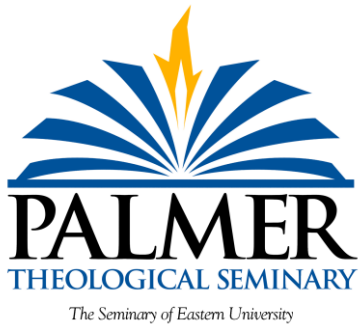


2016 SUMMER TERM AND FALL SEMESTER REGISTRATION GUIDELINES



YOU WILL BE UNABLE TO REGISTER FOR SUMMER AND FALL 2016 COURSEWORK IF YOU HAVE:

- AN OUTSTANDING BALANCE WITH THE EASTERN UNIVERSITY STUDENT ACCOUNTS OFFICE FOR WHICH NO PAYMENT ARRANGEMENTS HAVE BEEN MADE;
- OVERDUE BOOKS AND/OR UNPAID FINES WITH THE LIBRARY;

ONLINE REGISTRATION OPENS AT 10:00am MONDAY, APRIL 11 FOR ALL SEMINARY STUDENTS IN ALL PROGRAMS IN ALL LOCATIONS

FOLLOW THESE FOUR SIMPLE STEPS TO COMPLETE THE REGISTRATION PROCESS!

1. **Carefully read through the registration materials** and begin to think about what courses you might take during the 2016 Summer and Fall sessions. *(DMIN and Openseminary MTS students can skip this step, as your courses are already determined for you.)*
2. **Make your initial course and section selections online, and submit them to your advisor for his/her review.** Go through the 'Student Planning' function in myEastern to update your plans. *(HINT: You can do this NOW – you don't have to wait until April 11 to make your initial selections and submit them for approval!)*
3. **If your advisor wishes to meet with you in person before approving your course selections, then schedule an appointment during the registration period.** Sign-up sheets for appointment times are posted outside advisors' offices. If you do not know who your academic advisor is, please contact Academic Advising or the Registrar's Office.
4. **Finalize your registration online.** Once your advisor approves of your proposed class schedule, go into 'Student Planning' one more time to finalize your registration.

NOTE: If you are expecting to graduate in May 2017 or are completing your degree work in the Fall 2016 semester, you may schedule a transcript evaluation with the Associate Registrar during the registration period beginning April 11. A sign-up sheet is on the door of the Seminary Registrar's Office.

Registration for Summer 2016 closes on Friday, May 6, 2016.

WHAT ABOUT LIMITED ENROLLMENT CLASSES?

Limited enrollment classes will be filled online through a first-registered, first seated process. Students who are expected to graduate in May 2017 will be granted priority seating in core required courses if there are no registration holds on their accounts. Students who register after May 6 will be seated in limited enrollment classes in the order that their registration forms are received. Those seeking to enroll in a class that is filled may contact the Registrar's Office to have their names put on a wait list.

ADDITIONAL IMPORTANT INFORMATION FOR:

➤ ***Students who entered in Spring 2016***

- If you have not completed the admissions process (missing transcript, references, etc.), you must do so before you will be permitted to register for Summer or Fall 2016 coursework..
- If you are a master's student in a traditional MDiv or MTS program and you did not complete INTG510 A Guide to Seminary Writing in Spring 2016, you **MUST** take this course during the Fall 2016 semester.

➤ ***Students beginning Theological Field Education(TFE) in Fall 2016***

You are required to attend a TFE orientation session. You must also obtain the appropriate approval paperwork from the Office of Supervised Ministries and submit the yellow Registrar's Office copy of this form to the Registrar's Office by Friday, May 6.

➤ ***Students planning to take CPC or CPE, or TFE Elective (SUPV-650)***

You must obtain the appropriate approval paperwork from the Office of Supervised Ministries and submit the yellow Registrar's Office copy of this form to the Registrar's Office by Friday, May 6. For students planning to begin either CPC or CPE in Summer 2016, Fall 2016 or Spring 2017 it is strongly recommended that you attend the clinical course orientation. Supervised Ministries office hours for the registration period will be posted outside the Supervised Ministries Office.

➤ ***MDiv and MTS Students planning to graduate in May 2017***

It is recommended that you schedule a transcript evaluation with the Associate Registrar during the online registration period. Sign up on the appointment sheet on the Registrar's Office door.

➤ ***MDiv and MTS-Christian Counseling Students planning to graduate in May 2017***

You MUST register for SFRM-501 Mid-Program Assessment (MPA) for the Fall 2016 semester if you have not completed this previously!

➤ ***Students planning to pursue an Independent Study or MTS Summative Project in Summer and/or Fall 2016***

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 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.

➤ ***MDiv/MSW Dual Degree Students***

If you plan to attend another institution next semester to pursue your MSW degree you must notify the Registrar's Office, indicating the school that you will be attending and your anticipated date of return to studies at the Seminary.

➤ ***Students who have a disability requiring academic accommodations***

Remember that you must complete the process to request accommodations before the start of each term in which you plan to take coursework. Accommodations do not automatically "roll over" into the next semester.

Registrar's Office 3/29/16