WASHINGTON BIBLE COLLEGE
CAPITAL BIBLE SEMINARY

SPRING 2013 REGISTRATION PACKET

November 8, 2012

Traditional Programs

This registration packet is designed to provide all the information you need to complete registration for the Traditional WBC/CBS Spring 2013 semester. The online registration process has been streamlined, so **please refer to this document as you register.** Other important dates and reminders are also provided to assist you in planning your Spring 2013 semester. *Unless otherwise indicated, all information in this packet applies to both WBC and CBS students.*

Spring Registration Dates

- **Online Registration Begins:**
  WBC: Thurs., November 8, 8:00 am–Thurs., January 17, 8:00 pm
  CBS: Thurs., November 8, 8:00 am– Thurs., January 17, 8:00 pm

- **New Student Walk-up Registration:**
  Virginia: Tues., January 15, 4:00 – 7:00 pm
  Lanham: Thurs., January 17, 1:00 – 7:00 pm

Late Registration Begins: Tues., January 22, 2013
Late fee registration fee applies. Students may register for any traditional course late providing they have not missed more than one week of the course.

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Tuition & Fees

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

Tuition Rates, effective 2013 Spring Semester:

COLLEGE		SEMINARY	
Credit per hour *	$433.00	Credit per hour **	$390.00
Audit per credit hour	$217.00	Audit per credit hour	$190.00
Independent Study per cr. hr.	$450.00	Independent Study per cr. hr.	$450.00
Audit Retake per course	$190.00	Audit Retake per course	$190.00
FirstLook	$300.00	FirstLook	$300.00
ADCP credit hour	$379.00		

Room & Board Rates, effective 2013 Spring Semester:

Single Room (Miles/Steiner)	$1750/2205.00	Security Deposit	$220.00
Double Room	$1425.00	Meal Plan - 5 Day	$1260.00
Collamore Efficiency (Monthly)	$430.00	Meal Plan - 7 Day	$1680.00

Fee Rates, effective 2013 Spring Semester:

Student Services Fees (per semester) are assessed to all students except Audit only and FirstLook.

Resident ---------- $295.00
Commuter ----------$45.00
Extension Only ----------$20.00
Adult Degree Completion Program ----------$45.00
Modular (per course)---------- $20.00
Online only ---------- $20.00

Miscellaneous Fees (per semester) are assessed where applicable.

Application Fee ---------- $40.00
Late Registration Fee (additional) ---------- $100.00
Graduation Fee ---------- $115.00
Late Graduation Fee---------- $25.00
Transcript Fee ---------- $5.00
WBC Online Course Surcharge (per course)---------- $50.00
ADCP Course Material Fee (12 credits or less/more than 12 credits) $35/$50

College and Seminary

Applied Music (non-majors) per credit hour---------- $433.00

Seminary only

Counseling Lab Fee---------- $300.00

For information about our Ministry Support Grant, visit our Financial Aid website.

* If a WBC Student is enrolled in more than 12 credits hours, he/she may be eligible for the Ministry Support Grant.

** If a CBS Student is enrolled in more than 9 credits hours, he/she may be eligible for the Ministry Support Grant.

Registration Instructions

If you have any questions about registration or course selection, please e-mail the Registrar's Office at iRegister@bible.edu or call 301.552.1400 ext. 1279. You can also stop by the Registrar's Office on the first floor of Miles Hall in Lanham or the AdminDesk at the Virginia Extension.

WBC/CBS Lanham
6511 Princess Garden PKWY
Lanham, MD 20706-3599
301.552.1400 ext. 1279
Mon.- Fri., 10:00 am – 5:00 pm
iRegister@bible.edu

WBC/CBS VA Extension
8001 Forbes Place, Ste 111
Springfield, VA 22151
703.752.1624
Mon.-Thurs., 12:00 – 7:00 pm
iAdminDeskVA@bible.edu

If you have not been enrolled in classes for two or more consecutive semesters, you must fill out and submit a Returning Student Application to the Registrar's Office before you can register.

1 Apply for financial aid, WBC/CBS scholarships, grants, awards, tuition or other discounts.

Financial aid is available to those that qualify. To learn about the various scholarships, grants, and tuition discounts available, visit our Financial Aid website.

Applications should be submitted prior to registration. It can take approximately 2 weeks to process a scholarship or discount application and approximately 3 weeks to process federal aid (grants & loans) once all required documentations are completed. Click here for step-by-step instructions.

Students are responsible to pay for any balance not covered by financial aid. Only completed financial aid applications will be considered as valid pending aid at the time of registration.

Note: Students with federal financial aid are required to meet the minimum Satisfactory Academic Progress (SAP) requirements in order to maintain their eligibility. For details, visit our Important Policies website.

If you have any questions about your financial aid, e-mail the Financial Aid Office at iFinancialAid@bible.edu, or call 301.552.1400 ext. 1222, or stop by the office in Miles Hall, Room 107. Click here for additional information about financial aid.

2 Review the Spring 2013 Course Schedule.

Determine the courses you want to take by reviewing Course Offerings online. When viewing courses on the Course Offering schedule, *be sure to look at the Course Notes* below the course title; it is here where the dates

for online and modular course will be provided (and these are different than the session dates displayed on the Course Offering schedule).

Online Registration & Student Information Services	
WBC students click *here*.	CBS click *here*.

A Registration Worksheet is provided on page 9 of this packet to help you plan your course schedule. If you have any questions about the courses being offered or selection, please e-mail the Registrar's Office at iRegister@bible.edu or call 301.552.1400 ext. 1279.

WBC/CBS offers Academic Advising to provide guidance and information primarily through the head of the department representing the student's academic concentrations. Students should make an appointment with the appropriate faculty member to confer on their academic program and course selections for a given semester or semesters. On a limited basis, advising is also available by appointment with the Registrar's Office. Contact iRegister@bible.edu for more information.

3 Select your courses.

You may register for classes online or in person. To register in person, please e-mail iRegister@bible.edu to schedule a time for assistance.

Register Online: Connect to WBC/CBS Online Registration & Student Information Services. In order to have both the Course Offerings screen and the Registration screen available at the same time, select control T on your keyboard to open another tab. Copy and paste the web address to the new tab. You will then be able to access both Course Offerings and Registration by switching tabs.

To Register click Registration under the Registration heading. Choose the term and enter student ID (6-digit number on the back of student ID card) and registration PIN. **Each registration cycle, all WBC/CBS registration PINs are reset to the student's birth date according to the MMDDYYYY format.** After logging into WBC/CBS Online Registration & Student Information Services, follow prompts to change your PIN.

Update any contact information if it has changed. **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.*

Resolve holds: If there is a problem logging into WBC/CBS Online Registration & Student Information Services, there may be holds placed on your student record that prevent registration**.** Click on the hold code for further explanation.

- Academic Hold: Students who are new, graduating, near graduation, or on academic probation may have an academic hold on their account. If an academic hold has been placed on your account, you should have received an e-mail in your student e-

mail account. Contact and meet with your Academic Dean via phone, email, or in person. Once the hold has been removed, you may proceed with registration.

Dr. Ed Curtis WBC Academic Dean 301-552-1400, ext. 1224 ecurtis@bible.edu	Dr. Neil Holliker CBS Academic Dean 301-552-1400, ext. 1270 nholliker@bible.edu

- Taking more than 18 credits requires 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.
- Student Account Hold: Resolve any holds on your student account by e-mailing Student Accounts at iStudentAccounts@bible.edu or call 301.552.1400 ext. 1243. 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. Once the hold has been removed, you may proceed with registration.

If you continue to experience challenges with the online registration process, please e-mail the Registrar's Office at iRegister@bible.edu or call 301.552.1400 ext. 1279 or 1208.

Select your courses: Follow the prompts to select your courses.

- If you are opting for an internship, be sure to select pass/fail as the enrollment type.
- If you want to enroll in an independent study, you must complete the Independent Study Request Form and get professor and dean approval.

You can, however, proceed with the registration process online while awaiting confirmation of these special enrollment categories. Just add the cost of the modular, audit or independent study (see tuition rates on page 2) to the cost of your other courses to determine your payment.

NOTE: Field Education is required of all students. There is no charge for Field Education.

All full-time students are required to register for Field Education. One Field Education credit is required for every 15 credit hours of coursework for all students. Part-time students need one credit of Field Education for every 15 credit hours and should register accordingly. Click here to view the Field Education Info Packet. For more information about Field Education, e-mail iFieldEd@bible.edu or call 301.552.1400 ext. 1293.

WBC Students:	CBS Students:
FED001 or FED002	**PM-451 or PM-452**

Resolve error codes: Be sure to read all the notes that appear on the screen once you have selected your courses, including any error codes. An unresolved error code next to a particular course will prevent you from registering for that course. Click on the red error code for a further explanation. If you receive an error code, you must e-mail the Registrar's Office at iRegister@bible.edu or call 301.552.1400 ext. 1279 or 1208 to resolve it.

Print a copy: Always retain a copy of your schedule for your records.

Course Schedule Changes: Students may make changes to their course schedules online **without penalty before classes begin.**

After Registration has ended, students may add or drop a course or change the section of their course or change enrollment status by submitting a Change of Course form available on the website and in the Registrar's Office in Lanham or at the AdminDesk in VA. *Please note the "Tuition Refund Policy" section on page 7.*

- FirstLook to Credit: Students may upgrade from FirstLook to Credit if they have completed all course work, submitted the required admissions documents, and pay 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.

4 Pay your bill in full or set up a payment plan.

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 Student Accounts Office in Miles Hall, room 209, the Accounts Receivable Clerk in Miles Hall, room 208, or at the AdminDesk at the VA Extension**.**

- **If you have registered by Friday, January 11, and have not finalized your payment in full or made payment arrangements, your courses will be dropped from your schedule.**
- **If you register after January 11, and have not finalized your payment in full or made payment arrangements by Thursday, January 17 your courses will automatically be dropped from your schedule. You may re-register, but a late fee will be assessed.**

After January 22, late registration charges apply and payment in full or payment arrangements must be made at the time of registration.

View your bill: You will be able to view your total bill immediately in WBC/CBS Online Registration & Student Information Services. On the Main

Menu under the Student Records heading, click on Billing. The adjusted balance due reflects all charges (except audit or independent study classes) and approved financial aid. If you have any questions about your bill, e-mail Student Accounts at iStudentAccounts@bible.edu or call 301.552.1400 ext. 1243.

Make payment arrangements: You may pay online or in person.

- To pay online in full or set up a payment plan, click Online Payment under the Student Services heading on the Main Menu of WBC/CBS Online Registration & Student Information Services. Choose the term to apply payment. Follow the prompts to enroll in the NBS e-Cashier and pay in full or set up a FACTS payment plan. Note: **For students who elect to arrange a FACTS payment plan for Spring 2013, a 20% deposit is required and the last payment must be received by May 5, 2013.**

- To pay in person by credit card, check, or cash contact:

  Student Accounts Office in Miles Hall, room 209: iStudentAccounts@bible.edu or 301.552.1400 ext. 1243

  Business Affairs Office in Miles Hall, room 208: 301.552.1400 ext. 1258

  AdminDesk at the VA Extension: iAdminDeskVA@bible.edu or 703.752.1624

If you have any questions about payment, e-mail the Student Accounts Office at iStudentAccounts@bible.edu or call 301.552.1400 ext. 1243. For inquiries regarding your FACTS payment plan, go to www.mypaymentplan.com.

Tuition Refund Policy

Students who desire to withdraw from a course(s) **must notify the Registrar** of their intentions ***in writing*** and submit a Change of Course form available on the website and in the Registrar's Office in Lanham or at the AdminDesk in VA. *Merely ceasing to attend class or notifying a professor does not constitute official withdrawal*.

Note: The Financial Aid's Return of Title IV (R2T4) Policy is independent of the school's Tuition Refund Policy. Students with financial aid should consult the financial aid office prior to withdrawing from the semester and/or dropping courses. Click here for more information.

Tuition and fee refunds will be granted according to the official date of withdrawal. Registration fees are non-refundable. Any student who withdraws before completing tuition payments is responsible for the balance due.

Tuition/Fee/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

Online Bookstore: Books can be purchased through MBS Direct Online Bookstore. The bookstore will have the book selections for each course as soon as the information is made available from the instructor. Check the sight periodically to see when your course is listed.

Book Vouchers: Students who have approved financial aid that exceeds the cost of their bill can request a book voucher by e-mailing the Financial Aid Office at iFinancialAid@bible.edu. Requests must be made in writing and at least three weeks prior to the student's financial aid disbursement. WBC/CBS will apply the charges to a student's account after receiving a copy of the invoice, estimated at three weeks from the date of the order. Students may not be eligible for vouchers after a semester has started. Students should also plan to request a voucher to order books more than one week prior to the start of classes to allow sufficient time for activation, ordering, and shipping. Students who request vouchers after **January 2, 2013** for the Spring 2013 semester may have delays in their financial aid disbursement as well.

Help Desk: Help with CourgarNet passwords, updates for your student ID card, parking permits, meal tickets 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. E-mail the HelpDesk at HelpDesk@bible.edu or call 301.552.1400.

Important Dates in Spring 2013

New Student Walk-up Registration, Forbes Place, VA: Tues, Jan 15
Final New Student Walk-up Registration, Lanham: Thurs, Jan 17
Regular Classes Begin: Tues, Jan 22
Missions Conference: Tues-Thurs, Mar 5-7
Spring Break: Mon-Fri, Mar 18-22
Easter Break: Fri, Mar 29
Last Day of Regular Classes: Fri, May 10
Final Exam Week: Mon–Fri, May 13-17

Last Day of Final Exams for Graduates: Thurs, May 10
Last Day of Final Exams: Fri, May 17
Commencement: Sat, May 18

Students are advised to always check for recent postings online on the ACADEMIC CALENDAR.

Graduation Information / Application

If you plan to graduate in May 2013, you must submit a Graduation Application no later than **February 25, 2013**. *Applications for graduation submitted after the 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. If you are unsure that you have met all the requirements for graduation, it is your responsibility to contact the Registrar's office and request a degree audit.

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 until the balance is cleared. If you have a question about your account, e-mail Student Accounts at iStudentAccounts@bible.edu or call 301.552.1400 ext. 1243.

If you have any questions about graduation, e-mail iRegister.edu or call 301.552.1400 ext. 1279 or 1208.

Registration Worksheet

This worksheet is provided to assist you with planning your course schedule. Whether or not you choose to use this worksheet, you must register for your courses online through College Register or in person at walk-in registration. See the Registration Instructions on pages 3-7 for more information on registration. *Remember to check the requirements for Field Education on page 5.*

Course #	Section #	Course Name	Day/Time	Credits
			Total Credits	

FERPA

WBC/CBS complies with the Family Education Rights and Privacy Act's Policy on Disclosure of Student Records. The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Consequently, it is the policy of Washington Bible College/Capital Bible Seminary (1) to permit students to inspect their education records, (2) to limit disclosure to others of personally identifiable information from education records without students' prior written consent, (3) to provide students the opportunity to seek correction of their education records where appropriate, and (4) to inform students of their right to file complaints against the school if educational records are disclosed in violation of FERPA. Click here to review the entire policy.

Helpful E-mail Addresses

- iAdminDeskVA@bible.edu for questions regarding classes on the Virginia campus
- iBusinessOffice@bible.edu for questions regarding payments
- iFinancialAid@bible.edu for questions regarding financial aid eligibility, book vouchers, scholarships, grants, awards, tuition discounts, and military and veteran benefits
- iOpenClass@bible.edu for help with accessing our learning management system.
- iRegister@bible.edu for questions about registration and course selection, or to enroll in audit, independent study or modular courses
- iStudentAccounts@bible.edu for questions regarding your bill and Student Account Holds
- HelpDesk@bible.edu for help with CourgarNet passwords or information about student IDs, and parking permits

Want more info?
Visit us at www.bible.edu.