



WINTER & SPRING 2019 REGISTRATION

I. INSTRUCTIONS

1. Prior to registration, **you must complete Term Check-In**, which can be found on the [Self-Service](#) menu bar, at the top of the screen, after logging in.
2. Registration will take place **online** through [Self-Service](#). Please consult [Registration Help](#) for assistance.
3. Graduate Students will register by **class level**:
(NOTE: **THM** Students, please see specific [THM Registration Instructions](#))

<u>CLASS LEVEL</u>		<u>START DATE</u>
SENIORS	Less than 30 hours remaining	Monday, October 29th
MIDLERS	More than 30 hours completed and 30 hours or more remaining	Wednesday, October 31st
JUNIORS	Less than 30 hours completed	Friday, November 2nd
NEW STUDENTS	Must have completed NSO	Monday, November 5th

Want to register for a HYBRID or ONLINE course? On-campus students (students who *live within 120 miles* of Wake Forest) may take online and hybrid courses, but registration will not open to on-campus students until **approximately four weeks after the initial registration date**. **Online and hybrid courses will be opened to all students on November 26th at 12:00pm.**

4. For Payments and Deadlines, the FACTS payment plan and other Accounting Services information, please refer to the [Accounting Services](#) section of CampusNet. The Accounting Office will be updating their information shortly.

II. REMINDERS

- **GRADUATING in May 2019?**

Please submit a **Graduation Application** following registration!

- Any graduation applications **received after January 30th, 2019** will be assessed a **\$125 late fee**.
- **NO** applications will be accepted after March 1st, 2019.

- **ADD/DROP Info:**

Winter 2019

- For a class that meets **one week**, students may add/drop up **until the first day of class**.
- For a class that meets **two or three weeks**, students may add/drop up **until the third day of class**.

Spring 2019

- Please consult [Registration Help](#) for instructions on dropping a class.
Note: After the last day to add classes (January 30th), the “Drop” feature on Self-Service will be disabled and you will have to contact the Registrar’s Office to be dropped.

****After these deadlines, a student must withdraw from the course (tuition will not be refunded).****

***** **IMPORTANT NOTE** *****

Spring 2019 registration changes after January 3rd will be charged add/drop fees.

III.

ACADEMIC CALENDAR

Qev4; "/P qx"7	Y kpvgt and Ur tkpi 201; Registration begins by class level Urtkpi graduates should submit graduation applications
Dec 10 - Jan 11	Y kpvgt Terms Begin (Individual class dates will vary.)
January 3	Urtkpi 201; Tuition Deadline
January 17	Urtkpi Semester Begins
January 30	Last day to ADD courses Last day to submit an application to graduate in Oc{
February 1	Ncuvf c{ "v'uwdo k'Rj F "F kugtcv'kq"v'Rj F "Qhleg"
February 6	Last day to DROP courses in order to receive a refund. After this date, registration changes will be considered a Withdraw (no refund).
March 1	Final graduation application deadline
March 4-8	Urtkpi Break
April 5	Last day to submit Theses, DMin Project Reports & EdD Dissertations to Major Prof
April 15-19	GcuvgT Tgeguu
April 24	Last day to Withdraw from a class (with a “WP” or “WF”)
April 29	Last day to submit Theses, DMin Project Reports and EdD Dissertations to the Library
May 8	Last day of classes
May 9	Graduation Rehearsal Binkley Chapel at : -52am for'College"("32-52co 'hqt"Ugo kpc{
May 10	Commencement Exercises Binkley Chapel at 10:00am for Seminary & 5-22r o 'hqt'College