

REGISTRATION INFORMATION AND PROCEDURES

Registration

Students who are receiving financial aid funds for Summer study must meet with a representative from Student Financial Services (Financial Aid) before registering. Registration forms may be submitted in person, by mail, or by FAX, accompanied by check, money order, or credit card information. Students may enroll in a class up to the beginning of the second class meeting.

Independent Study/Tutorial Study

Independent and Tutorial studies are available during the Summer Semester only if the instructor agrees to provide such study to the student. The student must complete the Independent Study/Tutorial Request Form and process it in the Records Office. Tuition is charged at the regular Summer tuition rate; there is no additional IS/TUT fee for Summer Semester. Independent and Tutorial Study courses are not listed on the Summer course schedule.

Class Cancellation

Class cancellations are at the discretion of the instructor if the class has enrolled fewer than six students. Decisions regarding cancellation are made prior to or at the first class meeting. If a class is cancelled prior to the first class meeting, students will be notified by the Records Office.

Refund Policy – Add/Drop

Refunds for tuition are made according to the following schedule. Students must process a “drop form” in the Records Office before a tuition refund will be authorized.

Refunds are granted according to approved financial aid guidelines:

Before the first class meeting	100%
After the first class meeting	90%
After the second class meeting	60%
After the third class meeting	0%

Students are responsible for dropping or withdrawing from their classes and are responsible for the charges incurred if they fail to drop during the refund period.

Students may add a Summer class up to the beginning of the second class meeting. Students may drop without a “W” (i.e. “withdrawal”) on the transcript if they do so before the end of the third class session. Drops after the third class session result in a “W” on the transcript and no refund of tuition paid.

SUMMER SEMESTER 2010 SCHEDULE

Course No.	Title	Cr	Instructor	Day/Time	Dates	Notes
BI-151-01	The Bible as Literature	3	Carver	T 6:00-10:00p	5/18-6/22	
Bi-270X-01	Interpretation of the Book of Revelation	3	Carver	H 6:00-10:00p	5/20-6/24	
BUS-393-01	Research Methods and Applied Statistics	4	Dean			Prerequisite: Junior class standing
BUS-495-01	Business Internship	3-6	Dean	TBA		Instructor Consent required
CM-220-01	Spiritual Formation	3	Bielman			
CM-270-DS	DS: Field Service in Christian Ministries	1-3	Johnson	TBA		Instructor Consent required
CM-271-DS	DS: Field Service in Christian Missions	3	Johnson	TBA		Instructor Consent required
CM-272-DS	DS: Field Service in Youth Ministries	3	Johnson	TBA		Instructor Consent required
ED-564-ME02	Ethics in Education	3	Williams	W 6:00-10:00p	5/12-6/30	Requires admittance to M.Ed. Program
ED-595B-ME02	Capstone Seminar B	1	Goble	TBA	5/12-7/5	Requires admittance to M.Ed. Program
ED-671-ME02	Content Area Literacy	3	Plimpton	MTW 9:00a-1:00p	7/5-7/21	Requires admittance to M.Ed. Program
EN-200-01	Advanced Composition	3	Owsley	MTW 1:00-4:00p	6/14-7/14	EN-101
HIS-340-01	Ethnic Relations in America	3	Rosado	MTW 9:00a-12:00p	6/14-7/14	Prerequisite: Sophomore class standing
HUM-410-DS	Senior Humanities Seminar	3	Goble	TBA; must register no later than 4/16/10	5/10-7/30/10	Prerequisite: EN-200; completion of HUM series
PHS-105-01	Environmental Science	4	Terrell	W 6:00-8:00p	5/12-6/2	Online lecture option available
PHS-105-01	Environmental Science Lab		Terrell	Sa 9:00a-3:00p	5/15-6/5	Field Trip/Lab
PSY-140-DS	DS: General Psychology	3	Fazio	Orientation: W 6:30p	5/19	Final Requirements Due by 7/30
PSY-214-DS	DS: Intro to Abnormal Psychology	3	Fazio	Orientation: W 6:30p	5/19	Final Requirements Due by 7/30
REL-310-01	Religions of the World	3	Williams	MTWH 4:00-6:00-	5/17-6/30	Prerequisite: Sophomore class standing
REL-310-OL	OL: Religions of the World	3	Williams	Orientation: T 5/4 or H 5/6 4:00-5:00p	Final requirements due 7/30	Prereq: Sophomore class standing; Online only
SOC-140-01	Principles of Sociology	3	Rosado	MTW 9:00a-12:00p	5/10-6/2	
SOC-340-01	Ethnic Relations in America	3	Rosado	MTW 9:00a-12:00p	6/14-7/14	Prerequisite: Sophomore class standing
SS-393-01	Research Methods and Applied Statistics	4	Dean			Prerequisite: Junior class standing
SW-393-DS	DS: Junior Internship	2-6	Ahlquist	By special arrangement with instructor	5/17-7/30	Limited to 8 students in SW-393 and SW-493
SW-493-DS	DS: Senior Internship	2-6	Ahlquist	By special arrangement with instructor	5/17-7/30	Limited to 8 students in SW-393 and SW-493
DS Directed Study, check with professor regarding meeting times					Undergraduate tuition is \$490 per credit hour Graduate tuition is \$525 per credit hour Maximum Summer credit load is 18 credits	
OL Online course						