Online Registration and Course Information for Continuing Students
Fall Semester, 2013-2014

Please carefully review the following information regarding Fall Semester online registration.

Fall Online Registration Schedule for continuing students only:
- **Friday, April 26 at 10:00 a.m.** – Current MDiv Middlers; Dual 3 students; continuing ThM students and continuing seniors
- **Friday, April 26 at 2:00 p.m.** – Current Dual 2 students
- **Monday, April 29 at 10:00 a.m.** – Current MDiv, MA, MA(TS) Juniors and Dual 1 students
- **Monday, April 29 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.)
- If you are graduating this May and then returning to PTS and entering a new degree program in the fall, you do NOT register now. You must wait until July 10 to register online.

**Step by Step: How to Search Courses and Register Online!**
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.
1) Go to Princeton Seminary’s home page, [www.ptsem.edu](http://www.ptsem.edu).
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.
5) Click link to View Student Registration Information.
6) Scroll down and click on the “Course Search” link. (The current default term is 2012-2013 Spring.)
7) Change the term by selecting the "**2013-14 Fall Semester**". Do NOT fill anything in. Go to the bottom and click “Search”
8) 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.
9) Log Out! - Please remember to log off when you are done, otherwise, the system will hold your spot for 20 minutes.

**Registration Deadline**
Continuing students must be registered full-time online for the Fall Semester no later than 4:30 p.m. **Wednesday, July 10, 2013** Failure to do so by this deadline will result in the charge of a late fee of $110.00. Students may still drop/add courses through the drop/add period. (If you plan to be a part-time student, please notify the Registrar.)

**Academic Calendar - Updated**
Based on feedback from this past academic year, the Faculty made a few minor revisions to the 2013-2014 academic calendar. Please review the calendar, and note the beginning and ending dates of each semester. The revised academic calendar is posted on the Registrar’s website.

**Semester Credit Load/Full-time Status for MDiv, Dual (MDiv/MA), MA, and MA(TS) 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

Students must register for a minimum of 12 credits for the Fall Semester in order to be full-time. The “normal” load per semester is 13 credits. The maximum credit load is 15 credits per semester and the maximum allowable credit load per academic year is 28 credits. Summer and January credits are not counted in the 28 limit. Requests for credit loads over 15 credits must be submitted to the Associate Dean for Curricula and, if approved, students will be charged for each credit over the 15 credit limit.
**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. The exception to the 28 credits per academic year, will be granted only once during a student’s degree program. Online registration for January courses will open July 17.

**Travel Courses – January Term and Spring Semester**
See Travel Course flyers for complete information on registering for Dr. Charry’s January travel course or Dr. Lee’s Spring Semester travel course. Information meetings for both travel courses will be held on Friday, April 26, 2013.

**ThM Students Credit Limits**
Students must register for 12 credits each semester in order to be full-time. (This does not include the January optional term.) ThM students may take up to 15 credits in a semester, without penalty or extra cost.

**Introductory Fall Courses: OT2101, TH2100, CH1100**
Precepts for introductory courses will be added at a later date. When you register online, you must choose a precept meeting date and time. Selecting a precept time will put you in the lecture classes and the precept. (These courses will open for online registration soon.)

Courses not open for online registration!
- **SC2101** – Sections will open at a later date.
- **FE courses** – Students who are enrolled in year-long field education will be registered by the Field Education office.
- **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 beginning May 1 through the first week of the Fall Semester.
- **Princeton University courses**: Registration for Seminary students opens on **Monday, June 10, 2013**. Please visit the Registrar’s website for “Cross-Registration for Princeton University Courses” information, listed under Additional Registration Information, off to the right.
- **MSW program information** on the Joint MDiv and MSW Program in Social Work is posted on the Registrar’s website. An information meeting on the program for all interested students will be held in November, date to be announced.

**Prerequisites**
If you have not met a prerequisite for a fall course, you will not be able to register online for that course. Please email [registrar@ptsem.edu](mailto:registrar@ptsem.edu) if you are enrolled in a Fall Semester or January Term course that meets the prerequisite for a spring course. Those who have received advanced placement for OT2101, NT2101 or TH2100 will be able to register for courses that list these as prerequisites.

**Limited Course Enrollments**
There are a few courses with limited enrollment in the semester. 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. A few spots are held for entering Th.M students.

**Pass/D/Fail Limits**
No more than one half of course credits in any given semester may use the optional (pass/D/fail) system. In the event that a student registers for an uneven number of credits, the optional system may be used for the next number; that is, if registered for 13 credits, the student may take 7 credits on a pass/D/fail basis. (Section 6.7.3.5.1 in the *Handbook.*
**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 (including Fall Semester or January Term charges) are placed on hold, preventing online registration. You may view and pay any outstanding balances though the student portal.

1. Go to the PTS Home Page and click “PTS Community.”
2. Login with your username and password then click the “Student Services” tab.
3. Click the “Bursars Office” link on the left.
4. Under Setup (on the right-hand side of screen) click “My Account Balances.”
5. Click the red $XX.XX to bring up the transaction detail of the amount due.
6. To make an online payment, scroll to the bottom of the page and click “Make a Payment.”

The Seminary accepts VISA, MasterCard, AmEx and Discover.

**Textbooks Lists**
Information on course textbooks will be available online in the late spring/early summer. The information will include required and recommended textbooks.

**Blackboard and Syllabi for Spring Courses**
In addition to the course descriptions that are now available through your student portal or through the word document posted on the Registrar’s webpages, you may also view any course syllabi which are 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 2013." 4. Within the Fall 2013 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. *Online* drop/add period ends, **4:30 p.m. Friday, September 13, 2013**. You may drop/add courses according to the following procedures.

**Add:** Courses may be added online without penalty up to 4:30 p.m. Friday, September 13, 2013. 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. Friday, September 20, 2013 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., Friday, September 20, 2013 with no penalty. You may not drop below the 12 credit minimum!

**Course Numbering System**
1000 Introductory Courses that may fulfill a departmental distributive requirement if so noted in the catalog description otherwise are general electives
2000 Required Courses for MDiv, Dual and/or MA students
3000 Electives that fulfill a departmental distributive requirement
4000 Electives that **do not** fulfill a departmental distributive requirement
5000 Advanced electives, suitable for ThM and PhD students, that may fulfill a departmental distributive requirement if so noted in the catalog description. Normally require lower level courses as prerequisites, but not always.
9000 Doctoral Seminars
Understanding Cross-Listed and Suffixed (cr) Courses:
In order to maximize the course options available, you may wish to use cross-listed courses and/or suffixed courses (cr) to fulfill distribution requirements. This enables you to increase the number of “free” elective hours you are able to take in fulfilling hours toward graduation. Here’s a breakdown of how they can be applied to your distribution requirements.

**Interdepartmental Cross Listed Courses:** An interdepartmental course is one that meets a requirement in two distinct academic departments (for example, Historical & Ecumenical Studies and Theology, or Biblical Studies and Practical Theology). *For example: NT/TH3310 Jews and Judaism in Christian Scripture, Preaching, and Theology* is cross-listed in two different departments: New Testament department and Theology department. This course satisfies 3 distribution requirements, two in Biblical Studies (NT course and a “close reading of the text” course) and one in Theology. Thus, you have fulfilled 3 requirements with one 3-hour course.

**Intradepartmental Cross Listed Courses:** An intradepartmental course is one that focuses on two disciplines within an academic department (for example, Old Testament and New Testament are disciplines within the Biblical Studies department) that generally fulfills only one distribution requirement. They include, but are not limited to courses listed as OT/NT, ET/TH. *For example: OT/NT3316 Sin and Salvation in the Old and New Testament* is cross-listed in two disciplines of the Biblical Studies department: Old Testament and New Testament. This course satisfies 2 distribution requirements (either as an OT course OR as an NT course and as a “close reading of the text” course). A course listed as ET/TH can be used to satisfy the “PH or ET” OR one of the “two TH3000 and/or TH5000” courses.

**Suffixed “CR” Courses:** The “CR” course you take to fill your “cr” breadth requirement may also be used to satisfy other distribution requirements. For instance, TH3583cr Critical Race Theory as Theological Challenge is a suffixed course. This course satisfies two requirements: Theology department distribution requirement and the “cr” breadth requirement. When a course “cr” course is interdepartmentally cross-listed, it could fulfill three distribution requirements.

***IMPORTANT NOTE: Please pay careful attention to the course description and which distribution requirement(s) the course fulfills.***