Online Registration and Course Information
Spring Semester, 2013-2014

Please carefully review the following information regarding spring semester registration.

Spring Online Registration Openings Schedule

- Friday, November 15 at 2:00 p.m. – M.Div. Senior, M.A. Senior and MA(TS) Senior; Dual 4 and Th.M. students
- Friday, November 15 at 3:00 p.m. – All Ph.D. Students – (Registration information for all PhD students will be distributed separately.)
- Saturday, November 16 at 10:00 a.m. – Dual 3 students
- Monday, November 18 at 7:30 a.m. – M.Div. Middlers and Dual 2 students
- Tuesday, November 19 at 7:30 a.m. – M.Div. Junior, M.A. Junior and MA(TS) Junior, Dual 1 and Non-Degree (Special) students

Registration Deadline
Students must be fully registered online for the Spring Semester no later than 4:30 p.m. Tuesday, December 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.

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 Spring 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.

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 Spring Courses: NT2101, TH2100
When you register online, you must choose a precept meeting date and time for NT2101 and TH2100. Selecting a precept time will put you in the lecture classes and the precept.

Courses not open for online registration!
The Registrar will register students who are enrolled in year-long courses for the spring semester.

- SC2102 - MA juniors – If you do not wish to take SC2102, please email registrar@ptsem.edu. Students will be registered for the same section, day and time, as their fall semester SC2101 section.
- Field Education courses – Field education will register students.
- OT1152 Hebrew - Will be registered for the same section as fall semester.
- EF1107 Children’s Ministries Practicum and EF1109 Youth Ministry Practicum
- Thesis – Any continuing 6 credit thesis will be registered by the Registrar.
- PhD 8400 Foundations for Teaching II

Additional Program and Course Information
Princeton University courses: Registration for Seminary students opens on January 2, 2014. Please visit the Registrar’s website for “Cross-Registration for Princeton University Courses”
information, listed under Additional Registration Information, off to the right. Those who plan to graduate this spring on May 24 will not be permitted to enroll in any University course in the spring semester for any needed graduation credits. The University spring semester begins on February 3 and final exams are held May 14-24.

- **MSW program information.** An information meeting on the program for all interested students will be held in November, date to be announced.
- **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 November 18 until the first week of the Spring Semester.)

**Prerequisites**
If you have not met a prerequisite for a spring course, you will not be able to register online for that course. Please email registrar@ptsem.edu if you are enrolled in a Fall Semester that meets the prerequisite for a spring course. Those who have received advanced placement for 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 spring 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.

**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 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.

**Textbooks Lists**
To view textbooks lists for spring courses.
1 - Login into PTS Community
2 - Click on Campus Directory tab
3 - Click on Online Course Catalogue tab
4 - Select 2013-2014 Academic year (spring term)
5 - Click on Show Courses
6 - Click on View Details for any listed course.

**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 "Spring 2014." 4. Within the Spring 2014 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 "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. Monday, January 28, 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. Monday, January 28
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. Monday, February 4, 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. February 4, 2013 with no penalty. You may not drop below the 12 credit minimum!

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.
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 2013-2014
Summer.)
7) Change the term by selecting the "2013-14 Spring 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.

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 descriptions and which distribution requirements they fulfill.***