Registration Procedures For Post Resident Ph.D. Candidates: Years 3-9
2011-2012

Online registration for continuing Ph.D. students – out of courses – is now open and will remain open through the Fall Semester drop/add period. *Failure to register by Friday, September 2, 2011 will result in a $110.00 late registration fee.*

All post resident Ph.D. candidates may register online according to the following procedures. Candidates **are required** to register each year. You need to register according to your enrollment status: **full-time**, **half-time**, or **less than half-time**. You will automatically be registered at the same status for the spring semester unless you notify the registrar of a change. **Note:** All F-1 visa students must be enrolled as full-time students.

**Years 3 and 4 Students**
You will register as a full-time student.
- To register full-time, register for **PhD 9997 Continuation Full-Time**

*Students who leave the Princeton area during years three and/or four will forfeit their fellowships, scholarships, or financial aid. Requests for exceptions to this policy may be considered by the Director of Academic Administration.*

**Years 5 through 9 Students**
You may register as full time, half time, or less than half time. *If you have a full time job, you must register as less than half time.*
- To register full-time, register for **PhD9997 Continuation Full Time**
- To register half-time, register for **PhD9998 Continuation Half Time**
- To register for less than half-time, register for **PhD9999 Continuation Less ½ Time**

**Documentation Required for Full-Time or Half-Time**
If you register as full-time or half-time, the following documentation is required. You may drop it off during regular office hours Monday-Thursday 8:30 am to 4:30 pm or Friday 8:30 am to 1:00 pm, mail it, or fax it to the Ph.D. office at 609-497-7819, or scan it and email it to phd@ptsem.edu. Your online registration is not confirmed until this information is received, reviewed by the Director of Academic Administration and approved by the Registrar. Documentation must be provided once a year, at fall registration. This is NOT required for those who register as less than half-time.

a. A statement of the amount of time you expect to spend per week on dissertation research and writing, and evidence of satisfactory progress on the dissertation to date (please indicate in your request what you have accomplished so far, PhD office will confirm with your adviser, per government regulation.)

b. Documentation of your level of employment, if any. Based on these documents, the Director of Academic Administration and the Registrar will determine whether you are eligible to register as full time or half time.

**Implications for Health Insurance:** The state of New Jersey mandates that all full-time students must have health insurance, either through the Seminary or privately. Therefore, all full-time students must complete either an enrollment form for the Seminary’s student health insurance program or a waiver form, complete with proof of alternate insurance, at the start of each academic year. All international students and their families are required to enroll in the Seminary’s Student Health Insurance Program. Part-time students may elect to enroll in the Seminary’s Student Health Insurance Program.

**Implication for Loan Deferment Certification:** Half time students normally are not required to begin paying back government loans; students who are enrolled less than half time will be expected to begin paying back government loans.

**Holds on Your Account and Problems Registering**
You should clear up any past accounts or possible holds – if there is a hold on your account, you will not be able to register online. Payments/Account - Charges and viewing your payment account – the Bursar will update the charges screen. If, for whatever reason, you are unable to register online, you may use the attached Ph.D. Continuing Form and submit it by fax or snail mail. *Deadline is Friday, September 2, 2011.*