

# Seminary Registration FAQ

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## Where do I Find my Program Requirements?

1. Go to [www.tyndale.ca/registrar](http://www.tyndale.ca/registrar)
2. Click on **Major Sheets - Seminary**
3. Download and print the sheet that corresponds to your major

## How Do I Know When Courses are Offered?

1. Go to [tyndale.ca/registrar/course-offerings](http://tyndale.ca/registrar/course-offerings)
2. Download the **Seminary Course Offerings List**  
*HINT: Downloading the Excel version allows you to sort each column so you can find your courses faster*

## How do I Understand a Course Code?

1. Every course code has a 4-letter prefix followed by a 4-letter number
2. A 2-digit section number follows this sequence. A course that has multiple timeslots is marked by section 01, 02, 03, etc. An online course is marked with a W and modular programs are marked with an M, K, or X. A livestream course is marked with an L, and a hybrid course is marked with either an H1 (online and on-ground format) or HL (online and livestream format). An intersession course is marked with an N. For other section codes not listed here, please refer to the "Notes" column on the course offerings list.  
*Please make sure to check all course codes and sections before you register*

## How Do I Register for Courses?

1. Go to [mytyndale.ca](http://mytyndale.ca)
2. Log-in with your Tyndale username and password
3. Click on the **Academics** tab
4. Click on the **Register for Courses** link
5. Click on the **Add/Drop Courses** link
6. Change the **Term** to the semester you are enrolling in using the drop-down menu
7. Go to the **Add by Course Code** tab
8. Enter the course code(s) of the class(es) you want to register for (Note: course codes can be found in the course offerings list at [tyndale.ca/registrar/course-offerings](http://tyndale.ca/registrar/course-offerings))
9. Click **Add Courses** button

*You may also search for courses by following #1-6 above then:*

1. Go to the **Course Search** tab and hit the **Search** button
2. Find the courses you want to register for
3. Click **Add Courses** button

### *What if I see an error or a course is full?*

An error message will appear explaining what the problem is. If the course is full you will be notified and put on the waitlist. The Registrar's Office will monitor the waitlist until the add/drop deadline of every semester. If a spot opens, you will be contacted by email. You can add another course in place of the full class and drop it later should a spot open in your preferred class. You can also add yourself to a waitlist through an add/drop form. See instructions below.

## What if Online Registration Isn't Working, I Need Permission for a Class, or I see An Error?

1. Go to [tyndale.ca/registrar](http://tyndale.ca/registrar)
2. Go to the **Forms** page on the main menu
3. Download a **Registration Form** if you are registering for the first time
4. Download an **Add/Drop Form** if you are making changes to your schedule
5. Email, fax, or submit the form in person to the Registrar's Office (approval emails are required for special accommodations into classes)

## How Do I Drop Courses Online?

1. Go to [mytyndale.ca](http://mytyndale.ca)
2. Log-in with your Tyndale username and password
3. Click on the **Academics** tab
4. Click on the **Register for Courses** link
5. Click on the **Add/Drop Courses** link
6. Change the **Term** to the correct semester
7. Scroll down to the bottom of the page
8. Put check mark in the empty box next to the course you want to drop
9. Click **Drop Selected Courses**

### *If you cannot drop the course online...*

Fill out the add/drop form referred to above and send it to the Registrar's Office

## How Do I View my Schedule?

1. Go to [mytyndale.ca](http://mytyndale.ca)
2. Log-in with your Tyndale username and password
3. Click on the **Academics** tab

4. Click on **My Schedule**
5. Choose the term you would like to view and click **Search**
6. Scroll to the bottom of the page to view your courses
7. You can also use the **View Details** link to view a schedule from a previous or future semester

## How Do I Find Syllabi and Other Course Materials?

1. Go to [classes.tyndale.ca](http://classes.tyndale.ca)
2. Log-in with your Tyndale username and password
3. Click the course you are looking for
4. The syllabus and all course information (handouts, announcements, lecture schedule) will be posted on this site

*HINT: All courses have their own course page. You should be actively checking your course pages*

## Where Can I Find Course Descriptions?

1. Go to [tyndale.ca/registrar/calendar](http://tyndale.ca/registrar/calendar)
2. Select the most recent **Seminary Calendar**
3. Go to **Seminary Course Descriptions**

## Where is my Grade Report?

1. Go to [mytyndale.ca](http://mytyndale.ca)
2. Log-in with your Tyndale username and password
3. Go to the **Academics** tab
4. Select the **Academic History** link
5. Go to **View Final Grade Report**

## Where is my Transcript?

1. Repeat steps above to #4
2. Select **View My Unofficial Transcript**

## Who is my Faculty Advisor?

1. Go to [mytyndale.ca](http://mytyndale.ca)
2. Log-in with your Tyndale username and password

3. Go to the **Academics** tab
4. Look at **Academic Information**

## NEED HELP?

[tyndale.ca/registrar](https://tyndale.ca/registrar)

Phone: 416.226.6620 ext. 6711

Email: [registration@tyndale.ca](mailto:registration@tyndale.ca)