Multnomah Biblical Seminary

Doctor of Ministry and M.A. in Applied Theology
Contextual Leadership Cohort

2020 Schedule

CALENDAR

Registration begins ..... Monday, November 4
Classes begin..... Monday, January 6
Last day to register or add classes..... Friday, January 3

CONTACT INFORMATION

Registrar's Office:
Amy Stephens - 503.251.5371 **Betty Crews - 503.251.5376**

Student Accounts:
503.251.5345

Financial Aid:
503.251.5335

IT Help Desk:
503.251.6555 **helpdesk@multnomah.edu**

BEFORE YOU REGISTER

1. **New students:** Your enrollment deposit and payment arrangements are due **prior** to registration.
2. **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 Student Accounts or Payment, contact the Student Accounts office (503-251-5345) to take care of your account before registering for your courses.
3. If any of the following items are outstanding you will not be cleared to register:
   Admissions related documents if provisionally admitted (see Office of the Registrar)
   Immunization information (see Office of the Registrar)

SCHEDULE FOR REGISTRATION

On-line registration will open on Monday, November 4.

Registration will *close* for all *students* January 3 at 5:00 pm. Late Registration will run from January 6 to the first day of class. Contact the Office of the Registrar to complete late registration.

HOW YOU REGISTER

Access Self-Service (Access the Multnomah web page at www.multnomah.edu; select Self-Service. Follow the directions on the attached page for web registration) and register for your classes.

Doctor of Ministry courses have the course prefix DM. MA in Applied Theology courses have the prefix MDM. Please select the appropriate courses for your program.

New Doctor of Ministry students need to be sure they register for DM 810 Personal Ministry Reflection and second year DMin students need to register for DM 820 Pastoral Ministry Interaction.

Doctor of Ministry students who are registering for DM 890 Final Project are limited to registering for two credits of DM 890 unless they have the director's permission to register for more. Remaining credits can be added at the end of the program prior to graduation if needed.

AFTER YOU REGISTER

You should verify your class schedule by checking it in Self-Service prior to the first day of class. Report any errors to the Registrar's office by January 6.

Add/Drop

Students may drop or withdraw from a course by contacting the Office of the Registrar. Courses must be dropped before or on the first day of class for 100% refund. Contact the Office of the Registrar if you need to withdraw from a course after the first class meeting.

DIRECTORY INFORMATION INCLUDES NAME, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS, DATES OF ATTENDANCE, DEGRESS 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.

Photographs and/or videos taken by the Multnomah University Marketing Department may be used for purposes of education, publicity, and student recruitment for the university. Please refer to the student handbook for details on authorization/consent at multnomah.edu/resources/student-resources/student-handbooks

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

New student's complete step 2, **continuing students** skip to step 3.

2. Then select the *Addresses* section under the *My Profile* tab. Review your permanent address and verify that it is correct. If not, make changes and submit change. If you are not living at your permanent address, please create a secondary address and supply your current address. If there are addresses displayed that are no longer valid, please delete them.

3. Now select *Register* tab and select *Traditional Courses* and move through four steps: Select period (Spring 2020 03), Review schedule, Finalize and Complete (detailed below).

4. Select the period and then search for courses using Section Search. Make sure period and session are correct (i.e. Spring 2020 03). If you insert the first letter of the course designator in the Course Code field (i.e. D for DM 810) the computer will return a list of courses to choose from. Do *not* use the *keyword* search field. Add the courses that you want to your shopping cart by clicking on the *add* button. Do this before going on to another selection.

5. After each course selection, go to *New Search* on left side of screen to get your next class.

6. 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.

   If you get an error message when you are registering your courses, you will need to correct the problem and then re-register for 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, delete that course from your cart and register for all your other courses, and then talk with one of the registrar's staff 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
Spring 2020 DMIN-MAAT Leadership						
DMIN Contextual Leadership						
DM 822M Framing Ecclesiology: Leading People Jan 6-Jan 10	3	01	8:00-12:00 PM/1:00-5:00 PM	ALL/ALL	OFF1/OFF1	Bomar, C
DM 823M Framing Ecclesiology Forum Jan 6-May 8	1	01	Online	TBA		Bomar, C
DM 824M Creating Vision: Spiritural Formation May 11-May 15	3	01	8:00-12:00 PM/1:00-5:00 PM	ALL/ALL	OFF1/OFF1	Bomar, C
DM 825M Creating Vision Forum May 11-Oct 28	1	01	Online	TBA		Bomar, C
MAAT Contextual Leadership						
MDM622M Framing Ecclesiology Jan 6-Jan 10	3	01	8:00-12:00 PM/1:00-5:00 PM	ALL/ALL	OFF1/OFF1	Bomar, C
MDM623M Framing Ecclesiology Forum Jan 6-May 8	1	01	Online	TBA		Bomar, C
MDM624M Creating Vision: Spirtual Formation that May 11-May 15	3	01	8:00-12:00 PM/1:00-5:00 PM	ALL/ALL	OFF1/OFF1	Bomar, C
MDM625M Creating Vision Forum May 11-Oct 28	1	01	Online	TBA		Bomar, C
Electives						
DM 810 DMin Personal Ministry Reflection Jun 1-Oct 28	1	01	Online	TBA		Dueker, G
DM 820 DMin Pastoral Ministry Interaction Jun 1-Oct 28	1	01	Online	TBA		Dueker, G
DM 890M Final Project Missional Leadership Jan 6-Oct 28	6	01	Arranged	TBA		Bomar, C