



SUMMER & FALL 2019 REGISTRATION

I. INSTRUCTIONS

1. Prior to registration, **you must complete Term Check-In**, which can be found on the [Self-Service](#) menu bar upon login.
2. Registration will take place **online** through [Self-Service](#) on **April 1st**. Please register for all **upper-level M.Div. courses** or **THM8000: Continuous Enrollment**. Consult [Registration Help](#) for assistance.

ATTENTION:

The following courses **will NOT** be open to **online registration**:

[THM8500 Bibliographical Research](#)
[THM8580 ThM Guiding Reading I](#)
[THM8581 ThM Guiding Reading II](#)
[THM8582 ThM Guiding Research](#)

Th.M. Thesis- consult with your Major Professor
Ph.D. Seminars (*upon approval*)-contact the [Registrar's Office](#).

3. 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 December 2019?**

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

- Any graduation applications **received after September 4th, 2019**, will be assessed a **\$125 late fee**.
- **NO** applications will be accepted after September 30th, 2019.

- **ADD/DROP Info:**

Summer 2019

- For a class that meets in the **Summer Main session**, students may add/drop up **until the Friday of the first week of class**.
- 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 **until the third day of class**.

Fall 2019

- Please consult [Registration Help](#) for instructions on dropping a class.

Note: After the last day to add classes (September 4th), 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 *****

Fall 2019 registration changes after **August 8th** will be charged add/drop fees.

III. ACADEMIC CALENDAR

April 1 – April 8	Summer and Fall 2019 Registration begins by class level Fall graduates should submit graduation applications
May 20 - August 9	Summer Terms Begin (Individual class dates will vary.)
August 8	Fall 2019 Tuition Deadline (Tentative)
August 22	Fall Semester Begins
September 4	Last day to ADD courses Last day to submit an application to graduate in December
September 11	Last day to DROP courses in order to receive a refund. After this date, registration changes will be considered a Withdraw (no refund).
September 30	Final graduation application deadline
October 7-11	Fall Break
November 1	Last day to submit Theses, Project Reports and Dissertations to Major Professor
November 20	Last day to Withdraw from a class (with a “WP” or “WF”)
November 25-29	Thanksgiving Recess
December 2	Last day to submit Theses, Project Reports and Dissertations to the Library
December 11	Last day of classes
December 12	Graduation Rehearsal Binkley Chapel at 9:00am for both Seminary & College
December 13	Commencement Exercises Binkley Chapel at 10:00am for both Seminary & College