

Distance and Calgary Student Guide to Registration



PROVIDENCE
THEOLOGICAL SEMINARY

Greetings from the Registrar's Office! We are excited that you are joining our learning community from your home location – in Calgary, across North America and around the world. Although you are joining us from a distance, we want to make it as easy as possible for you to get the information you need to complete your degree. This document is meant to be both a comprehensive guide to registration and a resource containing important details for new and continuing students. Please read the following information carefully, and don't hesitate to contact us if you need further assistance.

Lindsay Harris
Registrar

Contents:

Registration instructions	p. 1-2	Course selection	p. 3
Payment information	p. 2	Additional Resources	p. 4

When to register

Registration will open on November 8. Students are encouraged to register as early as possible. For Calgary counselling courses, Online courses, eProv courses or Otterburne modules, registration must be received on or before the start date of the course. **Students not registered by the deadline will be charged a \$50 late registration fee.** Independent/Directed Study courses may be requested at any time of the year.

Where to register

Students can register from any computer with internet access.

Who can register

You must be a returning student or an accepted student to register. If you have not notified the Registrar's Office that you will be returning, you may be missing important details. Please contact the Registrar's Office if you have not received a registration information email from us.

Registration Procedure

If you are registering for a **counselling course in Calgary** (at our Ambrose Seminary satellite location):

- ❑ Access the Calgary counselling course offerings at this link:
http://www.providenceseminary.ca/seminary/programs/registrar_office/calgary_extension/
- ❑ A student progress sheet indicating your outstanding degree requirements has been sent to all new and returning students by email. If you have not received yours, please contact the Registrar's Office.
- ❑ Consult with your faculty advisor for approval of your course selections. You can access contact information for your advisor at this link: <http://www.providenceseminary.ca/seminary/faculty/>
- ❑ Access the Calgary counselling course registration web forms at this link:
http://www.providenceseminary.ca/seminary/programs/registrar_office/calgary_extension/ Click on "Click here to register for Calgary courses online" at the top of the page at the above link. Fill out the simple web form and **complete payment with a credit card.**

If you are registering for an **online course**:

- ❑ Access the list of courses offered online and other important information about our online courses at this link:
http://www.providenceseminary.ca/seminary/programs/registrar_office/distance_module_learning/distanceonline_education/

- ❑ Register for your courses by clicking on “Click here to register for online courses” at the top of the page at the above link. Fill out the simple web form and **complete payment with a credit card.**

If you are registering for an **Independent or Directed study course** (including guided readings/theses):

- ❑ You will need to submit a Directed Study Application for all independent and directed study courses. You can access the application form at this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/forms/ and fax or mail it to the Registrar’s Office.
- ❑ When your completed form has been processed, you will be sent an email instructing you to pay and register for the course.

If you are registering for a **module course in Otterburne**:

- ❑ Access the Otterburne course list at this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/course_lists_and_class_schedules/ to see what is offered.
- ❑ At this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/intersession_intrasession/ click on “click here to register for Module Courses.” Fill out the simple web form and **complete payment with a credit card.**

If you are registering for an **eProv course**:

- ❑ Access the course offerings list at this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/distance_module_learning/eprov/
- ❑ Submit a Course Change form to add the course to your registration. Please make sure you add “eProv” to the course name when completing the form. You can access the Course Change form at this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/forms/ and fax or mail it to the Registrar’s Office. Your eProv request must be received **at least 1 week prior** to the course start date to ensure you have time to become familiar with the new technology.
- ❑ When your completed form has been processed, you will be sent an email instructing you to pay and register for the course.

Adding or Dropping Courses

For all Calgary Counselling, Otterburne Module and Online/eProv courses:

Students can add Calgary counselling, Otterburne module and Online/eProv courses to their schedules as instructed above until the course start date. Registration will not be accepted after the course start date. To drop a course, students must submit a Course Change form, available online here: http://www.providenceseminary.ca/seminary/programs/registrar_office/forms/. Course drop and withdrawal dates are variable based on the course format and length. Please contact the Registrar’s Office with any questions.

For all Independent/Directed Study Courses:

Students can add Independent or Directed Study courses to their schedules as described above. To drop an Independent or Directed Study course, students must submit a Course Change form, available online here: http://www.providenceseminary.ca/seminary/programs/registrar_office/forms/. Course drop and withdrawal dates are variable based on the course format and length. Please contact the Registrar’s Office with any questions.

Payment

Full payment is due at the time of registration. For Calgary counselling, Otterburne module and Online courses, you will be prompted to pay with a credit card when you fill out the web registration form. If you are not able to pay via credit card, please contact the Business Office prior to registering to make alternate arrangements. For Independent/Directed Study courses, you will be notified that your application has been approved and instructed to make full payment and indicate your desired start date.

Important for those with student loans:

- ❑ If you are working towards a Providence degree, all your student loan forms must go through the Providence Registrar's Office even if you are taking courses at another institution.
- ❑ If you need to be enrolled full time for student loan purposes (minimum 9 credits per semester) but are taking some of those credits at Ambrose Seminary or by letter of permission at another institution, Providence can still confirm your full time enrollment if you provide evidence that you are enrolled elsewhere.

Course Selection

Important reminders for students in all majors:

- ❑ Students can take a maximum of 10 courses (30 credits) by distance education (including Online, eProv or Independent Study). Of the allowable 10 courses, a maximum of 3 (for 2-year majors) or 5 (for 3-year majors) can be via Independent Study, and the balance must be taken Online or via eProv. Directed Studies (courses that include face-to-face contact with an instructor or practicum supervisor) do not count against the allowable 10 courses.
- ❑ Courses for your program should be selected **in consultation with your faculty advisor**. Contact information for your faculty advisor should have been emailed to you. If you did not receive that email, please contact the Registrar's Office.
- ❑ All Providence degrees, regardless of major, require a minimum number of core Biblical and Theological studies courses. Please refer to your progress sheet for the specific courses required in your program. Students have 3 options (or any combination of these options) to meet their Biblical and Theological Studies requirements. These options are described below.

Biblical and Theological Studies Registration options:

1. Registering for Biblical and Theological Studies at Ambrose Seminary in Calgary

Students choosing this option register through Ambrose Seminary directly. Registration forms and additional information are available on the Ambrose website here: <http://www.ambrose.edu/registrar>. Contact the Ambrose Registrar's Office for registration assistance. Make your course selections according to the following guidelines:

In lieu of BI5102 Reading the Church's Bible (formerly OT5201 & NT5201 Biblical Foundations I & II)

Ambrose OT501 Old Testament Foundations

AND Ambrose NT501 New Testament Foundations

Note: One of Ambrose OT501/NT501 will fulfill BI5102 and the other will fulfill student's choice of OT or NT elective

In lieu of OT or NT electives

All Ambrose courses beginning with prefix "OT" or "NT"

Note: Ambrose OT/NT633 Biblical Theology of Suffering can fulfill this requirement and is recommended to counselling students.

In lieu of TH5201 & TH5202 Theological Foundations I & II

Ambrose TH501 Introduction to Christian Faith

AND choose one of: All Ambrose courses beginning with prefix "TH"

In order to register for an Ambrose course NOT on this preapproved list, students should fill out the Letter of Permission Application, available here:

http://www.providenceseminary.ca/seminary/programs/registrars_office/forms/

2. Registering for Providence Online or Independent/Directed Study courses

All required Biblical and Theological Studies courses (including BI5102 Reading the Church's Bible, TS5201 & TS5202 Theological Foundations I & II) and many electives are available either online or via

Independent Study. Please refer to the registration procedure for Online and Independent/Directed Study courses above.

3. Registering for Biblical and Theological Studies courses at another institution near you

If you took the course BEFORE being accepted as a Providence Seminary student, please submit an official transcript for evaluation. Courses are evaluated according to the Advanced Standing policy in the Academic Catalogue, available online here:

http://www.providenceseminary.ca/seminary/programs/registrar_office/catalogue/

If you want to take the course AFTER being accepted as a Providence Seminary student, please fill out the Letter of Permission Application, available here:

http://www.providenceseminary.ca/seminary/programs/registrar_office/forms/. If you do not have an approved Letter of Permission, your course may not fulfill a requirement in your program.

Additional Resources

Student Cards. Providence Seminary provides student cards to Distance or Calgary students on request. If you require a student card, please email registrar@prov.ca with your request. You will need to provide a digital photo and a copy of at least one piece of photo identification. Students in Calgary registering for Biblical or Theological Studies courses at Ambrose are also eligible to receive an Ambrose Seminary student card. Please see the Ambrose Registrar's Office for details.

Library and Electronic Databases. Students have access to the services of the Providence library during any semester in which they are enrolled in at least one course. This includes access to all electronic databases. Log on instructions have been sent to students via email. If you did not receive this email, or are having difficulties accessing the network, please email registrar@prov.ca.

Providence Bookstore. Required texts and other books can be purchased through the Providence Bookstore. Contact Bruce Peters at providencebookstore@prov.ca.

The 2009/2010 Academic Catalogue. The Catalogue is available online here: http://www.providenceseminary.ca/seminary/programs/registrar_office/catalogue/ and it is your comprehensive guide to all academic policies and degree requirements. You can also download archived catalogues at that link.

Your Progress Sheet. All students should have received an up-to-date progress sheet by email. Your progress sheet includes a list of the courses that are required for your degree and tracks the requirements that you currently have completed or in progress. You can use your progress sheet to assist you in selecting courses. While we try to ensure all progress sheets are up to date and accurate, it is the student's responsibility to notify us of any errors or omissions. If you have any questions or concerns regarding your progress sheet, please contact the Registrar's Office.

Your faculty advisor. Contact your advisor if you have questions about your courses or program. You can reach your advisor by email by navigating to his or her faculty profile page at this link:

<http://www.providenceseminary.ca/seminary/faculty/>

For 2010-11, regular teaching faculty at Providence Seminary are as follows:

Bible and Theology	Ed Neufeld, Ph.D. (Chair) Tim Perry, Ph.D. David Johnson, Ph.D. (part-time) August Konkel, Ph.D. (part-time) Dr Lissa Wray Beal is on sabbatical for the year.
Christian Ministries	Stan Hamm, Ph.D. (Chair) Daryl Climenhaga, D.Miss.

Elfrieda Lepp-Kaethler, M.A.
Dr Chuck Nichols (emeritus) will teach a number of courses as well.

Counselling

Rod Buxton, D.Min (Chair)
Rolf Nolasco, Th.D. (Calgary location)
Daina Funk, M.A.
Sharon Habermann, Ph.D. (Calgary location, half-time)
Don Russell, Ed.D. (half-time)
Dr Mervin Vander Spuy is no longer on the faculty.

The Registrar's Office. Contact the Registrar's office for information about general requirements, transferability, grad requirements, and / or academic policy.

How can I audit a course? To audit a course, add the course to your registration as instructed above. Then email registrar@prov.ca with a request to audit, listing the course number and name. If you are graduate of the seminary, you qualify for an alumni bursary that covers all audit tuition or one half credit tuition for one course per semester. The bursary does not cover student fees. If you would like to receive this bursary, please fill out the "Student Bursaries" application, available here: http://www.providenceseminary.ca/seminary/programs/registrars_office/forms/ and fax or mail it to the Registrar's Office. Alumni bursaries are not available for Online or Independent/Directed Study courses.