

# Online Registration Process:

## Steps:

1. Your Student information must be processed into SUM Registration System. Contact your Faculty advisor to make sure that your information has been up loaded to the Registration Portal.
2. Once your account is established; click on the link located at the bottom left corner of www.SUM.edu “**NEW ~ Registration Portal.**”
3. You can review all the available classes offered by SUM at the various campuses and the online classes. This link is the “Courses Link” located on the left center of your screen.
4. To log into your student account, type your user ID, which is the first letter of your first name and your last name up to first 8 letters. (NO ID can be longer than 9 letters.)
5. Your password is your last name up to the first 4 letters **and** the last four of your Social Security number. **ONCE you have logged on successfully, you can change your password, which is recommended to protect your privacy.**
6. To review your classes, select the semester you desire to review. If you are registering for new classes, select “All Courses” from the menu on the left. **The “My Classes” reviews only classes for which you have scheduled.**
7. From the “**All Courses**” link your will find the available courses being offered. You can sort the classes by clicking on the top of the column label. For example to sort by campus, click on the “**Section**” **tab**. This will sort classes by campus:
  - a. NO equals New Orleans Classes.
  - b. OK equals Oakland Classes.
  - c. OLN equals Online Classes.
  - d. SP equals Shreveport Classes.
  - e. A blank Section means the class is for all the campuses.
  - f. All full time students need to sign up for Christian Service and a Practicum.
8. Once you have located the class you desire to take click on the “**add**” link to the right of the class.
9. Once you have selected all the classes you desire to take, click the “submit” button at the bottom of the screen.
10. If you have selected the wrong class click on deselect.
11. Once your academic advisor has reviewed your selection and approves your selection, your academic registration is complete.
12. The next step is to contact the Financial Aid office and the Business Office to make the appropriate financial arrangements.

# Pageout Website Registration

To streamline the academic processes for grading and compliance of various college requirements SUM Bible College is utilizing the McGraw Hill Pageout website for grading and testing for many of the classes.

## Bible Knowledge TEST

All incoming freshman and transfer students need to take the Online Bible Knowledge test. This test is an evaluation and assessment for the College and is not an academic requirement but an Accreditation Assessment Tool. You will take an entrance and exit exam. The scores are compared to determine the effectiveness of SUM's academic instruction, so please do your best.

To take this test you need to establish a Pageout Account which you will use for all of your SUM classes. Please, make sure your USER ID a recognizable NAME. This user name will be your screen name for all of your threaded discussion. Select your screen name with this factor in mind, unless you want "Mickey Mouse" to get your grade. If you already have a Pageout account, you can skip the "create new account step" and go straight to class registration.

1. Go to [www.sum-drmiller.pageout.net](http://www.sum-drmiller.pageout.net)
2. Click on the **Bible Knowledge Exam** link.
3. Click on **Student Registration** link (You will need a password to gain access-ask your advisor for it).
4. Click on **Create New Account** link.
5. Click on the **Grade Book** link.
6. Log on to the class with your user name and password you created.
7. Click on the **Bible Entrance Exam** test link. YOU have 45 Minutes to take the test. **YOU ARE NOT PERMITTED ANY STUDY AIDS OR BIBLE.**

Thank you for your cooperation.

Dr. Richard Miller