

# SPRING 2010 REGISTRATION PACKET

## Traditional Program

This registration packet is designed to provide all the information you need to complete registration for the Traditional Spring 2010 semester at WBC/CBS. Other important dates and reminders are also provided to assist you in planning your Spring 2010 semester. *Unless otherwise indicated, all information in this packet applies to both WBC and CBS students.*

If you have any questions about registration or course selection, please contact the Registrar's Office at [iRegister@bible.edu](mailto:iRegister@bible.edu) or call 301.552.1400 ext. 1264. You can also stop by the Registrar's Office on the first floor of Miles Hall or the first floor of the Seminary building in Lanham, or the Admin desk at the VA Extension.

WBC/CBS Lanham  
6511 Princess Garden PKWY  
Lanham, MD 20706-3599  
301.552.1400 ext. 1264  
8:00 am – 5:00 pm

WBC/CBS VA Extension  
8001 Forbes Place, Ste 111  
Springfield, VA 22151  
703.752.1624  
9:00 am – 7:00 pm

## Registration Dates

### Registration: November 2—January 14

#### **Register Early and Take Advantage of Fee Rebates!**

Click [here](#) for more information about the Rebates.

- **Online Registration:**  
Monday, November 2 – Thursday, January 14
- **Walk-in Registration VA Extension:**  
Tuesday, January 12, 4:00 – 8:00 pm
- **Walk-in Registration Lanham:**  
Thursday, January 14, 9:00 am – 5:00 pm

### Late Registration: January 15 – February 2

A late fee will be charged to all students who register late.

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# Tuition & Fees

**Tuition:** *Tuition and fees are subject to change. Always check the website for the most up-to-date information.*

COLLEGE		SEMINARY	
Credit per hour *	\$420.00	Credit per hour **	\$462.00
Audit per credit hour	\$220.50	Audit per credit hour	\$231.00
Audit Retake per course	\$178.50	Audit Retake per course	\$178.50
Independent Study per cr. hr.	\$504.00	Independent Study per cr. hr.	\$504.00
FirstLook	\$294.00	FirstLook	\$294.00
<b>MUSIC INSTRUCTION – College only</b>			
Voice & Instrument practice room			\$57.75
Organ practice room			\$68.25

## Room and Board:

Single Room (Miles/Steiner)	\$1750/2205.00	Security Deposit	\$220.50
Double Room ***	\$1433.25	Meal Plan - 5 Day	\$1848.00
Collamore Efficiency (Monthly)	\$420.00	Meal Plan - 7 Day	\$2020.00

## Fees:

**Student Services Fees (per semester)** are assessed to all students and are related to Spiritual Growth through Community, Community Development, Health and Wellness, Experiential Learning, Campus Safety, and Student Success. For more information, go to our [website](#).

Resident-----	\$315.00
Commuter -----	\$273.00
Extension Only -----	\$168.00
Modular Only (per course)-----	\$42.00

**Administrative Fees (per semester)** are assessed to all students

Administration-----	\$250.00
Registration-----	\$157.50
Library/Technology Fee-----	\$78.75

**Miscellaneous Fees (per semester)** are assessed where applicable.

Application Fee-----	\$40.00
Graduation Fee-----	\$110.25
Late Graduation Fee-----	\$25.00
Late Registration Fee-----	\$50.00
Change of Course Fee-----	\$20.00
Online Course Surcharge (per course)-----	\$84.00

### College only

Applied Music (non-majors) per credit hour-----	\$420.00
Applied Music (majors) per credit hour-----	\$357.00
Posting of Credit Fee-----	\$42.00

### Seminary only

Counseling Lab Fee-----	\$456.75
New Student Assessment Fee-----	\$26.25

\* If you enroll in more than 12 credit hours, you may be eligible for the Ministry Support Grant.

\*\* If you enroll in more than 9 credit hours, you may be eligible for the Ministry Support Grant.

\*\*\* Full-Time Student Residential Scholarship available, while spaces are available.

## Financial Aid

Application for financial aid must be made and approved prior to registration. To access the Financial Aid application, click [here](#).

If you have any questions about your financial aid eligibility, contact the Financial Aid Office at [iFinancialAid@bible.edu](mailto:iFinancialAid@bible.edu) or call 301.552.1400 ext. 1222 or stop by the office in Miles Hall, room 105.

Remember, only approved financial aid will be applied at the time you register for classes. You are responsible to pay for any balance not covered by financial aid.

## Registration Instructions

The Spring 2010 Registration involves six steps. Registration is complete upon selecting your courses AND making payment in full or with approved payment arrangements. Any applicable fee rebates will be determined using the date your registration is complete.

**Note: Your registration is not complete until you have paid your bill in full or set up an approved payment plan online or in person at the Business Affairs Office in Miles Hall, room 208 or at the Admin desk at the VA Extension. For students who elect to arrange a payment plan, the last payment must be received by May 5, 2010.**

**If you fail to complete registration prior to January 14, your classes will be dropped or you will incur a \$50.00 late registration fee.**

**STEP 1: Resolve any holds or other account problems** by contacting Student Accounts at [iStudentAccounts@bible.edu](mailto:iStudentAccounts@bible.edu) or call 301.552.1400 ext. 1229. Be sure to provide your name, student ID number, a telephone number where you can be contacted during the day, and the nature of your account problem.

**STEP 2: Review the Spring 2010 Course Schedule** by clicking [here](#). Determine the courses you want to take. A Registration Worksheet is provided on page 8 to help you plan your course schedule. If you have any questions about the courses being offered or selection, please contact the Registrar's Office at [iRegister@bible.edu](mailto:iRegister@bible.edu) or call 301.552.1400 ext. 1264.

**Don't forget to sign up for Field Education!** Click [here](#) to view the Field Education Info Packet. If you have any questions about Field Education contact the HelpDesk at [HelpDesk@bible.edu](mailto:HelpDesk@bible.edu) or call 301.552.1400.

<b>WBC Students - FED100</b>	<b>CBS Students – PM-451</b>
All full-time students are required to register for Field Education. Part-time students need one credit of Field Education for every 15 credit hours and should register accordingly.	One Field Education credit is required for every 15 credit hours of course work.

**STEP 3: Obtain your Registration PIN** for the online registration system, College Register. *DO NOT SHARE YOUR PIN WITH ANYONE.*

### WBC Students

**Contact your faculty advisor and meet with him/her to gain approval of your Spring 2010 courses** via phone, email, or in person. To view a list of WBC Faculty Advisors, click [here](#). If you are not able to reach your faculty advisor, the Academic Dean can also provide advising.

Please be aware that if you desire to take more than 18 credits, you must seek approval from both your advisor and the Academic Dean. If you do not receive approval from the Academic Dean, your schedule may be adjusted by the Registrar's Office.

Your advisor will provide the Registration PIN. Your Registration PIN is different from your Student Information PIN which gives you access to grades, an unofficial transcript, and course schedules on College Register. Your Registration PIN allows you to register for classes and may change each semester.

### CBS Students

Your Registration PIN is reset to your birth date (MMDDYYYY). After you log into College Register the first time for registration, we recommend that you change your PIN.

**STEP 4: Log into College Register** and update any contact information **if** it has changed.

WBC Students	CBS Students
<a href="http://www.collegeregister.com/7895W">www.collegeregister.com/7895W</a>	<a href="http://www.collegeregister.com/7895C">www.collegeregister.com/7895C</a>

### STEP 5: Register for courses

- Under the Registration heading, click "Registration Log-In." Enter your Student ID (6-digit number on the back of your Student ID card) and Registration PIN.

**NOTE:** *By proceeding with online registration, you are agreeing to the Community Guidelines and Student Covenant. To access and review the Community Guidelines and Student Covenant, click [here](#).*

- Follow the prompts to register for your courses. Be sure to read all the notes that appear on the screen once you have chosen your courses, including any error codes. An unresolved error code next to a particular course will prevent you from registering for that course. **If you receive an error code or you want to audit a course or enroll in an independent study**, you must contact the Registrar's Office directly at [iRegister@bible.edu](mailto:iRegister@bible.edu) or 301.552.1400 ext. 1264.
- Print a copy of your schedule for your records.

**STEP 6: Obtain your official SPRING 2010 bill and make arrangements for payment.** Once you have registered for classes, you will need to wait 1–2 business days for Student Accounts to email your official bill to your student.bible.edu account. Once you have received your official bill, you can then determine your Spring 2010 financial obligation and make payment arrangements. **Note: For students who elect to arrange a payment plan, the last payment must be received by May 5, 2010.**

**To determine your Spring 2010 financial obligation:** Make sure you have your official bill from Student accounts and

- Click on “Billing/Financial Aid” on the main College Register menu.
- Click on “Financial Aid” to view your pending Financial Aid.
- Subtract your pending aid from your official bill total to determine your financial obligation for the Spring 2010 semester.
- If you do not have any financial aid, your official bill total is your financial obligation for the Spring 2010 semester.

If you have any **questions about your student bill**, contact Student Accounts at [iStudentAccounts@bible.edu](mailto:iStudentAccounts@bible.edu) or call 301.552.1400 ext. 1229.

**To make payment arrangements:** You may pay your bill online through College Register or in person.

- To pay in full or set up a payment plan online, return to the main menu of College Register. Click “Pay Online,” and follow the directions. You may begin your FACTS/Net payments immediately.
- You can pay in person by credit card, check, or cash at the Business Affairs Office in Miles Hall, room 208 or the Admin desk at the VA Extension.

If you have any **questions about payment**, contact the Business Affairs Office at [iBusinessOffice@bible.edu](mailto:iBusinessOffice@bible.edu) or call 301.552.1400 ext. 1258.

**Course Schedule Changes:** Students may make changes to their course schedules online **without penalty through January 14.**

After Registration has ended, students may add or drop a course or change the section of their course by submitting a **Change of Course** form available on the [website](#) and in the Registrar’s Office in Lanham or at the Admin desk in VA. *Note: For each Change of Course form submitted, the Change of Course Fee will apply.*

Students may be eligible for a full or partial refund of tuition on courses dropped after classes begin. For information on tuition refunds, please see Tuition Refund Policy on page 6.

**FirstLook to Credit:** Students may upgrade from FirstLook to Credit anytime prior to the last 25% of the course. The student will be charged the difference in tuition and fees.

**Audit to Credit and Credit to Audit:** Students may change from Audit to Credit or Credit to Audit anytime prior to the last 25% of the course. The student will be charged the difference in tuition and fees when changing from Audit to Credit. There is no refund of the difference in tuition when changing from Credit to Audit.

## Tuition Refund Policy

Students who desire to withdraw from a course(s) must first notify the Registrar of their intentions **in writing**. Refunds will be granted according to the official date of withdrawal.

*Merely ceasing to attend class or notifying a professor does not constitute official withdrawal.*

Fees are non-refundable. Any student who withdraws before completing tuition payments is responsible for the balance due on the tuition for the semester.

**Tuition/Room/Board refunds for traditional semester (15 week) courses will be as follows:**

Before class starts-----	100%
First week-----	90%
Second week -----	75%
Third and fourth weeks -----	50%
Fifth, sixth and seventh weeks -----	25%
After seven weeks-----	No refund
Audit -----	No refund

**Refunds for modular and online courses will be prorated accordingly.**

## Other Services

Parking permits, updates for your student ID card, and other services are available at the HelpDesk on the first floor of Miles Hall, from 8:00 am–8:00 pm, Monday through Thursday, and 8:00 am–4:00 pm on Fridays. Contact the HelpDesk at [HelpDesk@bible.edu](mailto:HelpDesk@bible.edu) or call 301.552.1400.

## Important Dates in Spring 2010

**Walk-in Registration (Forbes Place, VA):** Tuesday, January 12

**Walk-in Registration (Lanham):** Thursday, January 14

**Regular Classes Begin:** Tuesday, January 19

**Graduation Applications and Fees due:** Monday, February 15

**Spring Break:** Monday-Friday, March 15-19

**Easter Break:** March 30-April 2

**Last Day of Regular Classes:** Friday, May 7

**Final Exam Week:** Monday-Friday, May 10-14

**Last Day of Final Exams:** Friday, May 14

**Graduation:** Saturday, May 15

*Students are advised to always check for recent postings online on the [ACADEMIC CALENDAR](#).*

## Graduation Information / Application

If you plan to graduate May 2010, you must submit a Graduation Application and fee by **February 15**.

*Applications for Spring 2010 graduation submitted after the February 15 deadline will incur an additional \$25.00 late fee.*

Failure to submit a Graduation Application and fee by the stated deadline will jeopardize your participation in the graduation ceremony and will delay the receipt of your diploma. Click [here](#) to complete the WBC/CBS Graduation Application.

It is your responsibility to ensure that you have met all the requirements for graduation as stipulated in the catalog.

Prior to the date of graduation, your student account must be paid in full. If there is any balance due on your account, including library fees or other fines, your diploma will be held, and you will not receive it at commencement. If you have a question about your account, contact Student Accounts at [iStudentAccounts@bible.edu](mailto:iStudentAccounts@bible.edu) or call 301.552.1400 ext. 1229.

If you have any questions about graduation, contact the Academic Affairs Office at [iAcademics@bible.edu](mailto:iAcademics@bible.edu) or call 301.552.1400 ext. 1264.

