

REGISTRATION INFORMATION: WINTER TERM 2010

(Updated Nov 10, 2009)

HOW TO REGISTER: You are strongly advised to register by the **Early Registration Deadline of 4:30 pm Friday, December 18, 2009** to increase the chance of getting the courses you want. **In order to register for a course with priority enrollment, you must register by December 18** (see the Timetable Notes for a list of these courses). 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, you must submit a completed **Registration Form** together with a **\$150 deposit** to the Student Services Office. **Deadline for registration is 4:30 pm Friday, January 8, 2010**; registrations received after this date will incur a late registration/payment fee of \$50; **final deadline to register or add a course is 4:30 pm Friday, January 22, 2010**. Once your registration has been 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, January 8, 2010** (students paying after this date will be assessed a late registration/payment fee). If you need to make changes to your registration, please read and follow the information under Course Change and Refund Policies.

Answers to Questions: Any general inquiries can be made at the Student Services Desk or by e-mail to studentservices@regent-college.edu. Specific registration questions may be directed to registration@regent-college.edu, student account questions to finaid@regent-college.edu, and academic advising questions to 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 January 5-7, 3:00 to 4:00 pm. New students can make free course changes all day on Thursday, January 7, 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 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: (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). Our purpose in collecting personal information is to serve students in such areas as providing educational services, 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 there is more than one section offering of the course, such as Intro Greek), Course Title, and the number of Credit or Audit hours you are taking the course for. Some of the Evening and Weekend School courses are offered for variable hours; most courses are for three hours only. If you are auditing a variable credit course, audit hours should be the fewest number of hours offered for that course. Check individual class syllabi and the timetable for more specific information.

3. Sign, date, and submit the Registration Form. By doing so, you will automatically be assigned a Regent Web Login, if you don't already have one. You will receive e-mail notification that your account has been activated approximately 1 week after your registration form has been processed.

4. Tuition Benefits: Complete and submit the Application for Tuition Benefits Form if you would like to apply for any of the benefits described on it.

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; credit, however, will be granted only upon completion of the second half of the course in Winter term.

2. Marketplace Field Immersion, APPL 692: Students who wish to register for this course must also submit a completed and signed Field Immersion Contract.

3. 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 January 29, 2010, and the guided studies themselves must be completed by no later than the last day of term, April 16, 2010.

4. 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 are specifically designated as "priority enrollment" due to the nature of the course; these are listed in the Timetable Notes. When registering for one of these listed courses (e.g. a seminar), students must attach a Priority Enrollment Course Request Form to their Registration Form and submit these by December 18, 2009. 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.

5. 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 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 26, 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: WINTER 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: The final due date to pay tuition and other fees in full is 4:30 pm, Friday, January 8, 2010, but students are encouraged to pay before that date in order to avoid long line ups and wait times. Fees may be paid by cash, cheque, money order, credit or debit card (Visa, MasterCard or Interac). 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 January 8 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 January 8 will be charged a late registration fee.**

1. Graduated Tuition Fees: 1 – 8.9 credits: \$490.00 per credit hour; 9 – 11.9 credits: \$460.00 per credit hour; 12 or more credits: \$425.00 per credit hour. Tuition rates will be recalculated at the appropriate rate when credits are added or dropped. The graduated tuition rate applies to audio, thesis, integrative project, comprehensive exams/paper and guided study credits registered for within the Winter term dates. **Audit fees are \$280.00 per audit hour.**

2. Service Fees (non-refundable): \$35 registration; \$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 failure to submit a course change in writing fee; \$20 dishonoured cheque fee.

3. Student Fees (non-refundable after December 18, 2009): \$353.70

Student Fees consist of the following:

Regent College Student Association fee:	\$ 38.00	
Regent College Fall Retreat fee:	\$ 15.00	
AMS membership fee:	\$ 49.50	
UBC U-Pass fee:	\$107.00	(Sub-Total: \$209.50)
AMS Health & Dental Plan fee:	\$144.20	

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 paid in Fall 2009 or who have permanently opted out of the AMS Health & Dental Plan, or intend to do so this winter 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 (rcsa@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 4-25**, with proof of their equivalent insurance coverage, or out of country address. 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 25, 2010** will also be charged a late payment fee. Students may go to the UBC office during the same time period to add family members to their coverage or see http://www.ihaveaplan.ca/rte/en/UniversityofBritishColumbiaAMSGSS_DownloadCentre_EnrolmentForm to do so.
- 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: \$35 Academic Writing Class fee; \$35 Thesis Orientation fee; \$160.00 Accommodation fee for APPL/SPIR 572. See syllabi for additional information.

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 4:30 pm Friday, December 18, 2009 incur no drop fee; after December 18, 2009, there is a \$10 drop fee. **Please see course syllabi for add and drop dates for all weekend courses.**

Daytime and evening course deadlines: The deadline to add courses or increase credit hours is 4:30 pm Friday, January 22, 2010; guided studies may be added up to 4:30 pm Friday, January 29, 2010. 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 22, 2010 for a regular course.
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 12, 2010 for a regular course. **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 26, 2010 for a regular course. 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.

HARASSMENT AND DISCRIMINATION POLICY: Regent College strives to be an institution free of harassment and discrimination. By signing this contract, 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, which may be amended from time to time. Copies of the policy are also available at Student Services.

REGENT COLLEGE REGISTRATION FORM

WINTER TERM 2010: JANUARY 11 – APRIL 16, 2010

Please read the attached Registration Information and Student Contract before completing this form.

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: (_____) _____ Home E-mail: _____

Denomination: _____ Occupation: _____

Ethnic Origin: _____ Citizenship: _____

Marital Status: _____ Spouse's Name: _____

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

2009/2010 Tuition Fees: 1 – 8.9 credits: \$490.00 per credit hour; 9 – 11.9 credits: \$460.00 per credit hour; 12 credits or more: \$425.00 per credit hour; \$280.00 per audit hour (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

\$50 Late Registration Fee (if registering after January 8, 2010): _____

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

1. If you've paid Student Fees in the Fall term, or have opted out of the AMS Health Plan, the fee is **\$209.50**
2. If you haven't already paid Student Fees in the Fall term, and haven't opted out, the fee is \$353.70 _____

If you are eligible (see contract), please indicate whether you would like to be charged the student fees?
Yes No

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 Winter Term 2010 Student Contract and agree to abide by them while studying at Regent College;
- (iii) I consent to Regent College collecting my personal information and disclosing it to external bodies in a manner consistent with the Regent College Privacy Policy (available at www.regent-college.edu/policies/privacy). In particular, I consent to such disclosure 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.
- (iv) I acknowledge Regent College's right to amend its Privacy Policy, Registration Form and Student Contract, and that my continued use of Regent Web Login services will be subject to future amendments of those policies.

 Student's Signature Date

 Authorized Regent Representative's Signature Date

CREDIT CARD PAYMENT: For payment by credit card, please CHECK ONE BOX:

- Charge the \$150 deposit now (or the total if less than \$150) **and the balance of the tuition and fees for the above courses on January 8, 2010**, or the full amount if registering after that date.
- Charge only the \$150 deposit now. **I will make other arrangements to pay the balance by January 8, 2010.**

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

Cardholder Name: _____ Signature: _____

APPLICATION FOR TUITION BENEFITS

Name of Student Receiving 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. Benefits are not combinable on the same course.
4. Students applying after the payment due date may be subject to late payment fees. All other fees and policies apply in full e.g. there is a \$35 non-refundable registration fee payable once per term.

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 #: _____