

UNDERGRADUATE CLASS SCHEDULE

SPRING SEMESTER

January 13 – May 9, 2014

Multnomah University

Reno/Tahoe Campus

CALENDAR

Continuing Student Registration begins	Tues - Fri, November 5-15
New Student Registration (on-line)	November 20-January 3
Late registration begins	Tues, January 6
Classes begin	Mon, January 13
Last day to add classes	Fri, January 17
Last day to late register	Fri, January 17
Martin Luther King, Jr. Holiday.....	Mon, January 20
Last day to drop a course without responsibility for grades	Fri, January 31
Global Ministries Conference	Tues-Thur, February 18-20
Day of Prayer and Praise	Fri, March 7
Spring Vacation	Mon-Fri, March 24-28
Classes resume	Mon, March 31
Day of Prayer and Outreach	Mon, April 14
Last day to drop a course	Tues, April 15
Final Examinations	Mon-Fri, May 5-9
Semester ends	Fri, May 9

BEFORE YOU REGISTER

If you are a new student your enrollment deposit and payment arrangements are due prior to registration.

Current Students: Your account must be current in order to register. Log on to Self-Service to check the status of your account. If you have a stop that says Business Office or Transcript, then contact Student Accounts to take care of your account.

If any of the following items are outstanding you will not be cleared to register:

- Admissions related documents if provisionally admitted (see Registrar's office)
- Immunization or insurance information (see nurse)
- Incomplete orientation when you enrolled (Registrar's office)

Plan your schedule. A copy of the class schedule is attached and is also available on the Multnomah website (www.multnomah.edu).

SCHEDULE FOR REGISTRATION

Web registration will start at the times listed below for each group. Your registration time is based on your earned credits; it does not include credits that you are currently enrolled in. If you do not know how many credits you have earned you can find out by viewing your "unofficial transcript" in Self-Service.

Current Students

Students who have completed 93 or more credits	November 5, 7:00 a.m.
Students who have completed 61 or more credits	November 7, 7:00 a.m.
Students who have completed 31 or more credits	November 12, 7:00 a.m.
Students who have completed 30 or fewer credits	November 14, 7:00 a.m.

Registration will close for all current students on Friday, December 13 at 5:00 p.m. Late Registration will open on Monday, January 6 for students who are not registered for classes. Late registration will take place at the Registrar's office between the hours of 9:00 and 4:00.

New Students

New students will be able to register between November 20 and January 3 after they are admitted and have paid their enrollment deposit. Detailed instructions will be sent in mid-November.

Returning Students

Former students who are returning after an absence will be able to register between November 11 and January 3. Returning students need to contact the Registrar's office to complete the re-enrollment process prior to being able to register.

HOW YOU REGISTER

Plan your schedule for next semester. Access Self-Service (Access the Multnomah web page; select Self-Service. Follow the directions on the attached page for web registration) and register for your classes. The system will check to make sure that all pre-requisites are met and that you do not have any schedule conflicts. During late registration contact the Registrar's office to register.

IMPORTANT ITEMS TO NOTE (related to on-line registration)

It is strongly recommended that you follow the course sequence as laid out on the two year layouts for your program. These are available from the Reno office or on the web. Complete all first year courses before taking second year courses, etc. This will prevent you from having scheduling difficulties in later semesters. Contact the Registrar if you have questions about this.

If you get an error message on one or more classes that you have selected to take, remove that class from your selections and save your other classes. If you believe that you should be able to take the class, contact the Registrar's office. We will review your situation and add the class if you qualify to take it.

If you want to audit a class you can register for the class and then contact the registrar's office and request that the class be taken as an audit. You will not be able to change a class from audit to credit after the semester starts. You can change a class from credit to audit up until April 15 as long as you are passing the class at the time that you request the change.

AFTER YOU REGISTER

Classes begin on Monday, January 13.

Add/Drop

Students may add or drop courses at the Registrar's Office or on-line January 6-17. After Jan. 17 you may still withdraw from classes but you must contact the Registrar's office to take care of this. In addition, there is a \$5.00 per course fee for registration changes after Jan. 17. You may withdraw from classes until April 15. (Veterans and students receiving financial aid note limitations on Progress Standards.)

Late Registration

Late registration begins on Monday, January 6. January 17 is the last date to register. Late registration must be completed by contacting the Registrar's office. You cannot do late registration on-line.

DIRECTORY INFORMATION INCLUDES NAME, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS, DATES OF ATTENDANCE, DEGREE AND AWARDS, HONOR ROLL, MAJOR OR MINOR, FULL-TIME/PART-TIME ENROLLMENT STATUS, CLASS STANDING, SPOUSE NAME, PHOTOGRAPH, AND WEIGHT AND HEIGHT OF ATHLETIC TEAM MEMBERS. THIS INFORMATION MAY BE RELEASED TO LEGITIMATE INQUIRERS. SEE REGISTRAR IF QUESTIONS.

Web Registration Instructions for Self-Service

1. Log in to Self-Service.
New Students – use the same user ID and password that you just created to access the Multnomah network.
Continuing Students – contact IT (503.251.6555 or helpdesk@multnomah.edu) if you can't remember your password.
2. Now select *Register* tab and select *Traditional Courses* and move through four steps Select period, Review schedule, Finalize and Complete (detailed below).
3. Select the period and then search for courses using Section Search. Make sure period and session are correct. You should select the term you are registering for and you should select session 01. You can select the Advanced Search Tab and choose the Reno campus to view just the Reno course offerings. If you insert the first letter of the course designator (i.e. B for Bib101 or T for TH 507) in the course code field the computer will return a list of courses to choose from. Add the courses that you want to your shopping cart by clicking on the *add* button. Do this before going on to another selection.
4. After each course selection, go to *New Search* on left side of screen to get your next class.
5. After you have selected your courses and they are in your registration shopping cart you need to register for them. Do this by clicking on *Back to Registration* and marking the checkbox for each course and then select *Next*. If all goes well you will be registered for your courses and you can print out the page showing your schedule.
6. If you get an error message when you are registering your courses you will need to correct the problem and then re-register your courses by marking the checkbox again and selecting *Next*. The system checks for time conflicts, pre-requisites and co-requisites. If you believe you should be able to enroll in a course that the computer is not allowing please register for all your other courses and then talk with the registrar about the course that you could not register for.
7. After you have completed the course registration process you should select *Finish*. This will finalize your schedule and cause the system to create your billing statement based on your registration. You can view your billing statement after you finalize your schedule.
8. **Logout when you are done.**

Subject	Hrs	Sec	Time	Days	Rm	Professor
BIBLE						
BIB314 NT Lit: Acts/Pauline Literature	4	R1	6:00-9:50 PM	M	101	Hull
BIB348 Hermeneutics	3	R1	6:00-8:50 PM	W	205	Chinn
BIB402 NT Literature: Hebrews - Revelation	3	R1	2:30-5:20 PM	T	101	Meade
THEOLOGY & APOLOGETICS						
TH 314 Anthropology/Christology/Soteriology	3	R1	3:00-5:50 PM	W	101	McKendricks
BIBLICAL LANGUAGES						
GRK112 Greek Grammar II	4	R1	1:00-4:50 PM	Th	205	Slavin
GRK352 Greek Exegesis	3	R1	6:00-8:50 PM	Th	205	Slavin
HEB122 Hebrew Grammar II	4	RVC	11:00-12:50 PM	TTH	211	Josberger
COMMUNICATION STUDIES						
COM205 Public Speaking	2	R1	12:30-2:20 PM	M	205	
ENGLISH						
ENG220 Critical Reading & Writing	3	R1	4:30-5:45 PM	MW	205	Berning
HISTORY						
HST306 History of Christianity	4	R1	6:00-9:50 PM	T	204	Battle
SOCIOLOGY						
SOC204 Cultural Anthropology	2	RVC	4:00-5:50 PM	M	211	Alphonse
STUDENT MINISTRY/MENTORED SERVICE LEARNING						
SL 100 Service Learning I	0	R1	Arranged	TBA		McKendricks
SL 110 Service Learning II	0	R1	Arranged	TBA		McKendricks
SM 200 Student Ministry III	0	R1	Arranged	TBA		McKendricks
SM 210 Student Ministry IV	0	R1	Arranged	TBA		McKendricks
SM 300 Student Ministry V	0	R1	Arranged	TBA		McKendricks
SM 310 Student Ministry VI	0	R1	Arranged	TBA		McKendricks