Summer 2014 and Fall 2014 Class Schedules are attached to this email. Hard copies are located on the wall outside the Registrar's Office on the second floor of Founder's Hall. They will be posted to the website Monday, March 24, 2014.

Advising Week and Priority Registration March 24-28, 2014

Students who have completed more than 51 hours (MDIV) or more than 30 hours (MAR) are eligible to register during Priority Registration (March 24-28, 2014). Registration for ALL Students opens March 31, 2014 and ends April 20th, 2014 for summer 2014 classes; and opens March 31, 2014 and ends August 22, 2014 for fall 2014 classes.

Students please note the following information in reference to the summer and fall 2014 Registration Process

1. You must meet with your advisor prior to registration.

2. Any outstanding financial concerns with the Bursar's Office will cause your registration to be blocked. So, if you have outstanding balances please clear them with the Bursar's Office prior to registration.

3. All registration will be done via the student portal at


   If you can’t connect by clicking on this link, copy the entire link and paste it into the address line of your Web browser. Make sure you copy and paste the entire link.

   1. Log-in to the Student Portal (make sure you are in the correct semester before hitting the log-in button)
   2. Select “Course Offering”.
   3. Select the class of your interest and select “course textbooks”. If the professor has submitted a booklist to the Registrar’s Office, the books along with the ISBN, and suggested retail price should be listed.
   4. You do not have to be registered for the semester to view the booklist for the classes.
   5. Remember to select the correct term on your log-in page before hitting the log-in button (Summer 2014 or Fall 2014).

Booklists for summer and fall classes are listed in the “course textbooks” section in CAMS.

You will be able to make changes to (add/drop classes) for the Summer Term until April 20, 2014 and for the fall 2014 semester until August 22, 2014 any changes after these dates will require you to come into the Registrar's Office to complete the Add/Drop form.

- A fee of $25.00 will be added for each transaction after April 20, 2014 for changes for the summer semester and you will not receive a tuition refund if you drop the summer class.
• A fee of $25.00 will be added for each transaction after August 22, 2014 for changes made for the fall 2014 semester.

5. All requests for Independent Studies must be completed and submitted to the Registrar's Office no later than April 11, 2014 for the summer semester and August 2, 2014 for fall 2014 semester.

If you have questions or encounter problems call the Registrar's Office (334-5860) and we will be happy to assist you.
Refund Schedule for dropped classes and withdrawals for Summer 2014

Last day to withdraw from summer classes and receive 100% refund is April 20, 2014. There will be NO REFUNDS ISSUED for any summer classes dropped after April 20, 2014. Any and all exceptions will need to be approved by Dr. Wood.

Refund Schedule for dropped classes and withdrawals for Fall 2014 Semester

If you drop a class or withdraw between March 24, 2014 - August 22, 2014 you will receive 100% refund for classes dropped.

If you drop during add/drop week August 25 – 29, 2014 you will receive a 100% refund minus a $25.00 add/drop fee per transaction.

If you drop or withdraw between August 30, 2014 and September 6, 2014 you will receive an 80% refund minus a $25.00 add/drop fee per transaction.

If you drop or withdraw between September 7, 2014 and September 20, 2014 you will receive a 60% refund minus a $25.00 add/drop fee per transaction.

If you drop or withdraw between September 21, 2014 and October 4, 2014 you will receive a 40% refund minus a $25.00 add/drop fee per transaction.

If you drop or withdraw between October 5, 2014 and December 12, 2014 you will NOT receive a refund and you will be charged a $25.00 add/drop fee per transaction.

LATE REGISTRATION FOR FALL 2014: September, 2-5 2014: If you did not register for classes prior to September 2, 2014 you will be assessed a $50.00 late registration fee.