

Advising Week and Priority Registration - Nov. 7-11, 2016
Early Registration - Nov. 14-18, 2016

Students, please note the following information in reference to the Registration Process for
J-Term and
Spring 2017 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>.

The J-Term and Spring 2017 Class schedules have been posted on our website and in the student portal. You will be able to register for both the J-Term and Spring 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, MACM students who have completed 30 hours or more and MAR students who have completed 20 hours or more at the time of registration will be allowed to register during Advising Week (Nov. 10-14).

All students will be allowed to register starting November 14, 2016.

4. You will be able to make changes to (add/drop classes) for the J-Term until Dec. 2, 2016 and for the Spring 2017 semester until January 20, 2017, 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 Dec. 2, 2016 for changes for the J-Term semester.
 - A fee of \$35.00 will be added for each transaction after January 21, 2017 for changes made for the Spring 2017 semester.
5. All requests for Independent Studies must be completed and submitted to the Registrar's Office no later than Dec. 2, 2016 for J-Term and January 13, 2017 for Spring 2017 semester.

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

Refund Schedule for dropped classes and withdrawals for J-Term 2017

Last day to withdraw from J-Term classes and receive 100% refund is Dec. 2, 2016. There will be **NO REFUNDS ISSUED** for any J-Term classes dropped after Dec. 2, 2016. Any and all exceptions will need to be approved by the MTS Executive Committee. (Per Refund and Repayment Policies page 49 in Catalog and Student Handbook)

Refund Schedule for dropped classes and withdrawals for Spring 2017 Semester

If you drop a class or withdraw between Nov. 7, 2016 and January 21, 2017 you will receive 100% refund for classes dropped.

If you drop during add/drop week January 23, 2017 – January 27, 2017 you will receive a 100% refund minus a \$35.00 add/drop fee per transaction.

If you drop or withdraw between January 28, 2017 and February 3, 2017 you will receive an 80% refund minus a \$35.00 add/drop fee per transaction.

If you drop or withdraw between February 4, 2017 and February 17, 2017 you will receive a 60% refund minus a \$35.00 add/drop fee per transaction.

If you drop or withdraw between February 18, 2017 and March 3, 2017 you will receive a 40% refund minus a \$35.00 add/drop fee per transaction.

If you drop or withdraw on or after March 4, 2017 you will **NOT** receive a refund and you will be charged a \$35.00 add/drop fee per transaction.

LATE REGISTRATION FOR SPRING 2017: If you did not register for classes prior to Jan.21, 2017 you will be assessed a \$85.00 late registration fee.