

REGISTRATION INFORMATION: WINTER TERM 2008

HOW TO REGISTER: In order to register, students must submit a completed Registration Form together with a \$150 deposit to the Registration Office. Students are strongly advised to register by the Early Registration Deadline, Friday, December 14, 2007, to increase the chance of getting the courses they want, though forms will be accepted up to Friday, January 11, 2008. 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 Limited Enrollment Courses below). **In order to register for a course with a limited enrollment (see the back of the timetable for a list of these courses) students must register by December 14.** After their registrations have been processed, students will be sent a Registration Statement which will include a record of charges and the balance of their student account. Once registered, **students are responsible for paying fees in full by Friday, January 11, 2008** (students paying after this date will be assessed a late fee). Once registered, students who wish to make changes to their registration should read the section on Course Change and Refund Policies below.

Answers to Questions: Any general inquiries can be made at the Student Services Desk. For help by e-mail, you can direct registration questions to registration@regent-college.edu, student account questions to finaid@regent-college.edu, and advising questions to registrar@regent-college.edu. Appointments with the Registrar can be made by phone or in person at the Student Services Desk. Staff will be available exclusively for new students on Thursday afternoon January 10th, from 1:30-4:00, to answer questions and make free course changes.

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 credits and are not admitted to the College, or (iv) attempted 30 credits and are not admitted to a masters program or granted Special Student status. 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:

1. Personal Information: Please fill this section in completely. Personal information is collected in order to (i) provide educational services, (ii) process financial transactions, (iii) facilitate the provision of services offered in connection with the University of British Columbia (e.g., UBC Library, membership with the Alma Mater Society), (iv) facilitate students' membership with the Vancouver School of Theology and Trinity Western University Libraries, (v) generate statistical information for Statistics Canada (legal requirement), for the Association of Theological Schools (accreditation requirement) and for Regent College (in order to plan and serve students more effectively), and (vi) maintain a relationship with students after completion of their studies through the External Relations Department and, where applicable, the US Foundation. Students with concerns regarding the personal information being requested should contact the Registrar.

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

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: Certain courses begin in the Fall and continue through the Winter term (see back of Winter 2008 timetable). In order to distribute credit load and payment, students register for half the credit in the Fall and half the credit again in the Winter; credit, however, will be granted only upon completion of the full course.

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 February 1, 2008, and the guided studies themselves must be completed by no later than the last day of classes (April 18, 2008).

3. Limited 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 a limited enrollment due to the nature of the course; these are listed on the back of the timetable. **When registering for a course with a limited enrollment (e.g., a seminar), students must attach a Limited Enrollment Course Request Form to their Registration Form and submit these by December 14, 2007.** Class lists will be posted on the Registrar's Notice Board and on the College website (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 or contract along with their regular Registration Form. Students must register their thesis or integrative project in the arts and theology either before the end of the same term in which their proposal is approved or by the registration deadline of the subsequent 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 February 29, 2008.

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

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, January 11, 2008. 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 and 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 or your registration may not be processed. Please have your Registration Statement available whenever you make a payment. Students registering for or adding any course after January 11, 2008 must pay all fees in full at the time of registration. Students who have registered but not paid in full by January 11, 2008 will be assessed a late payment fee; students who register after January 11, 2008 will be charged a late registration fee.

1. **Tuition Fees:** \$446 per credit hour; \$260 per audit hour.

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

3. **Student Fees: (non-refundable after December 14, 2007):** \$322.82 Student Fees consist of the following:

Regent College Student Association fee:	\$ 36.00	
Regent College Fall Retreat fee:	\$ 15.00	
AMS membership fee:	\$ 33.75	
UBC U-Pass fee:	\$100.00	(Sub-Total: \$184.75)
AMS Health & Dental Plan fee:	\$138.07	

These fees are mandatory for all students registering for 4 or more credit and/or audit hours; they are optional for students taking fewer than 4 credit and/or audit hours, but the option is either to 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 paid, opted out of the AMS Health & Dental Plan fee in Fall 2007, or previously opted out permanently, 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, comprehensive exam, audio 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 (rcsadea@regent-college.edu).

- The AMS Health & Dental Plan fee provides extended medical insurance coverage for the student from January 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 January 7 and January 28, 2008, with proof of their equivalent insurance coverage. 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 January 28, 2008 will also be charged a late payment fee.
- Regarding the U-Pass fee: The U-Pass provides students with a multi-zone transit pass which is valid from January to April on all TransLink buses, the SkyTrain, and the SeaBus.

4. **Special Course Fees:** \$100 Soul of Ministry Forum; \$35 Academic Writing Class fee; \$35 Thesis Orientation fee.

5. **Additional Thesis Fees:** \$300 thesis binding fees for 12 credit thesis (\$150 when registering for only 6 credits); \$50 integrative project in the arts and theology processing fee (\$25 for each 6 credits of a 12 credit project).

COURSE CHANGE AND REFUND POLICIES: Course changes must be made in writing and submitted to Student Services. Students may change courses by submitting a Course Change Form (i) any time up to December 14, 2007, with no service charge, or (ii) after December 14, 2007 with a \$10 drop fee. The deadline to add courses or increase credit hours is Friday, January 25, 2008; guided studies may be added up to Friday, February 1, 2008. Course drop refunds will be granted according to the following schedule:

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 January 25, 2008 for a regular course, or 4:30 pm on the Monday immediately following the first meeting for a weekend course, whichever date is later.

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 February 15, 2008 for a regular course, or 4:30 pm on the Monday immediately following the second meeting for a weekend course, whichever date is later. 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 February 29, 2008 for a regular course, or 4:30 pm on the Monday immediately following the third meeting for a weekend course, whichever date is later. No refunds will be granted for these changes.

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.

SEXUAL HARASSMENT POLICY: Any harassment of a sexual nature is unacceptable at Regent College. Any unwelcome advances, requests for favours, other verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic pursuit; (b) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. (The College can provide a brochure describing this policy.)

REGENT COLLEGE REGISTRATION FORM

WINTER TERM 2008: JANUARY 14 - APRIL 18, 2008

Please read the attached Registration Information and Student Contract before completing this form.
Missing information may cause a delay in being registered or getting your UPass and UBC library card.

Student ID: _____ Birth date: _____ (mm/dd/yy)
 Last/Surname: _____ First/Given name(s): _____
 Middle name: _____ Maiden/Former name: _____
 Friends call me by this name: _____ Salutation: Mr. Ms. _____ Gender: M F
 Mailing Address: _____
 _____ Postal Code: _____
 Home Phone: (_____) _____ Primary E-mail: _____
 Denomination: _____ Occupation: _____
 Ethnic Origin: _____ Marital Status: _____
 Spouse's Name: _____ Citizenship: _____

If you have not been admitted to Regent College (even if you have taken courses before), list previous degrees or highest level of education attained: _____

Have you ever received mail from Regent College before? Yes No Has your spouse? Yes No

Complete the following table for courses you wish to take this term. 2007/2008 Fees: \$446 per credit hour, \$260 per audit hour. All fees are in Canadian dollars. See Fees section of the Student Contract.

Office Use	Course # & Section	Course Title	# of Credit Hours	# of Audit Hours	Rate (\$/hour)	Cost
					\$	\$
					\$	\$
					\$	\$
					\$	\$

Registration Fee: \$35

\$25 Late Registration Fee (if registering after January 11, 2008): _____

Student Fees: Do you want to be charged the student fees regardless of the number of credit and/or audit hours in which you are registered this term?

Yes **No**

(Please note that these fees are only mandatory once you're registered in 4 or more credit and/or audit hours.)

1. If you've paid or opted out of the Health and Dental Plan or intend to do so, the fee is \$184.75. _____
2. If you haven't already paid in the fall term or opted out, the fee is \$322.82. _____

Other Fees (see Fees section on the Student Contract) _____

TOTAL _____

By signing below, I declare that:

- (i) The information I have given above is complete and accurate;
- (ii) I have read the policies on the Student Contract attached and agree to abide by them while studying at Regent College; and
- (iii) I consent to Regent College disclosing my personal information, where applicable, to the University of British Columbia for the purpose of UBC Library access and involvement in the U-Pass program, to the Alma Mater Society for the purpose of AMS membership and involvement in the AMS Health & Dental Plan, to the Vancouver School of Theology and Trinity Western University Libraries for the purpose of membership in their libraries, to Statistics Canada and, where applicable, to the Regent College Foundation.

Student's Signature _____
Date

Authorized Regent Representative's Signature _____
Date

CREDIT CARD PAYMENT: To pay the \$150.00 registration deposit by credit card, please complete the following:

MC Visa Credit card #: _____ Expiry Date: _____(mm/yy)

Cardholder Name: _____ Signature: _____

Check here if you want the balance of the tuition and fees for the above courses charged to your credit card on January 11, 2008, or immediately if registering after this date.

APPLICATION FOR TUITION BENEFITS

Name of Student Applying for Benefit: _____ Student ID: _____

PLEASE NOTE THE FOLLOWING:

1. The following benefits may not be used to take audio correspondence courses, nor may credits from audio correspondence 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 are eligible to 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 credit 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(s) for which he or she received this benefit.

Signature of Student #1: _____ Date: _____ ID #: _____

Signature of Student #2: _____ Date: _____ ID #: _____

SPOUSAL 50% CREDIT BENEFIT (New Criteria. Read Carefully.)

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 #: _____