Online Registration and Course Information
For Continuing Students
Fall Semester - Academic Year 2012-2013

Please carefully review the following information regarding Fall Semester registration. Fall Semester registration includes only courses in the Fall Semester. (Please note***Fall Semester registration does NOT include the optional January Term courses. There will be a separate registration period for January, which will open later in the summer. See below.)

Fall Semester Online Registration schedule for current and continuing students:
**Monday, April 23 at 10:00 a.m.** – Current MDiv Middlers; MA and MA(TS) Juniors; Dual 3 students; continuing ThM students and continuing seniors
**Monday, April 23 at 2:00 p.m.** – Current Dual 2 students
**Tuesday, April 24 at 10:00 a.m.** – Current MDiv Juniors; Dual 1 students
**Tuesday, April 24 at 2:00 p.m.** – Current PhD Students in courses. (Continuing PhD students who are in year 3 and beyond will register at a later date, to be announced.)

New Academic Calendar and Registration Periods
- **2102 Summer Session** – Registration is currently open for all students, current and entering.
- **Fall Semester** – Registration opens for current students as outlined above. Registration for all entering students will open on Wednesday, July 11, 2012.
- **January (optional) term** – Registration will open for all students later in the summer. Courses in the January term are optional for all students.
- **Spring Semester** – Registration will open in late November.

As you all are aware, the Seminary recently adopted a new academic calendar. Please review the attached 2012-2013 academic calendar. All fall semester courses will begin shortly after Labor Day and will conclude prior to the Christmas holiday. (The Seminary will no longer have long terms and short terms.) There is a new two-week optional term in January. There will be a separate registration period for the optional January term that will open later this summer and extend into the fall.

**Registration Deadline**
Continuing students must be fully registered online for the Fall Semester no later than 4:30 p.m. Wednesday, July 11. Failure to do so by this deadline will result in the charge of a late fee of $110.00. Registration will remain open and students may still drop/add courses through the drop/add period.

**Pay your Bills!**
Please make sure that you have paid any outstanding debts before it is time for you to register!
No student will be allowed to register if there is an outstanding balance on his or her account. Accounts with unpaid bills are placed on hold, preventing online registration. You may view and pay any outstanding balances through the student portal.
1. Go to the PTS Home Page and click on Students
2. ‘Log In’ with your name and password
3. Click on the ‘Bursars Office’ on the left.
4. Click on ‘My Account Balances’ on the right.
5. ‘Account Receivable – Current Students’ will show you the balance due, if any, and clicking on the red numbers will bring up the detail that make up the balance.
6. Click on ‘Make a Payment’ to pay by credit/debit card. The Seminary accepts VISA, MasterCard, AmEx and Discover.

**Introductory Fall Courses: OT2100, TH2100, and CH1100**
Registration for OT2100, CH1100, and TH2100, along with precepts, will open later this spring or early summer.
Additional Courses not open for online registration!

- FE courses – Students who enroll in field education will be registered by the Office of Field Education.
- Special Courses: Theses or Independent Study
- Princeton University courses
- PR2100 Sections C and D. This will open soon.

New Testament Greek - NT1152
With the new academic calendar, it will no longer possible to complete the full 6 credits of a language and an exegesis course within the span of one academic year. However, the Biblical Studies Department is offering, for just the coming academic year, 2012-2013, the second portion of Greek during the January optional term. So, please plan accordingly. This will pattern will not be repeated in 2013-2014.

Prerequisites
If you have not met a prerequisite for a fall course, you will not be able to register online for that course. Those who have received advanced placement for NT2101 or TH2100 should be able to register for courses that list these as prerequisites.

Limited Course Enrollments
There are a few courses with limited enrollment. Such courses are open first to seniors and Th.M. students and then to others. Please take advantage of the online registration schedule. Once a course is full and you wish to get onto a wait list, please contact the Registrar’s Office.

Semester Credit Load/Full-time Status for MDiv, Dual, MA MA(TS) and ThM students
12-15 credits each semester
Minimum of 12 credits for full-time status
Maximum of 28 credits for the Fall and Spring semesters combined

January optional Term – Students may enroll for the January term, up to 30 credits maximum for the full academic year (Fall Semester, January term, and Spring Semester combined.) The annual tuition will cover January term credits. This exception to the 28 credits per academic year, will be granted only once during a student’s degree program. Requests for credit loads over 30 credits must be submitted to the Associate Dean for Curricula and, if approved, students will be charged for each credit over the 30 credit limit.

Blackboard and Syllabi for Fall Courses
In addition to the course descriptions that are now available through your student portal, you may also view any course syllabi which have been posted by the faculty.
1. Log into the Blackboard system from the PTS homepage (http://www.ptsem.edu) or directly at https://blackboard.ptsem.edu using your Seminary network ID and password.
2. Once you are in Blackboard, click on the "Courses" tab at the top.
3. In the Course Catalog box, click on "Fall 2012."
4. Within the Fall 2012 area, you can go into various academic departments (history, theology, etc.) to view a listing of courses in each area. Click on the hyperlinked department name and then course ID number.
5. Within the course site, you can view the course material that the professor has uploaded to date; for example, click on the grey "Syllabus" button to see if the professor has uploaded a syllabus.

Drop/Add Policy
Students may drop/add courses at any time during the open online registration period and following the registration deadline on July 11, 2012. Online drop/add period ends, 4:30 p.m. Wednesday, September 19, 2012. You may drop/add courses according to the following procedures.

Add:
- Courses may be added online without penalty up to 4:30 p.m. Wednesday, September 12, 2012. You must attend the first class session.
Courses may be added through the end of the second week of class, up to 4:30 p.m. Wednesday, September 19, 2012 with:
An add form, available in the Registrar’s Office; a charge of $25 for each form (one or more courses); and the instructor’s signature on the form
No courses will be added after the end of the second week of class.

Drop: Courses may be dropped online through the end of the second week of classes until 4:30 p.m. September 19, 2012 with no penalty.

Additional Program and Course Information

- Princeton University courses: Registration for Seminary students does not open until Monday, May 7, 2012. Please go to the Registrar’s website and look for instructions on how to register under Additional Registration Information.
- MSW program information. Updated information on the Joint MDiv and MSW Program in Social Work is also on the Registrar’s website.
- Special Courses: Independent Study and Thesis - If you wish to enroll in a special course, you must submit a completed special course form, available on the Registrar’s website, and submit it to the Registrar’s Office. You may submit special course forms anytime from now until the end of the drop/add period.
- Application for Admission to PhD Seminar: For those not enrolled in PhD program. Advanced students who are not in the PhD program may request to enroll in a 5000 or 9000 level PhD seminar. Admission requires instructor approval and forms are available at the Registrar’s website and in the Registrar’s Office.

Step by Step: How to Search Courses and Register Online!
Follow these step by step online registration instructions. If you encounter problems logging into your account, please contact the Computer Services Help Desk, 609-497-7812 or 1-800-622-6767, ext. 7812.

2) Click on “PTS Community” (upper right hand side of screen) and login
3) Click on “Student Service” tab.
4) Click on "Registrar" listed under “Student Services” on the left hand side of the page.
   Click link to view student registration information click here.
5) Scroll down and click on the “Course Search” link. (The current default term is 2011-12 Spring.)
6) Change the term by selecting the "2012-13 Fall Semester” Scroll up to find it then click “Search”
7) Search for courses by using the course prefixes at the bottom of the screen. Courses are listed alphabetical by course prefix. Once you find a course, select the course by clicking the box next to the course. Once your courses have been selected, click the “Add” button at the bottom of the page to post the course to your schedule. You may return to drop/add at any time while the online registration system is open.
8.) Log Out! - Please remember to log off when you are done, otherwise, the system will hold your spot for 20 minutes.