

MEMO

To: Post Resident Ph.D. Candidates in Years 3-9
From: David H. Wall, Registrar
Date: June 3, 2014
Subject: Fall Semester Registration (Not related to Extension Requests Required for Years 6-9)

Have you completed your coursework? If yes, you still must register each semester in order to continue in the PhD degree program.

All Ph.D. students **are required** to register each semester. You need to register according to your enrollment status: **full-time, half-time, or less than half-time. Please follow the instructions according to what year you will be in the program beginning with the Fall Semester 2014-2015:**

Years 3 and 4 Students and All F-1 and J-1 Visa Students

You will register as a full-time student. To do so, email registrar@ptsem.edu. Once we verify your status, the registrar will then register you for **PhD9997 Continuation Full-Time**.

Note: Local residency is stipulated during coursework and required for all research and teaching assistantships and access to Seminary housing.

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.*

- **Full-time:** To register full-time, you must complete the PhD Documentation Approval For Continuation form (distributed with this information) and submit it to the PhD Studies Office. The Associate Dean for Academic Administration and the Registrar will then review your documentation. Once approved, the registrar will register you for **PhD9997 Continuation Full Time (full time is defined as working 35 or more hours per week on your dissertation.) You will not be able to register online.**
- **Half-time:** To register half-time, you must complete the PhD Documentation Approval Form (distributed with this information) and submit it to the PhD Studies Office. The Associate Dean for Academic Administration and the Registrar will then review your documentation. Once approved, the registrar will register you for **PhD9998 Continuation Half Time (is defined as working 15 hours or more per week on your dissertation.) You will not be able to register online.**
- **Less than half-time:** To register for less than half-time, you *may register yourself online* for **PhD9999 Continuation Less ½ Time (is defined as working less than 15 hours per week on your dissertation.)**

Documentation Required for Full-Time or Half-Time (Not less than Half-Time)

1. A statement in the form of a letter from you indicating the amount of time (hours) you expect to spend per week on dissertation research and writing, what you have accomplished so far, and what you plan to accomplish in 2014-2015.
2. Email support and evidence of satisfactory progress on the dissertation to date from your dissertation advisor, per government regulations.
3. If employed, documentation of your level of employment via a letter from your employer indicating the number of hours you are working per week and acknowledgement from the employer regarding his/her awareness that you are working on your dissertation.

Based on these documents, the Associate Dean for Academic Administration and the Registrar will determine whether you are eligible to register as full time or half time. These documents may be dropped off in the Academic Affairs office Rm. 124, Admin. Bldg., mailed, faxed (609-497-7819), or scanned and emailed to phd@ptsem.edu. You will not be registered until this information is received, reviewed by the Associate Dean for Academic Administration and approved by the Registrar. Documentation is NOT required for those who register as less than half-time.

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, August 15, 2014 will result in a \$110.00 late registration fee.

Implications for Non-Registration

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, scan and email, or snail mail. **Deadline is Friday, August 15, 2014.**