

## **BASIC INFORMATION FOR TRANSITIONING TO ACTS Journey Students – December 2009**

The Journey initiative has been an endeavor engaged in Edmonton by three of the member seminaries of ACTS. Agreement has now been reached for these courses to come under the umbrella of ACTS Seminaries of Trinity Western University. As the Graduate School of Theological Studies of Trinity Western University, there are some distinct benefits that come available to you as a student.

- Status as a student of Trinity Western University
- Academic record/transcript being provided by Trinity Western University – this will apply to all courses done from January 2010 forward
- Access to online resources of Trinity Western University
  - Online registration for courses including a tuition invoice for the semester
  - Online payment for tuition & fees through your bank
  - Online information about your account
  - Online classrooms through the MyCourses platform
  - Online access to the TWU Library
  - Online email communication from your teachers and other important offices at Trinity Western University
- Ready access to academic advising from the academic advising office of ACTS Seminaries

So how can you ‘get on board’ with ACTS as the school of record for these courses?

### **Step 1 – Become a student of ACTS**

- If you have not yet applied to and been admitted to ACTS Seminaries, you need to apply online using the online application tool on the ACTS website [www.acts.twu.ca](http://www.acts.twu.ca) ‘Apply Online’
  - Complete the application with your personal information
  - Select a program status of ‘Non-degree’; if you have a specific program in mind, you should apply directly to that program; if no specific program, apply to non-degree
  - Cite ‘The Journey’ as your ‘reference’
  - Contact the Registrar at The Journey and authorize a release of your transcript to ACTS Seminaries if you are applying to a full degree program

### **Step 2 – Register online for ‘Journey’ courses at ACTS <https://students.twu.ca>**

- If you are already an ACTS student, you can proceed with online registration as usual
- If you are applying to ACTS, you will be able to register online after you are admitted and receive such notification. The username and password you receive when you first apply online, will open the online registration tool for you once you are admitted
- Make sure you select the ‘AB’ sections for any Journey courses in Alberta

### **Step 3 – Manage your student account at ACTS/TWU**

- Once you are admitted, set up Trinity Western University with your student number as a payee for online banking with your bank. This will simplify payment of your fees as they are applied to your account for the courses you take
- Credit card payment is not available for tuition payments
- Become familiar with the website for the Office of the Registrar ([www.twu.ca/registrar](http://www.twu.ca/registrar)) along with the numerous links that provide abundant information that is very important for students
- Use the Student Portal to keep your contact information current – annual tuition receipts are provided in late February and sent to the contact information we have in our records
- Make sure you access your Webmail account once you become a student (admitted and registered for your first course); you can autoforward all items to your personal account (hotmail, yahoo, gmail etc) but you NEED to pay attention to this email account

### **Step 4 – Explore the resources available through ACTS/TWU**

- There are important websites accessible through the TWU site ... [www.twu.ca](http://www.twu.ca) Add a forward slash '/' plus a key word, and most resources will come up ...
  - Library
  - Bookstore
  - Housing
  - Parking
  - Awards
  - Other
- Other important internet links
  - [www.acts.twu.ca](http://www.acts.twu.ca) ACTS Homepage
  - <https://students.twu.ca> Student Portal for online registration
    - You will need to be admitted to ACTS officially in order to 'open' this portal
  - [acts@twu.ca](mailto:acts@twu.ca) Admission Questions
  - [actsadvice@twu.ca](mailto:actsadvice@twu.ca) Academic Advice Questions

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