

# REGISTRATION INFORMATION: FALL TERM 2010

(Revised June 16, 2010)

## HOW TO REGISTER:

All students are strongly advised to register by the **Early Registration Deadline, Friday, August 20, 2010** to increase the chance of getting the courses they want. **In order to register for a course with priority enrollment (as identified in the Timetable notes) students must register by August 20.** Enrollment in all courses is limited by the capacity of the classroom; most will be filled on a first come, first served basis (however, see Priority Enrollment Courses below). In order to register, students must submit a completed Registration Form together with a \$150 deposit to the Student Services Office. **The Registration Deadline is 4:30 pm Friday, September 10, 2010;** registrations after this date will incur a late registration/payment fee of \$50.00. **Final deadline to register or add a course is Monday, September 27, 2010,** except for weekend courses (consult syllabi), guided studies, and major projects (see details below). Once your registration form is processed, you will be mailed a Registration Statement which will include a record of charges and the balance of your student account. Once registered, you are responsible for paying fees in full by 4:30 pm, Friday, September 10, 2010 (paying after this date will incur a late registration/payment fee of \$50). Please read the section on Course Change and Refund Policies in the Student Contract if you wish to make changes to your original registration.

**ANSWERS TO QUESTIONS:** Any general inquiries can be made at the Student Services Desk or by email to [studentservices@regent-college.edu](mailto:studentservices@regent-college.edu). Specific registration questions may be directed to [registration@regent-college.edu](mailto:registration@regent-college.edu), student account questions to [finaid@regent-college.edu](mailto:finaid@regent-college.edu), and academic advising questions to [registrar@regent-college.edu](mailto:registrar@regent-college.edu). Academic advising appointments can be made by phone or in person at the Student Services Desk. Staff will be available exclusively for new student advising on a drop-in basis September 7-9, 3:30 to 4:15 pm. New students can make free course changes all day on Thursday, September 9, 2010.

**NOTE: Students must be registered before attending classes.** Students will not be able to register if they have (i) unpaid library fines or books that have not been returned or renewed by the set deadlines, (ii) monies owing on their student account, (iii) attempted 12 credit hours and are not admitted to the College, (iv) attempted 30 credit hours and are not admitted to a masters program or granted Special Student status, or (v) any other holds placed on their student account. Also, students previously on probation who are returning to the College may be subject to restrictions. Students with extensions may be restricted on how many credits they may take.

## COMPLETING THE REGISTRATION FORM: (Incomplete forms may delay registration and/or access to UBC services)

**1. Personal Information:** Please fill this section in completely. Personal information is collected pursuant to Regent College's Privacy Policy (available at [www.regent-college.edu/policies/privacy](http://www.regent-college.edu/policies/privacy)). Our purpose in collecting personal information is to serve students in such areas as providing educational services and processing financial transactions, facilitating student benefits with the University of British Columbia, generating statistical information for external bodies as required by law or our accrediting bodies, and maintaining relationships with alumni and former students. We will never collect or disseminate private information in an unlawful manner. Students with concerns regarding the personal information being requested should contact the Registrar.

**2. Course Registration:** Fill in the Course #, Section (only if more than one section is offered, such as Intro. Greek), Course Title, and the number of Credit or Audit hours for which you are taking the course. If you are auditing a variable credit course, audit hours should be the fewest number of hours offered for that course. Some Evening and Weekend School courses are offered for variable hours; most courses are for three hours only. Check individual class syllabi and the timetable for more specific information.

**3. Sign and date the Registration Form.**

**4. Tuition Benefits:** On the back of the Registration Form is an Application for Tuition Benefits Form. Complete this if you wish to apply for any of the benefits described there.

## SPECIAL COURSES:

**1. Two-Term Courses:** APPL 690: Supervised Ministry, APPL 691: Field Education, and APPL 692: Marketplace Field Immersion begin in the Fall and continue through the Winter term (see Timetable Notes). In order to distribute credit load and payment, students register for 1.5 credits in the Fall and 1.5 credits in the Winter; however, credit for completing the course is given and a grade is assigned only after successful completion of the second half in the Winter term. Students registering for APPL 692 must submit a completed Field Immersion Contract along with the registration form.

**2. Guided Studies:** In order to register for a guided study, students must submit a completed Guided Study Contract at the time of registration or when making a course change. Read carefully the policies on the Guided Study Contract. Registration for guided studies must take place by 4:30 pm, October 1, 2010, and the guided studies themselves must be completed by no later than the last day of term, December 17, 2010.

**3. Priority Enrollment Courses:** The number of students able to register for any course is limited by the size of the classroom. In addition, some courses have priority enrollment due to the nature of the course; these are listed in the Timetable Notes. When registering for one of these courses (e.g., a seminar), students must attach a Priority Enrollment Course Request Form to their Registration Form and submit these by August 20, 2010. Class lists will be posted on the Registrar's Notice Board and on the College website ([www.regent-college.edu](http://www.regent-college.edu)) approximately one week before the beginning of the term. Due to the high demand for some seminars, and the need for instructors to know students' commitment from the beginning of the course, students are asked, as a courtesy to other students and to faculty, not to drop out of a seminar once the term has begun.

**4. Major Projects:** When registering for a thesis, an integrative project in the arts and theology, or a comprehensive exam or paper, students must submit the corresponding registration form along with their regular Registration Form. Students whose **thesis or integrative project in the arts and theology** proposals are approved in the Fall term must register for their thesis/IPIAT either **by December 10, 2010 for registration in the Fall term, or by January 7, 2011 for registration in the Winter term.** Students must write or submit their comprehensive exam or paper in the same term that they register for it. Please note that the deadline to register for a **Comprehensive Exam or Paper is October 15, 2010.**

## STUDY PERMITS:

**Students who are not citizens or permanent residents of Canada are required by law, in most cases, to obtain a Study Permit in order to take courses at Regent College.** Students commuting from the United States are advised to have their Study Permit and proof of registration or acceptance to Regent College with them at all times when entering Canada. When entering Canada at the beginning of your course, be sure to go inside to speak with an Immigration officer about whether you need a Study Permit, regardless of what the border guard tells you.

# STUDENT CONTRACT: FALL TERM 2010

Regent College is a community of people who have come together for study, worship, and personal growth. This community is identified by its commitment to Jesus Christ and to the Scriptures which make Him known. Its will is that each of its members lead an exemplary and honourable life, consistent with and faithful to this revelation. So it is that we seek to love, honour, serve, guide and, where we have failed, to seek to make and be made right with one another. The purpose of the following contract is to identify policies adhered to by each member of the Regent Community and to reinforce the importance of trust and integrity within our community.

## FEES:

**Tuition and other fees are due in full by 4:30 pm, Friday, September 10, 2010.** Fees may be paid by cash, cheque, money order, credit or debit card (Visa, MasterCard or Interac); **students are encouraged to pay early so as to avoid the last minute rush.** If paying by credit or debit card, please ensure that your credit limit or your daily withdrawal limit are sufficient to make your payment. Note that if the bank declines your payment, or if you give us an incorrect or illegible number, you may be charged a late payment fee. Students registering for or adding any course after September 10 must pay all fees in full at the time of registration. Students who have registered but not paid in full by that date will be assessed a late payment fee; students who register after September 10 will be charged a late registration fee.

1. **Graduated Tuition Fees: 1 – 8.9 credits: \$515.00 per credit hour; 9 – 11.9 credits: \$483.00 per credit hour; 12 or more credits: \$446.00 per credit hour.** Tuition rates will be recalculated at the appropriate rate when credits are added or dropped. The graduated tuition rate applies to all on-campus courses registered for within the Fall term registration dates, including thesis, integrative project, comprehensive exams/paper and guided study credits, as well as Fall term distance education courses. **Audit fees are \$294 per audit hour.**

2. **Service Fees: (non-refundable):** \$35 registration fee; \$50 late registration/payment fee plus interest charged on any outstanding balance each month thereafter at a rate based on 8.5% per annum; \$10 course drop fee; \$25 fee for failing to drop in writing a course not attended; \$20 fee for a dishonoured cheque.

3. **Student Fees: (non-refundable after August 20, 2010): \$439.95**

Student Fees consist of the following:

Regent College Student Association fee:	\$ 40.00	
Regent College Fall Retreat fee:	\$ 15.00	
AMS membership fee:	\$ 54.50	
UBC U-Pass fee:	\$107.00	
AMS Health & Dental Plan fee:	\$223.45	
		<b>(Sub-Total: \$216.50)</b>

Student fees are mandatory for all students registering for 4 or more credit and/or audit hours; they are optional for students taking 3 or 3.5 credit and/or audit hours, but the option is to either pay all of the fees or none (**check the appropriate box on the Registration Form in order to take advantage of these services**); students who take less than 3 credit and/or audit hours cannot opt to pay Student fees. Students who have permanently opted out of the AMS Health & Dental Plan, or intend to opt out this fall term, will not be required to pay this portion of the Student Fees. Students who reach 4 or more credit and/or audit hours by adding a course later in the term (e.g., thesis/integrative project, comprehensive exam, distance education course) will be subject to pay all Student Fees. Except for the AMS Health & Dental Plan fee which is charged on an annual basis, these fees are charged each Fall and Winter term. For further details about these fees and the services they provide, please contact the Regent College Student Association ([rca@regent-college.edu](mailto:rca@regent-college.edu)).

- The AMS Health & Dental Plan fee provides extended medical insurance coverage for the student from September to August. Those who are assessed this fee, but who already have equivalent extended health and dental insurance (and those who commute from Washington State), will still be required to pay unless they opt out of the plan by going to the AMS Health & Dental Plan Office in the UBC Student Union Building between **September 7 - 28** with proof of their equivalent insurance coverage (or out of country address if commuting from WA). Students planning to opt out may deduct the amount of this fee from their total payment; however, students who have not paid this fee and have not opted out by **September 28, 2010** will also be charged a late payment fee. Students may go to the AMS office during the same time period to add family members to their coverage, or see [http://www.ihaveaplan.ca/rte/en/UniversityofBritishColumbiaAMSGSS\\_DownloadCentre\\_EnrolmentForm](http://www.ihaveaplan.ca/rte/en/UniversityofBritishColumbiaAMSGSS_DownloadCentre_EnrolmentForm).
- Regarding the U-Pass fee: The U-Pass provides students with a multi-zone transit pass which is valid from September to December on all TransLink buses, the SkyTrain, and the SeaBus.

4. **Special Course Fees:** \$35 Academic Writing Class fee; \$35 Thesis Orientation fee.

5. **Additional Thesis Fees:** \$300 thesis binding deposit for 12 credit thesis (\$150 per term when registering over 2 terms); \$50 integrative project in the arts and theology handling fee (\$25 per term when registering for 12 credits over 2 terms).

## COURSE CHANGE AND REFUND POLICIES:

Course changes must be made in writing and submitted to Student Services. Course changes made any time up to August 20, 2010 incur no drop fee; after August 20, 2010 there is a \$10 drop fee.

**Daytime, evening and weekend course deadlines** (excludes Guided Studies, Major projects, and GENR courses):

The deadline to add daytime and evening courses or increase credit hours is 4:30 pm, Monday, September 27, 2010; weekend and GENR courses must be added before the course begins (see syllabi for dates); guided studies and Marketplace Theology Field Immersions may be added up until 4:30 pm, Friday, October 1, 2010.

1. Deadline to receive a 100% refund for dropping a course, reducing the number of credit hours in a course, changing from credit to audit or changing courses is 4:30 pm on September 27, 2010.

2. Deadline to receive a 75% refund for dropping a course, reducing the number of credits in a course, or changing from credit to audit is 4:30 pm on October 15, 2010. **No refunds are available after this date.**

3. Deadline for dropping a course, changing from credit to audit, or reducing the number of credits in a variable credit course is 4:30 pm on October 29, 2010.

## ACADEMIC POLICIES:

Please consult the Regent College Prospectus and Academic Catalogue for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, academic policies and fees.

## HARASSMENT AND DISCRIMINATION POLICY:

Regent College strives to be an institution free of harassment and discrimination. By signing the registration form, you acknowledge you have read and agree to abide by the Regent College Harassment and Discrimination Policy found at [www.regent-college.edu/policies/harassment](http://www.regent-college.edu/policies/harassment), which may be amended from time to time. Copies of the policy are also available at Student Services.



# APPLICATION FOR TUITION BENEFITS

To be filled out by the Student receiving the benefit:

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname Given Name Middle Name

**PLEASE NOTE THE FOLLOWING:**

1. The following benefits may not be used to take distance education courses, nor may credits from distance education courses be used to establish eligibility for the following benefits.
2. Benefits cannot be banked but must be used in the same term as the courses that determine the eligibility.
3. Students applying after the payment due date may be subject to late payment fees. All other fees and policies apply in full. Each benefit incurs a \$35 non-refundable registration fee.

Please check (✓) the box beside the benefit for which you are applying and read the instructions carefully.

**STUDENT 50% AUDIT BENEFIT**

Students taking a minimum of 9 on-campus credit hours in one term are eligible to audit on-campus courses in the same term at 50% off the regular audit tuition.

I understand that if I do not maintain eligibility for this benefit throughout this term, I will be subject to paying the full audit tuition plus any other fees that may apply.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**GRADUATE 50% AUDIT BENEFIT**

Students who have graduated from Regent College are eligible to audit on-campus courses at 50% off the regular audit tuition.

Program completed: \_\_\_\_\_ Year of graduation: \_\_\_\_\_

**SENIORS 50% AUDIT BENEFIT**

Students who are 65 years of age or older can audit on-campus courses at 50% off the regular audit tuition.

**SPOUSAL 100% AUDIT BENEFIT**

If a student (Student #1) is admitted to a program and is already registered for a minimum of 9 on-campus credit hours in a term, then his or her spouse (Student #2) is eligible to audit one course for free tuition during that same term. Only one spouse may receive this tuition benefit at a time, and that spouse may not receive another tuition benefit at the same time. The spouse auditing the course (Student #2) should submit this application with a completed registration form.

We understand that if we do not maintain eligibility for this benefit as defined above, Student #2 will be subject to paying the full audit tuition and any other fees that may apply for the course for which he or she received this benefit.

Signature of Student #1: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Signature of Student #2: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

**SPOUSAL 50% CREDIT BENEFIT**

If a student (Student #1) is admitted to a program and is already registered for a minimum of 9 on-campus credit hours in a term, then his or her spouse (Student #2), who must also be admitted to a program, is eligible to take up to the same number of on-campus credit hours at 50% off the regular credit tuition during that same term. Neither Student #1 nor Student #2 may be a recipient of any other form of tuition benefit or financial aid from Regent College while one of them is receiving this benefit. The spouse (Student #2) receiving the benefit should submit this application with a completed registration form.

We understand that if we do not maintain eligibility for this benefit as defined above, Student #2 will be subject to paying the full credit tuition and any other fees that may apply for the course(s) for which he or she received this benefit.

Signature of Student #1: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_

Signature of Student #2: \_\_\_\_\_ Date: \_\_\_\_\_ ID #: \_\_\_\_\_