

**Advising Week and Priority Registration – March 14 -18 2016  
Early Registration – March 28 – April 1, 2016**

Students, please note the following information in reference to the Registration Process for  
Summer 2016 and  
Fall 2016 Spring Registration Process

1. You must meet with your advisor prior to registration.
2. Any outstanding financial concerns with the Bursar's Office will cause your registration to be blocked. So, if you have outstanding balances please clear them with the Bursar's Office prior to registration.
3. All registration will be done via the student portal at

<http://mtsestudent.memphisseminary.edu>.

If you can't connect by clicking on this link, copy the entire link and paste it into the address line of your Web browser. Make sure you copy and paste the entire link.

You will be able to view the course schedule on our website and in the student portal. You will be able to register for both the Summer and Fall Semesters during the registration period. If you cannot access the student portal please contact the IT helpdesk at 334-5835 for assistance.

MDiv students who have completed 51 hours or more and MAR students who have completed 30 hours or more at the time of registration will be allowed to register during Advising Week (March 14-18, 2016).

All students will be allowed to register starting March 28, 2016.

4. You will be able to make changes to (add/drop classes) for the Summer term until April 16, 2016 and until August 19, 2016 for the Fall 2016 semester. Any changes after these dates will require you to come into the Registrar's Office to complete the Add/Drop form.
  - A fee of \$35.00 will be added for each transaction after April 16, 2016 for changes for the Summer Term.
  - A fee of \$35.00 will be added for each transaction after August 19, 2016, for changes made for the Fall 2016 semester.
5. All requests for Independent Studies must be completed and submitted to the Registrar's Office no later than April 16, 2016 for Summer Term and August 6, 2016 for Fall 2016 semester.

If you have questions or encounter problems call the Registrar's Office (334-5860) and we will be happy to assist you.

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## Refund Schedule for dropped classes and withdrawals for Summer Term 2016

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Last day to withdraw from Summer Term classes and receive 100% refund is April 16, 2016. There will be **NO REFUNDS ISSUED** for any Summer Term classes dropped after April 16, 2016. Any and all exceptions will need to be approved by the MTS Executive Committee.

## Refund Schedule for dropped classes and withdrawals for Fall 2016 Semester

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If you drop a class or withdraw between March 14, and August 19, 2016 you will receive 100% refund for classes dropped.

If you drop during add/drop week August 20, 2016 – August 27, 2016 you will receive a 100% refund **minus a \$35.00** add/drop fee per transaction.

If you drop or withdraw between August 28, 2016 and September 10, 2016 you will receive an 80% refund **minus a \$35.00** add/drop fee per transaction.

If you drop or withdraw between September 11, 2016 and September 24, 2016 you will receive a 60% refund **minus a \$35.00** add/drop fee per transaction.

If you drop or withdraw between September 25, 2016 and October 7, 2016 you will receive a 40% refund **minus a \$35.00** add/drop fee per transaction.

If you drop or withdraw between October 8, 2016 and December 9, 2016 you will **NOT receive a refund and you will be charged a \$35.00 add/drop fee per transaction.**

**LATE REGISTRATION FOR Fall 2016: If you did not register for classes prior to August 22, 2016 you will be assessed an \$85.00 late registration fee.**