Advising Week and Priority Registration - Nov. 9 -13, 2015
Early Registration - Nov. 16-20, 2015

Students, please note the following information in reference to the Registration Process for
J-Term and
Spring 2016 Spring 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.

You will be able to view the course schedule on our website and in the student portal. You
will be able to register for both the J-Term and Spring Semesters during the registration
period. If you cannot access the student portal please contact the IT helpdesk at 334-5835
for assistance.

MDiv students who have completed 51 hours or more and MAR students who have
completed 30 hours or more at the time of registration will be allowed to register during
Advising Week (Nov. 9-13).

All students will be allowed to register starting November 16, 2015.

4. You will be able to make changes to (add/drop classes) for the J-Term until Dec. 4, 2015
and until January 22, 2016 for the Spring 2016 semester. Any changes after these dates will
require you to come into the Registrar's Office to complete the Add/Drop form.
   • A fee of $30.00 will be added for each transaction after Dec. 4, 2015 for changes for
     the J-Term semester.
   • A fee of $30.00 will be added for each transaction after January 22, 2016 for
     changes made for the Spring 2016 semester.

5. All requests for Independent Studies must be completed and submitted to the Registrar's
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 J-Term 2016

Last day to withdraw from J-Term classes and receive 100% refund is Dec. 4, 2015. There will be NO REFUNDS ISSUED for any J-Term classes dropped after Dec. 4, 2015. Any and all exceptions will need to be approved by the MTS Executive Committee.

Refund Schedule for dropped classes and withdrawals for Spring 2016 Semester

If you drop a class or withdraw between Nov. 9, 2015 and January 22, 2016 you will receive 100% refund for classes dropped.

If you drop during add/drop week January 23, 2016 – January 31, 2016 you will receive a 100% refund minus a $30.00 add/drop fee per transaction.

If you drop or withdraw between February 1, 2016 and February 7, 2016 you will receive an 80% refund minus a $30.00 add/drop fee per transaction.

If you drop or withdraw between February 8, 2016 and February 21, 2016 you will receive a 60% refund minus a $30.00 add/drop fee per transaction.

If you drop or withdraw between February 22, 2016 and March 7, 2016 you will receive a 40% refund minus a $30.00 add/drop fee per transaction.

If you drop or withdraw between March 8, 2016 and May 13, 2016 you will NOT receive a refund and you will be charged a $30.00 add/drop fee per transaction.

LATE REGISTRATION FOR SPRING 2016: If you did not register for classes prior to Jan.31, 2016 you will be assessed an $80.00 late registration fee.