Southeastern Baptist Theological Seminary

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

1. Registration for all **THM** students begins on **November 14, 2011.**

2. Please register via Self-Service for all **upper-level MDiv courses** or continuous enrollment (IND7000). Please consult Registration Help for assistance.

   - **IMPORTANT** Some Courses **WILL NOT** be open to Online Registration—

     - IND7500 Bibliographical Research
     - IND7580 ThM Guided Reading I
     - IND7581 ThM Guided Reading II
     - IND7582 ThM Guided Research
     - IND7590 ThM Thesis (Consult with your Major Professor)
     - PHD Seminars (Thesis students ONLY).

3. 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**

4. **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.

5. **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.

6. 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.

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7. Academic Calendar

Nov 14–18	January and Spring 2012 Registration begins by class level—see above
	Spring graduates submit graduation applications to the Registrar's Office
January 2 – 20	**January Inter-Term. Please note that individual class dates will vary.**
January 9	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 1	Last day to submit Thesis/Project Report to Major Professor for May commencement.
April 2–6	Easter Recess
May 17	Semester Ends. Graduation Rehearsal.
May 18	Commencement Exercises.