

## Things You Need to Know for Fall Semester 2017

### SU Tech Support

*Video script text (4-11-17)*



In this video, we will give you an overview of the things that you need to know about Fall Semester 2017.



In this semester's update, we will cover:

- The Fall Semester 2017 registration, drop and deferral dates,
- Important information regarding the new course offering rotation schedule,
- An update on the POLI 1101 Spiritual Principles of Government course,
- Some MTC Program reminders,
- A review of our policy on changing your program,
- A reminder to refer a friend to apply, and
- Opportunities for keeping up your Summit University studies during the summer!

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

## Fall 2017 Registration

| Classes   | When to Register    |
|---|---------------------|
| Session 1,<br>2-credit and<br>3-credit classes                        | April 18 – August 3 |
| Late Registration<br>(Session 1,<br>2-credit and<br>3-credit classes) | August 4-10         |
| Session 2 classes   | August 29           |

**Registration for Fall Semester 2017 Session 1, 2-credit and 3-credit classes will take place April 18<sup>th</sup> through August 3<sup>rd</sup>.** That may sound like a long time, but we encourage you to register early and buy your textbooks to avoid late fees and not having your textbooks by the time classes start. Late registration closes on August 10<sup>th</sup> and **Fall classes begin on August 15<sup>th</sup>.** You will be notified by email of when Session 2 registration opens in late August.

## Deferring Courses Policy

| Week of Class | Options   |
|---------------|---|
| During Week 1 | Drop classes<br><i>No financial/transcript penalties</i>  |
| Weeks 2-4     | Defer classes<br><i>\$50 deferral fee, no transcript penalty</i>  |
| Weeks 5-8/17  | Two Options:<br>1) Incomplete – <i>Can petition under certain circumstances</i><br>2) Withdrawal – <i>Forfeit tuition/fees, permanent "W" on transcript</i> |

**As a reminder, you can Drop a class without penalty during Week 1 of the class.** After the first week, there are financial and/or transcript penalties for deferring or withdrawing from a class. Should you need to leave a class part way through the semester, your options depend on how far into the class you are.

**During Weeks 2-4, you can Defer your class,** meaning that you will be charged a \$50 deferral fee, but your tuition and fees for the class will be credited to your account and you will not see the class appear on your transcript for that semester.

**If you wait until Week 5 to leave a class, you can petition for an Incomplete or Withdraw from the class.** In order to petition for an Incomplete, a student must have completed at least 75 percent of his or her work for the class and demonstrate a hardship that prevents the completion of the class on time. Instructors will review petitions on a case-by-case basis. If granted, the student receives a new date to complete the remaining portion of his or her class work.

**If you are not eligible for an Incomplete, or if your petition is denied, you can Withdraw from the class,** receive a "W" on your transcript and re-take the class in a future semester, forfeiting your tuition and fees for the class.



### NEW Course Offering Rotation Schedule

- Each class will only be offered once per year—either in fall or in spring, but not both.
- If you drop/defer/withdraw, you will have to wait a year to take the course again.
- We have worked to accommodate students nearing the completion of their programs.

If you have been taking classes with us for several semesters, you may have noticed that we have begun offering each of our classes once a year instead of once each semester. **As of Fall Semester 2017, we are making this change official and establishing a once-per-year course offering rotation.** What this means for you is that each class will only be offered in either the fall semester or the spring semester, but not both.

This schedule change will help you better navigate through your program requirements as you register each semester, because you are less likely to miss an important requirement in lieu of taking a course offered more frequently. However, **if you choose to drop, defer or withdraw from a class, you need to know that you will have to wait a year to take the class again.**

**For students nearing graduation, we have made every effort to accommodate your scheduling needs and to ensure that the classes that you need to complete your programs will be offered in an appropriate order for you to graduate in either Fall Semester 2017 or Spring Semester 2018.** If you have questions about your graduation requirements, please contact the SU Registrar at [registrar@SummitUniversity.org](mailto:registrar@SummitUniversity.org).

### POLI 1101 Spiritual Principles of Government

- Now offered EVERY 2 YEARS in Fall
- OFFERED: Fall 2017

**The one exception to this new course offering rotation is POLI 1101 Spiritual Principles of Government. Because of the less frequent demand for this course, it will only be offered every two years in the fall semester.** Students in the LSC Program and those who would like to take this class as a program elective should plan accordingly and make every effort to take this course in the year that it is offered. **POLI 1101 Spiritual Principles of Government will be offered this Fall Semester 2017.** It will then be offered again in two years during Fall Semester 2019.

## MTC Program Update

| Class  | Change   |
|--|--|
| <b>RELS 1005</b><br><b>Survey of the</b><br><b>World Religions</b> | Now 2 credits (instead of 1 credit)<br>Now 17 weeks (instead of 8 weeks)<br><b>OFFERED: Fall 2017</b>                  |
| <b>MINS 2110</b><br><b>Homiletics 2</b>                            | Now 2 credits (instead of 3 credits)<br>Remains 17 weeks<br><b>OFFERED: Fall 2017</b><br>*Required for MTC-B Intensive |

MTC students may remember that at the end of Fall Semester 2016 we changed the length and number of credits awarded for two classes: RELS 1005 Survey of the World Religions and MINS 2110 Homiletics 2. **Both RELS 1005 and MINS 2110 will be offered this Fall Semester 2017 for 2 credits each and will both last 17 weeks.** Students in MTC Programs are encouraged to plan accordingly.

**Also, as of Fall Semester 2017, MINS 2110 is now a prerequisite for the MTC-B Program Intensive offered each spring.** All MTC-B students planning to attend the Spring Semester 2018 Intensive should plan on taking MINS 2110 this fall.

## Policy: Changing Your Program

- Can request to transfer without reapplying or paying app fee again
- To transfer to MSC-B, must first complete Addendum App and wait for Review Committee response
- Students who complete MSC may apply for the corresponding MTC program at no additional cost

Recently, a few students have inquired about the process for changing programs, so we wanted to review this with our student body. **Summit University allows students to request to transfer to another program without re-applying or paying the application fee again.** However, **to transfer into the Ministering Servant Certificate Program Track B, you must complete an addendum application** (at no additional cost), which will be reviewed by the Review Committee.

Additionally, **students who have successfully completed a Ministering Servant Certificate Program may apply at no additional cost for the corresponding Ministerial Training Certificate Program** and will be sent information on how to apply by the Registrar.

**You can review our full policy on changing programs on the SU website:**  
<http://summituniversity.org/changingprograms>. Specific questions about transferring to a different program can be emailed to the Registrar at [registrar@SummitUniversity.org](mailto:registrar@SummitUniversity.org).

**REMEMBER TO  
REFER A FRIEND!**<http://summituniversity.org/GetStarted>

**Do you have a friend who is interested in taking SU online courses? Refer him or her to this link on our website: <http://summituniversity.org/GetStarted>.** If he or she fills out an application, lists you in the “How Did You Hear about Us” section and is accepted into the school, you will receive a \$20 discount on your Fall Semester 2017 tuition. So start spreading the word about our amazing courses and programs today!

**Summer Opportunities!**

- SU extension courses
- Come see us at the SU Table
- SU Commencement Ceremony
- Annual Summer Seminar:  
“Claim the Victory Way of Life!”  
July 6-10 in Montana

**Finally, we wanted to remind you of some SU summer opportunities that are available to you.** Once you register for Fall Semester 2017 and purchase your textbooks, consider availing yourself of one or more of these summer options:

- **Take a Summit University extension course!** Extension courses are a great way to keep yourself immersed in the flow of your Summit University studies during the Summer Break. You can learn more about our courses and try a free unit at: <http://summituniversity.org/courses>
- **Stop by our table this summer at the TSL Summer Conference in Montana.** Like previous summers, our Registrar will be available in-person to answer your questions and help you register for the upcoming semester. Visit her at the SU Table at the TSL Summer Conference June 29 – July 4. Follow the signs and purple balloons and be sure to stop by and say hi!
- **Support our graduates at our annual Summit University Commencement Ceremony.** Each summer we honor graduates from our programs with a commencement ceremony at our headquarters in Montana. Come and support our Graduating Class of 2017 as we celebrate their achievements! If you would like more information, please contact the Registrar.



- **And last, but not least, join us this summer for our annual summer seminar!** “Claim the Victory Way of Life!” will be held July 6-10 at our headquarters in Montana. More information about this transformative event will be posted on our website in the coming weeks—just look for the Summer 2017 link in the menu bar. We hope to see you there!



And that's what you need to know about Fall Semester 2017.



We hope you have a safe and fun Summer Break and look forward to seeing you back in class on August 15<sup>th</sup>!