

WINTER & SPRING 2019 REGISTRATION

All students with **below 63 credit hours** are **required to meet with your academic advisor before registering** for courses. Students who have completed more than 63 credit hours ARE NOT required to meet with their advisors. To identify who your advisor is, you can log into [Self-Service](#) and look in the upper left corner of the page. **Students with below 63 credit hours will need to contact your advisor and meet with him/her between October 15, 2019 and October 26, 2019** so that you may be approved to register for courses when registration opens up for you. You may sign up for an advising appointment at your advisor's office. Please contact your advisor for any scheduling questions, as your advisor will be the one to schedule advising appointments. Additionally, please bring your completed [Advising Checklist and Practice Schedule](#) to your advisor meeting.

I. INSTRUCTIONS

1. Prior to registration, **you must complete Term Check-In**, which can be found on the [Self-Service](#) menu bar upon login located at the top of the screen.
2. Registration will take place **online** through [Self-Service](#). Please consult [Registration Help](#) for assistance.
3. College Students will register by **class level**:
(NOTE: Students may register after these assigned dates on a first come, first served basis.)

RETURNING STUDENTS		
CLASS LEVEL		START DATE
SENIORS	96 hours and above	Monday, October 29th
JUNIORS	63 – 95 hours	Tuesday, October 30th
SOPHOMORES	30 – 62 hours	Wednesday, October 31st
FRESHMEN	0 – 29 hours	Thursday, November 1st

NEW STUDENTS	
ON-CAMPUS STUDENTS	Register at Blueprint
ONLINE STUDENTS	Monday, November 5th

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**.

II. REMINDERS (CONT.)

- **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 Ur tkpi graduates should submit graduation applications
Dec 10 - Jan 11	Y kpvgt Terms Begin (Individual class dates will vary.)
January 3	Ur tkpi 201; Tuition Deadline
January 17	Ur tkpi Semester Begins
January 30	Last day to ADD courses Last day to submit an application to graduate in Oc{
February 1	Ncu'f c{ "vq'uwd o kv'Rj F 'F kuugt v'kqp"vq'Rj F "Qhheg"
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	Ur tkpi 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 kpvct {
May 10	Commencement Exercises Binkley Chapel at 10:00am for Seminary & 5-22r o 'hqt'College