



## 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 upon login.
2. Registration will take place **online** through [Self-Service](#) on **October 22<sup>nd</sup>**. 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**:

<p><a href="#">THM8500 Bibliographical Research</a> <a href="#">THM8580 ThM Guiding Reading I</a> <a href="#">THM8581 ThM Guiding Reading II</a> <a href="#">THM8582 ThM Guiding Research</a> <a href="#">THM8590 Thesis Registration</a> Ph.D. Seminars (<i>upon approval</i>)-contact the <a href="#">Registrar's Office</a>.</p>
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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 May 2019?**

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

- Any graduation applications **received after January 30<sup>th</sup>, 2019**, will be assessed a **\$125 late fee**.
- **NO** applications will be accepted after March 1<sup>st</sup>, 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 30<sup>th</sup>), 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 3<sup>rd</sup>** will be charged add/drop fees.

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## III. ACADEMIC CALENDAR

October 22	Winter and Spring 2019 Registration begins by class level <b>Spring graduates should submit graduation applications</b>
Dec 10 - Jan 11	Winter Terms Begin (Individual class dates will vary.)
<b>January 3</b>	<b>Urtlpi 201; Tuition Deadline</b>
January 17	Spring Semester Begins
<b>January 30</b>	<b>Last day to ADD courses</b> <b>Last day to submit an application to graduate in May</b>
February 1	Last day to submit PhD Dissertation to PhD Office
<b>February 6</b>	<b>Last day to DROP courses</b> in order to receive a refund. <b>After this date, registration changes will be considered a Withdraw (no refund).</b>
March 1	Final graduation application deadline
March 4-8	Spring Break
April 5	Last day to submit Theses, DMin Project Reports & EdD Dissertations to Major Prof
April 15-19	Easter Recess
<b>April 24</b>	<b>Last day to Withdraw from a class</b> (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	<b>Graduation Rehearsal</b> Binkley Chapel at 8:30am for College & 10:30am for Seminary
May 10	<b>Commencement Exercises</b> Binkley Chapel at 10:00am for Seminary & 3:00pm for College