to search?” By term. On the Drop-down menu, chose “Seminary Spring or Fall”. Click “continue”
9. At the top is “Enter CRN” tab . Click here and enter one courses’ CRN in each box. Add CRNs boxes if needed
10. Click “Add to Summary” panel
11. Click on “Submit” button located in the summary panel to finalize registration.
12. **To change the credits on a variable credit course**
 1. If you discover that you are registered for the incorrect number of credit hours, you can correct your registration using these steps:
 2. While in student registration, click on “Schedule and Options” tab
 3. Locate the course with the incorrect number of credit hours
 4. Click on the number (blue hyperlink) in the “Hours” column, and enter the correct credit hours

To Drop a Course

1. From the summary panel, select the action “Drop Full” from the drop down menu.

If you drop a course and wish to reregister, from the summary panel select the action “Re Register” from the drop down menu.

IMPORTANT !! To change the credits on a variable credit course

If you discover that you are registered for the incorrect number of credit hours, you can correct your registration using these steps:

5. While in student registration, click on “Schedule and Options” tab
6. Locate the course with the incorrect number of credit hours
7. Click on the number (blue hyperlink) in the “Hours” column, and enter the correct credit hours
8. Click “Submit” button at the bottom of the page.

If you experience difficulties, please contact the Joint Seminaries Registrar at 765-983-1816 or by email at vanloap@earlham.edu