

Online Registration and Course Information
Fall Semester, 2014-2015
For Entering Students

Fall Semester Online Registration Opens for Entering Students, Wednesday, July 9 at 2:00 p.m.

The online system **WILL NOT** permit you to register if you have not completed all of the following:

- Online Survey
- Receipt and approval of your immunization records
- Final Transcript

Step by Step: How to Register Online:

Follow these step by step online registration instructions. If you encounter problems, please contact the Computer Service Help Desk, 609-497-7812 or 1-800-622-6767, ext. 7812.

1. Go to: <http://our.ptsem.edu>
2. You will need to log in using your user name and password
3. Click "View Student Registration Information"
4. Click Course Search
5. A term will pop up. In the drop down, you need to scroll UP to 2014-2015 Fall Semester and select that term. Go to the bottom of the page and click "Search."
6. You will see the courses. Click on "Add Courses."
7. Your schedule will appear. Congratulations! You are now enrolled.
8. Log out!

Registration Deadline

Entering students must be registered full-time for the Fall Semester no later than 4:30 p.m. Wednesday, August 13, 2014. Students may still drop/add courses through the drop/add period which continue through the beginning of the fall semester. (If you plan to enroll as a part-time student, please notify the Registrar at registrar@ptsem.edu .)

Academic Calendar 2014-2015

Please review the academic calendar, and note the beginning and ending dates of each semester. Do not make travel plans for the end of the semester until after the Final Exam schedule is released in the early fall.

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 in a semester
- Maximum of 28 credits for the Fall and Spring semesters combined

Students must register for a minimum of 12 credits for the 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 credits are not counted in the 28 limit. January limits, see below.

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. Please note* If a student exceeds 30 credits, the student must pay out-of-pocket for any credits over the 30 limit. This 30 credit limit does not include summer courses. (Dr. Appold's January term travel course is closed and not open to entering students.) Online registration for January courses will open July 16.

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 Semester courses with Precepts: OT2101, TH2100, CH1100

Each of these introductory courses has a precept (a small group discussion section). When you register online for the introductory course, you are registering for the course (lectures) and the precept section simultaneously. (TH2100 is offered in both the Fall and Spring semesters and there is an enrollment limit of half of the entering class for each term. Once the course fills, all others must wait until the Spring Semester registration to enroll.) *Precept sections are subject to final review by the instructor, so it is possible, although not likely, that your precept section may change.*

Courses not open for online registration!

- **FE courses.** Students who enroll in year-long field education will be registered by the Field Education office.
- **Princeton University courses:** Entering MDiv., MA, Dual, and MA(TS) students are not permitted to register for University courses in the fall semester. ThM and PhD students should consult with their Faculty advisors. 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/course** information on the Joint MDiv/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.

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 receive advanced placement for OT2101, NT2101, TH2100 or languages will be able to register for courses that list any of these as prerequisites. AP's will be entered at the end of the Fall Orientation.

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 through 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.

The Seminary Online Bookstore has all of your textbook needs.

Visit www.ptsem.textbookx.com

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

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 2014-2015 Academic year (fall term)
- 5 - Click on Show Courses
- 6 - Click on View Details for any listed course.

Blackboard and Syllabi for Fall 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 2014." 4. Within the Fall 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 grey "Syllabus" button to see if the professor has uploaded a syllabus.

Drop/Add Policy

Students may drop/add courses, according to the below schedule, during the open online registration period.

Add: Courses may be added online through the first week of classes without penalty to 4:30 p.m. Thursday, September 11, 2014. 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. Thursday, September 18, 2014 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., Thursday, September 18, 2014 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 **inter**departmentally 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.**