

Southeastern Baptist Theological Seminary

Instructions for Registration: **January and Spring 2012**

1. Registration will take place ONLINE through [Self-Service](#). Please consult [Registration Help](#) for assistance.
2. If you plan on **GRADUATING**, submit a [graduation application](#) with your registration. Applications received after **February 6, 2012**, are subject to a \$75 Late Fee. No applications will be accepted after **February 28, 2012**.
3. Graduate Students will register per their **Class Level** as follows:
 (NOTE: All **THM** Students, please see specific [THM Registration Instructions](#))

Class Level		Start Date
ThM, DMin, EdD, PhD		Monday, Nov 14
Seniors	Less than 30 hours <i>remaining</i>	Monday, Nov 14
Middlers	More than 30 hours <i>completed and more</i> than 30 hours <i>remaining</i>	Wed, Nov 16
Juniors	Less than 30 hours <i>completed</i>	Friday, Nov 18

4. Want to register for a HYBRID course? [Click here for special instructions.](#) ONLINE courses? [Click here.](#)
5. **January 2012 Drop/Add Information:** The last day to *add* a Short-Term Course will be one-week before the first day of the Session (not the first day of the class, but the Session). Short-Term Courses must be dropped *before* the **3rd** meeting to avoid an academic penalty and loss of payment.
6. **Spring 2012 Drop Information:** Please consult [Registration Help](#) for instructions on dropping a class. Please note, though, that **after the last day to add classes** on February 6, the “Drop” feature on Self-Service will be disabled and you will have to drop your class in person in the Registrar’s Office.
7. For [Payments and Deadlines](#), the [FACTS payment plan](#), and other Accounting Services information, please refer to the [Accounting Services](#) section of CampusNet.

***** IMPORTANT NOTE *****
Spring 2012 registration changes after January 9 will be charged add and/or drop fees.

8. [Academic Calendar](#)

Nov 14–18	January and Spring 2012 Registration begins by class level—see above
January 2 – 20	Spring graduates submit graduation applications to the Registrar’s Office
January 9	January Inter-Term. Please note that individual class dates will vary. Deadline for payment arrangements for the Spring 2012 semester Last day to drop/add fall courses without fee
January 23	Classes Begin
February 6	Last day to add classes. All drops after this date must be made in the Registrar’s Office. Last day to notify Registrar’s Office of desire to graduate in May.
February 13	Last day for dropping classes with refund
March 5–9	Spring Break
April 2–6	Easter Recess
May 17	Semester Ends. Graduation Rehearsal.
May 18	Commencement Exercises.