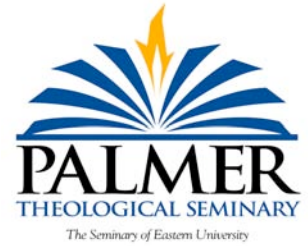


# REGISTRATION GUIDELINES

## SPRING 2008

(REGISTRATION PERIOD: October 22 - November 2, 2007)



### PLEASE FOLLOW THESE IMPORTANT PROCEDURES TO COMPLETE THE REGISTRATION PROCESS!

1. **Carefully read through the registration materials** and begin to think about what courses you might take during the 2008 Spring Semester.
2. **Schedule an appointment with your Academic Advisor**. Sign-up sheets for appointment times are posted outside faculty offices. You must meet with your advisor and have him/her sign your registration form before submitting it to the Registrar's Office.
3. **With your advisor, complete your registration form**. Please be sure to do the following:
  - Complete your name, address, and other contact information at the top of the Registration Form.
  - Complete the health insurance section. Under Pennsylvania State law, all students are required to have health insurance. If you do not have health insurance, you **MUST** check "yes" next to the Seminary Health Plan. If you **DO** have health insurance, check "no" and write in the insurance company name and your policy number. Be sure to sign this section.
  - Indicate your course selections in space provided.
  - Sign and date your completed form, and have your advisor do the same. **FORMS THAT ARE MISSING SIGNATURES WILL BE RETURNED.**
4. **Make a copy of your registration form** for your own records (recommended).
5. **Submit your completed registration form** to the Registrar's Office during the October 22- November 2 registration period. Forms may be slipped under the office door after office hours. **SPRING 2008 REGISTRATIONS SUBMITTED AFTER NOVEMBER 2<sup>nd</sup> ARE SUBJECT TO A \$50.00 LATE REGISTRATION FEE.**

### ***ANY OF THE FOLLOWING WILL PREVENT YOU FROM REGISTERING FOR SPRING 2008 COURSEWORK:***

- **AN INCOMPLETE REGISTRATION FORM;**
- **AN OUTSTANDING BALANCE WITH THE BUSINESS OFFICE FOR WHICH NO PAYMENT ARRANGEMENTS HAVE BEEN MADE;**
- **OVERDUE BOOKS AND/OR UNPAID FINES WITH THE LIBRARY;**
- **OUTSTANDING REQUIREMENTS FOR ASSESSMENT I OR II WITH THE OFFICE OF STUDENT FORMATION**

# ADDITIONAL IMPORTANT INFORMATION FOR:

- ***Students who entered in Fall 2007***
  - If you have not yet submitted your signed Student Handbook certification form (found inside the front cover of the Student Handbook), you must do so before registering.
  - If you have not completed the admissions process (missing transcript, immunization information, etc.), you must do so before you will be permitted to register for Spring 2008 coursework.
  - If you are required to take INT 505 Theological Research and Writing and did not do so in Fall, please plan to take this course during the Spring 2008 semester.
  
- ***Students beginning Middler Theological Field Education (TFE) in Fall 2008***

You are required to attend a mandatory TFE orientation session. This is a prerequisite for TFE. Several sessions will be offered the week of March 10, 2008; dates, times, and locations will be posted outside of the Supervised Ministries Office (downstairs Chapel) and in the weekly 'Palmer News & Notes.'
  
- ***MDiv. and MTS Students planning to graduate in May 2008***

You must schedule an academic exit interview with the Associate Registrar during the Oct. 22<sup>nd</sup> – Nov. 2<sup>nd</sup> registration period. Sign up on the appointment sheet on the Registrar's Office door.
  
- ***MDiv. and MTS-Christian Counseling Students planning to graduate by May 2009***

You MUST register for INT512 Assessment II for the Spring 2008 semester if you have not completed this previously!
  
- ***Students planning to take CPC or CPE, or TFE Elective (CM613)***

Please obtain the appropriate approval paperwork from the Office of Supervised Ministries and attach the yellow Registrar's Office copy of this form to your registration. For students planning to begin either CPC or CPE in Summer 2008, Fall 2008 or Spring 2009 it is strongly recommended that you attend the clinical course orientation which will be held once during the week of March 3<sup>rd</sup>, 2008; date, time, and location will be posted outside of the Supervised Ministries Office (downstairs Chapel) and in the weekly 'Palmer News & Notes.' Office hours for the registration period will also be posted outside the Supervised Ministries Office.
  
- ***Students planning to pursue an Independent Study or MTS Area IV Project in Spring 2008***

Learning Contracts for Independent Studies/MTS Internships/Projects should be completed and approved during the registration period. You will not be registered for Independent Study coursework indicated on your registration form until the completed contract has been approved by the Registrar's Office and Dean's Office. Note that this will likely affect your billing and completed registration.
  
- ***Dual Degree Students (MDiv/MBA, MDiv/MS, MDiv/MSW)***

If you plan to attend another institution next semester to pursue your dual degree, indicate the school and degree program on your registration form, sign it, and return it to the Registrar's Office.
  
- ***Students who have a disability requiring academic accommodations***

Remember that you must complete the "Request for Academic Accommodations" form before the start of each term in which you plan to take coursework and apply for accommodations. Accommodations do not automatically "roll over" into the next semester.