

REGISTRATION REQUIREMENTS AND PROCEDURES

Registration procedures are coordinated through the registrar's office. Registration is online, and students are responsible for registering for any academic semester for which they want to enroll. This procedure includes completing requests for information, selecting courses, and paying tuition.

Preparing for Registration

Students must have clearance from four offices before they can register for classes for a new semester:

- the business office, no outstanding financial accounts;
- the library, no assessed fines;
- the student housing office, no outstanding rent or fees; and
- the Student Life office, no Witness One:Seven responsibilities remaining from the previous semester.

Registration for Classes

Currently enrolled students may register for the following semester during the designated registration period. Degree audit worksheets are also available at [mabts.edu/registrar](https://www.mabts.edu/registrar) (<https://www.mabts.edu/academics/academic-resources/registrar/>).

If a student does not register during the designated registration period, he or she must register on the late registration day by setting up an appointment with the registrar and business office (see the academic calendar). In addition to selecting his or her courses, the student must pay tuition plus \$100 late fee in full.

New Student Orientation

New Student Orientation is held on-campus before the start of each semester for all new students. It is designed to give an informative and enlightening overview of Seminary life. Students are introduced to the different departments of the Seminary and their designated functions; important and helpful information is shared during the session. Orientation dates and times are included in the acceptance letter.

Late Registration Day

During the regular academic year, late registration day is scheduled on the Monday before classes begin for each semester. If that specific Monday happens to be a holiday and the Seminary is closed, registration will be the preceding Friday. Registration on this day will be done by appointment only. The appointments are made through the registrar and the business office (students must finalize all official matters with Seminary offices and verify courses on late registration day). See the academic calendar to verify the specific dates of registration.

Late Registration Fee

Late registration will result in an additional fee of \$100.00 and is by appointment only. This fee may be waived for those that make an appointment before the end of the registration period. Payment of tuition is considered part of registration and must be made by the deadline or during a late registration appointment. Nelnet will not be available after registration closes.

Student Identification Cards

Student identification cards are produced for on-campus students (excluding audit students) during orientation and doctoral students during the first week a student is on campus for classes, or by appointment with Student Life. On campus, student identification cards are used to access the building and various areas within the building; these cards also function as a library card and record attendance at report hour.

Adding and Dropping Courses after Registration

Before the first day of class, courses may be added and dropped by contacting the registrar. No additional fee is assessed for adding and dropping courses before the first day of class. However, once classes have begun, tuition is non-refundable.

After registration ends, courses may be added and dropped through the registrar only by email. Courses may not be added after the fourth class session of any semester. Courses must be dropped before the 12th class session of the semester in order to be recorded as WP (Withdraw Passing) on the student's official transcript and will not be factored into the student's GPA. Any course dropped after the 12th class session will be recorded as WF (Withdraw Failure) on the student's transcript and will be factored into the student's GPA as a 0.00. The GPA points may be replaced by a higher grade if the student retakes the course. Students are responsible for payment of any classes dropped once classes have begun. In emergency cases beyond the student's control, the faculty may be petitioned to grant an exception.