

## Things You Should Know for Spring Semester 2017

### SU Tech Support

*Video script text (11-14-16)*



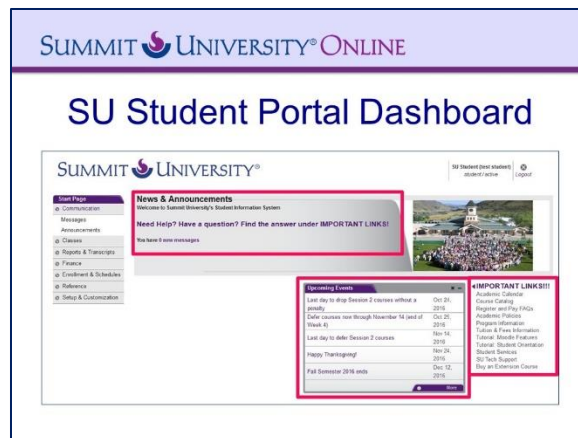
In this video, we will give you an overview of the things that you should know about Spring Semester 2017.



During this semester's update, we will:

- Review the useful and important information available to you on the SU Student Portal Dashboard,
- Go over important dates related to Spring Semester 2017 registration,
- Inform you of a change to the Ministerial Training Certificate Program,
- Show you how to access the new SU Tech Support payment FAQs in the Knowledge Base,
- Remind you of how to add or update your profile photo in Orbund and Moodle, and
- Introduce you to our new SU Registrar!

You can follow along with this video using the **Spring Semester 2017 Updates PDF** located below this video or in the **Program Information** folder on the **Student Portal Dashboard**.



Speaking of the **Dashboard**, have you noticed the **Important Links** list? We at SU are always trying to improve our online student experience. As such, we have collected a list of useful and important links so that you can have them right at your fingertips every time you login to the SU Student Portal in Orbund.

Wondering when the break week is? Check the Academic Calendar. Looking for help registering for next semester? Visit the registration and payment FAQs page. We've included links to academic policies, program information, Moodle tutorials, SU Tech Support and more! **Keep checking this list, as we do update it from time to time with the latest resources and information for our students.** You can also look at the **Upcoming Events** list to see what's coming up, and **remember to check the announcements and messages area for important communications.**

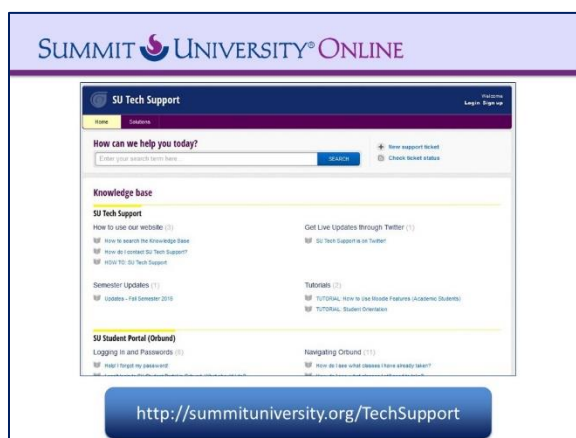
Remember: the SU Student Portal is your one-stop-shop for all things Summit University online, so use this portal for more than just access to your classes. Make it the first place you look when you have a question!

SUMMIT UNIVERSITY <sup>®</sup> ONLINE	
Spring 2017 Registration	
Classes	When to Register
<b>Session 1 and 3-credit classes</b>	November 15 – December 26
<b>Late Registration</b> (Session 1 and 3-credit classes)	December 27 – January 2
<b>Session 2 classes</b>	Late January

As a reminder, **registration for Spring Semester 2017 Session 1 and 3-credit classes runs through December 26<sup>th</sup>.** Register on or before this date to avoid late fees. Late registration closes on January 2<sup>nd</sup> and classes begin on January 10<sup>th</sup>. Session 2 registration will open in late January, so keep an eye out for important email announcements. Be sure to check the Academic Calendar using the link on the SU Student Portal Dashboard to stay on top of these important dates.

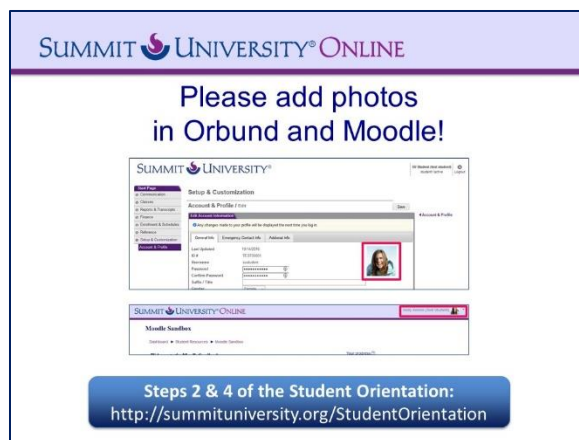
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MTC Program Update	
Class	Change
<b>RELS 1005</b> <b>Survey of the World Religions</b>	Now 2 credits (instead of 1 credit) Now 17 weeks (instead of 8 weeks)
<b>MINS 2110</b> <b>Homiletics 2</b>	Now 2 credits (instead of 3 credits) Remains 17 weeks

Due to the feedback received from a number of MTC students, RELS 1005 “Survey of the World Religions” has been adjusted from a 1-credit course to a 2-credit 17-week course. MINS 2110 Homiletics 2 will also be offered for two credits instead of three credits over 17-weeks in a future semester. Students who have already taken RELS 1005 have been informed of this change and the implications for them. MTC Students who have not yet taken either course, please plan accordingly as you prepare to take both of these courses.



Another great resource available to you is the **SU Tech Support Knowledge Base**, which you will find at <http://summituniversity.org/techsupport>. Here you will see answers to commonly asked questions about Orbund, Moodle, Registration, Payment problems, and much much more! We’ve just added several new FAQs about using PayPal, so be sure to check those out. Remember that in addition to skimming through the categories, you can also search for answers using the search box at the top of the page.

Remember to bookmark <http://summituniversity.org/techsupport> so that you can access this helpful resource at any time without having to login to the SU Student Portal in Orbund. That way if you need to contact SU Tech Support for any reason, this website is only a click away.



We have noticed that many students have not yet added a photo to their Orbund or Moodle profiles. For those of you who have, thank you! Having a photo displayed in your profile helps the faculty and staff, as well as your fellow students, put a face to your name when dialoging in forums and communicating with you. **For instructions on how to update your student profiles with a photo, visit the Student Orientation at <http://summituniversity.org/studentorientation> and watch the Step 2 and Step 4 videos.** Please do this before the start of the Spring Semester.



**Finally, we'd like to introduce you to our new SU Registrar, Karen Brewer!** Our dear Janis Wong, who has been the SU Registrar since we opened our online doors in 2013 is retiring on December 1<sup>st</sup>.

A little about Karen—Having worked for many years as a legal administrative assistant, Karen has extensive experience in office management. As a recent graduate of SU's Ministering Servant Certificate Program she is familiar with the ins and outs of being a student in Summit University. Her first-hand experience with our student portal as well as our online learning environment is a great boon for all of you who will interact with her in the course of your studies at SU. Please join us in welcoming Karen to the Summit University Staff!

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Beginning  
December 1<sup>st</sup>  
contact Karen at:

[Registrar@SummitUniversity.org](mailto:Registrar@SummitUniversity.org)

Karen begins her work with us on December 1<sup>st</sup> and **you can contact her with all of your course and payment-related questions at [Registrar@SummitUniversity.org](mailto:Registrar@SummitUniversity.org).**

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**Things You  
Should Know...**

**Spring Semester 2017**

Summit University® Online  
**Updates**

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*From all of us at Summit University, we wish  
you and your family a holy and blessed  
Christmas season and wonderful start to 2017!*

Image courtesy of Summit at FreeDigitalPhotos.net

And that's what you need to know about Spring Semester 2017. From all of us at Summit University, we wish you and your family a holy and blessed Christmas season and a wonderful start to 2017. See you in class on January 10<sup>th</sup>!