

Seminary Guide to Registration Otterburne Campus



PROVIDENCE
THEOLOGICAL SEMINARY

Greetings from the Registrar's Office! This document is meant to be a comprehensive guide to our online registration process. Please read the following information carefully, and don't hesitate to contact us if you need further assistance.

Lindsay Harris
Registrar

When to register

Current Students (enrolled in Fall 10)	access begins November 8, closes December 17
New Students (first-time or returning)	access begins December 1, closes December 27

Students who have not registered by midnight on the closing date will be charged a late registration fee of \$50 and will need to complete their registration in person on Orientation Day. Students are encouraged to register online as soon as possible.

Registration online is **mandatory**, so we would like to do everything we can to facilitate the process for you. If you experience any difficulties that the instructions below do not address, please contact the Registrar's Office and we will be happy to assist you and will do our best to accommodate your unique situation.

Where to register

Students can register from any computer with internet access. For your convenience, there is a web kiosk available in the Registrar's Office on the Providence campus during regular business hours, 8:15 a.m. – 4:30 p.m., Monday to Friday. Office staff will be available to guide you through the online registration process.

Who can register

You must be a current student, returning student or an accepted student to register.

Registration Procedure

If you are registering for a **regular winter course** (including intersession or eProv courses):

- ❑ Access the Course List and Schedule at this link: http://www.providenceseminary.ca/seminary/programs/registrar_office/course_lists_and_class_schedules/ to select your courses.
- ❑ 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 faculty advisor at this link: <http://www.providenceseminary.ca/seminary/faculty/>
- ❑ Log in to the Providence Student Portal and follow the simple Step-by-Step instructions in the Student Portal Registration Guide below to register for your courses.
- ❑ If you registered for a course that you intend to take via **eProv delivery**, please send an email to Rebekah Banman at Rebekah.Banman@prov.ca once you have submitted your registration. You should do this at least one week prior to the course start date to ensure you have sufficient time to become familiar with the eProv technology.

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.

Adding or Dropping Courses

For all regular courses:

Students can add or drop courses from the Student Portal until December 17 (current students) or 31 (new students). After those dates, all course changes will be made during the course change period, January 10-24. Course changes (adds, drops, or changes to audit) can be made until January 17 without a fee. After January 17, a \$10 fee per change will apply. The final day to make course changes is January 24. After January 24, students are permitted to voluntarily withdraw from courses until February 25. Please note: different add/drop and withdrawal deadlines apply to module courses. Please contact the Registrar’s Office with any questions.

For all online courses:

Students can add online courses to their schedules through the online web forms until the course start date. Registration will not be accepted after the course start date. To drop an online 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

For all regular courses:

Payment is due by **Friday, January 14, 2011**. A payment arrangement option is available for full-time students. Please contact the Business Office if you have any questions. Part-time students are not eligible for payment arrangements and must pay in full by January 14. A \$55 loan registration fee will apply to all payment arrangements and to all accounts not paid in full by January 14. Please contact the Business Office with any questions related to payment.

For all online or independent/directed study courses:

Full payment is due at the time of registration. For 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.

Frequently Asked Questions

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/registrar_office/forms/ and fax or mail it to the Registrar's Office.

There is a "hold" message displayed in my student portal. What should I do?

Holds are placed on student's accounts for academic or financial reasons. You will not be permitted to enter registration until the hold is cleared. Please contact the Registrar's Office for further information.

I am a First Year student, how do I select courses?

Most of your course selection is determined by what is offered in your program's department. First year level courses are designated by a "5" as the first digit of the four digit course number (e.g.: CP5101), and for your first semester, you should mainly choose from these courses. All students who are in a program that requires BI5102 Reading the Church's Bible should register for this course in their first semester. Keeping those general guidelines in mind, select courses that interest you and that meet requirements on your progress sheet. Please **contact your faculty advisor** with any questions and to receive approval for your course selections.

I am a Distance Ed student OR a counselling student in Calgary – how do I register?

A registration guide designed specifically for Calgary and Distance students is available on the Registrar's Office page here:

http://www.providenceseminary.ca/seminary/programs/registrar_office/registration_information/. More information about our program in Calgary is available here:

http://www.providenceseminary.ca/seminary/programs/registrar_office/calgary_extension/. Please contact the Registrar's Office if you have further questions.

Resources

1. **The 2010/2011 Academic Catalogue.** The Catalogue is available online here: http://www.providenceseminary.ca/seminary/programs/registrar_office/catalogue/. It is your comprehensive guide to all academic policies and degree requirements. You can also download archived catalogues at that link.
2. **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.
3. **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.

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

Contact Us

Email: registrar@prov.ca

Phone: 1-800-668-7768