

# Course Registration 2026-2027

Please take the time to read through the following Step-by-Step Instructions carefully.

**Note:** Please use your computer rather than a mobile device for course registration and let me know if you have difficulties.

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## YOU WILL NEED:

### Course Schedule and Timetable

**Friday, April 24<sup>th</sup>** - Registration open for **both the college and seminary**.

- [Master's College - Course Schedule](#)
- [Horizon College - Course Schedule](#)
- [Horizon Seminary – Course Schedule](#)
- The **College Course Schedule** lists **ALL** courses available at **BOTH MCS and Horizon**. They are sorted in two ways. You can focus on the one that works best for you.
  - By Schedule (i.e., when they're offered: Module A, Semester A (Fall), Term A, Module B, etc.)
  - By Course Code
- Each course indicates which delivery options are available. For more information on **scheduling and course delivery options**, see the links below:
  - [Master's College - Course Delivery Options](#)
  - [Horizon College & Seminary - Course Delivery Options](#)
- You will find a **Timetable chart** at the end of the Course Schedule which will assist you in visualizing what the week would look like with the courses you choose.
  - **NOTE:** Timetables are set up to reflect **LIVE courses by institution**. They do not reflect ALL courses that are available to you, especially if you are studying online. Refer to the Course Schedule for the full list of options.

### Degree Audit in Populi

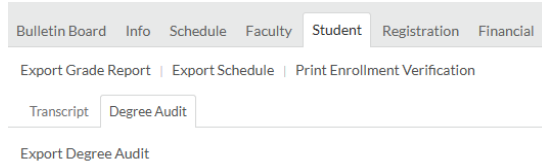
- A **Degree Audit** is a list of all courses required in your specific degree and specialization, sorted by year, to assist you with course selection. The Populi Degree Audit mimics your Program Sheet. The benefit of the Degree Audit is that it automatically gets updated with the courses you've completed and those left to complete. Program sheets in PDF format are found on our websites embedded in the Program descriptors.
  - [Master's College – Program Sheets](#)
  - [Horizon College – Program Sheets](#)
  - [Horizon Seminary – Program Sheets](#)
- **In Populi, go to My Profile / Student Tab / Degree Audit.**

#### Overview

The Advanced Certificate in Christian Studies allows students to broaden from the 8-month Certificate with increased course electives to suit their interests.

 PROGRAM SHEET

- You can opt to export your degree audit and print it off or use a side-by-side screen.

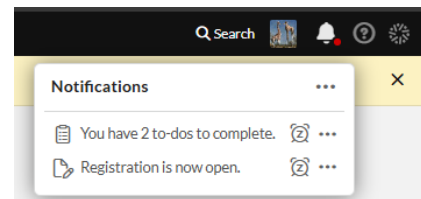


- If you want to do studies **FULL-TIME**, you'll select ALL courses in the relevant year of your program. For **PART-TIME** students, always prioritize the courses by year whenever possible. For example, you should finish 1<sup>st</sup> year courses before registering for 2<sup>nd</sup> year courses. If you need further advice on which courses to prioritize, please contact the Registrar's Office:
  - Master's College – [Esther Dillabough](#)
  - Horizon College & Seminary – [Tammy Israelson](#)
- **For returning students who are closer to completion of their program**, please check to see if there are any notes from the Registrar at the bottom of your Degree Audit to help you with course selection.
- **Current Courses will show on your Degree Audit with an “IP” (in progress).** The courses you register for will also be shown this way. Courses that need to be substituted into the degree audit, such as **electives or course substitutions**, will show in the **“Unused Courses”** section at the bottom of the degree audit. The Registrar's Office will monitor these and manually adjust them as necessary.
- Where your **Degree Audit indicates “CHOOSE”**, please **select one of the courses listed**.

## COURSE SELECTION

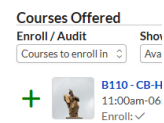
### Course Registration Now Open

Once course registration is available to you, click on the **Notification Bell** at the top right of your computer screen **OR** click on the **Registration Tab** under **My Profile**.



### Select Your Courses

- **Select the courses you'd like to take in the fall semester by clicking the GREEN PLUS SIGN** beside each course.

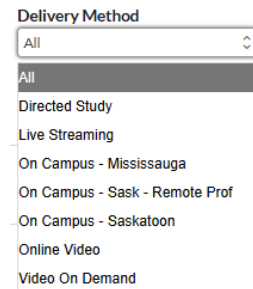


**NOTE:** Use the Course Schedule to note start/end times of your courses. They will always be accurate. Populi sometimes struggles with the time zone differences between SK and ON, and the time change that occurs twice per year for ON.

## Indicate which delivery method you want.

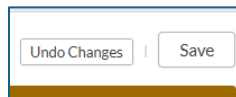
- You can sort the list so that only your preferred delivery method shows to aid in course selection.

**NOTE:** You must stick with the course delivery method you choose for the duration of the course. Any changes to course delivery methods after your registration is confirmed must be made through the Registrar’s Office.



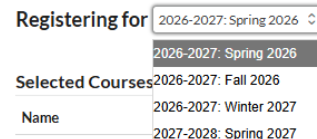
## Save Your Selections

- Once you’ve selected all Fall courses, make sure you **SAVE your selections**.



## Ensure You Register for ALL Desired Semesters

- Click on **Winter 2027** and then **Spring 2027** to select your courses for those semesters, following the same process as above.



# NEXT STEPS

## Registration Review

- When you “SAVE” your registration**, the Registrar’s Office will be notified. We will review your course selection to ensure it fits with your degree needs. You will then receive a confirmation email from us.

## Changes to Your Registration

- **You can make Additions or Deletions** to your term selections AFTER you've received your confirmation email through Populi UNTIL we reach the Drop/Add Date of the course (typically 2 weeks prior to the start of the course). After that, you can still make changes, but you will need to submit a Drop/Add Form to make your request. Either way, changes will be reviewed and acknowledged by email. **NOTE:** There is no refund on course fees once the semester has begun.
  - [Master's College – Drop/Add Form](#)
  - [Horizon College & Seminary – Drop/Add Form](#)

## Course Payment

- **“Pay Now”** – Your My Profile/Financial Tab will be updated once the Business/Finance Office reviews your confirmed registration and applies your invoice. This can take several business days.

Pay now amount: C\$0.00	
Summary	
Pay Now	0.00
Total Balance	0.00

**All tuition and fees are due and payable one week prior to the start of courses** for each semester. Methods of payment include direct bank payment, e-transfer, debit, cheque, money order, bank draft, or pre-authorized debit (PAD). See below for details:

- [Master's College - College Tuition & Fees](#)
- [Horizon College - College Tuition & Fees](#)
- [Horizon Seminary – Seminary Tuition & Fees](#)

## Government Financial Assistance

- If you are applying for government issued student financial assistance, applications will be available to you online in late spring for the coming year. An email will be sent out to all active students once the applications are available. Applying early and submitting all required documentation will save you much hassle later! Confirm with your provincial financial aid website as to what is considered full-time funding and what is part-time. If you need assistance, contact:
  - Master's College - [Financial Aid Officer](#)
  - Horizon College & Seminary – [Finance Assistant](#)

## Tuition Discounts & Scholarships

- Tuition Discounts and Scholarships will be applied to your account once any required documentation has been received and reviewed.

## Horizon and MCS Orientation Course

- ALL active students will be enrolled in an Orientation Course in the Fall semester. This free course will help you find your way around Populi and answer many of your questions. Stay tuned!

## Order your Textbooks

- A full list of required textbooks for each semester will be made available to you at the links below prior to the start of the semester. Textbooks requirements are also listed in course syllabi.
  - [Master's College – Textbook List](#)
  - [Horizon College & Seminary - Textbook List](#)

## FAQ's

### How many courses should I take as a full-time student?

Check your degree audit in Populi for a list of ALL courses in your program by year. On average, most full-time college students do five 3-credit hour courses plus Ministry Formation each semester. For seminary students, a full-time course load would be four 3-credit hour courses.

### What are prerequisites and how do they impact my registration?

A prerequisite course is a course that a student must successfully complete before enrolling in a more advanced/specialized course. If you have not taken the required prerequisites for a course, it will not show up in your list of available courses to register for.

If you have further questions about prerequisite courses, please contact the Registrar's Office.

- Master's College – [Esther Dillabough](#)
- Horizon College & Seminary – [Tammy Israelson](#)

### How do I register for Youth Coalition courses?

Youth Coalition module courses require enrollment in The Coalition for Youth Ministry Leadership program. Please reach out to the Registrar's Office if you have questions about this.

## What if I have transfer credits?

If you provided an official transcript to the Registrar and are expecting to receive transfer credits, we will process those, and they will show up on your Degree Audit. Let us know if you have any questions.

## What if I want to make changes to my course registration?

You can make changes to your course registration at any time as long as that option is available to you on your Registration Tab in Populi until the Drop/Add date for that course (usually a couple of weeks prior to the start of the course). We will confirm those changes have been processed via email. After the Drop/Add date, any changes need to be made using the **Drop/Add Form** through the links below:

- [Master's College - Student Forms](#)
- [Horizon College & Seminary - Student Forms](#)

## What if my account has a financial lock?

If you have an outstanding balance on your account with Horizon or MCS and are not on an approved payment plan, you will not be able to register for further courses. Please contact the Business or Finance Office with any questions.

- Master's College Finance Office – [finance@mcs.edu](mailto:finance@mcs.edu)
- Horizon College Business Office – [business@horizon.edu](mailto:business@horizon.edu)