Things You Need to Know for Fall Semester 2019
SU Tech Support
Video script text (3/25/19)

In this video, we will give you an overview of the things you need to know about Fall Semester 2019.

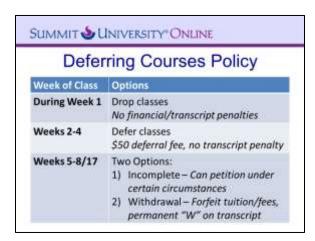In this semester's update, we will cover:

- The Fall 2019 registration, drop and deferral dates,
- Important information regarding Fall 2019 Class Offerings,
- Secrets from the Registrar on how to pick your fall and future classes!
- Some reminders from SU Tech Support, and
- Opportunities for virtual Group Study using Zoom.

You can follow along with this video using the **Fall Semester 2019 Updates PDF** located below this video or in the **Program Information folder** on the **SU Student Portal Dashboard**.

Fall 2019 Registration

Classes	When to Register
Session 1 and 3-credit classes	April 22 – August 8
Late Registration (Session 1 and 3-credit classes)	August 9-15
Session 2 classes	September 3 – October 7

   Registration for Fall Semester 2019 Session 1, 2-credit and 3-credit classes will take place April 22nd through August 8th. 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 8th and Fall classes begin on August 20th. Session 2 registration opens on September 3rd.

   Register early! And remember to purchase your textbooks so you'll have them when classes start on August 20th.

Deferring Courses Policy

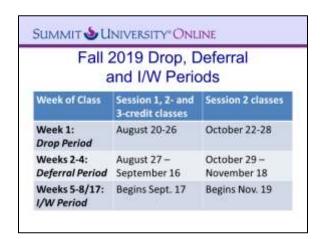| Week of Class	Options
During Week 1	Drop classes *No financial/transcript penalties*
Weeks 2-4	Defer classes *$50 deferral fee, no transcript penalty*
Weeks 5-8/17	Two Options: 1) Incomplete – *Can petition under certain circumstances* 2) Withdrawal – *Forfeit tuition/fees, permanent "W" on transcript*

   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 their 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 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.

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Fall 2019 Drop, Deferral and I/W Periods

Week of Class	Session 1, 2- and 3-credit classes	Session 2 classes
Week 1: Drop Period	August 20-26	October 22-28
Weeks 2-4: Deferral Period	August 27 – September 16	October 29 – November 18
Weeks 5-8/17: I/W Period	Begins Sept. 17	Begins Nov. 19

This chart shows these important dates for Fall Semester 2019. As you can see, **the dates for each period depend on when the class begins.** It is important to be mindful of these dates as you begin your courses. **Should you need to drop, defer or withdraw a course, contact the Registrar immediately for assistance** so that you don't miss an important timeline.

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Fall Semester 2019

August 20 – December 16, 2019

- Session 1: August 20 – October 14
- Fall Break Week: October 15-21
- Session 2: October 22 – December 16

Fall Semester 2019 begins on August 20th and runs through December 16th. Our Fall Break Week is scheduled for October 15 through October 21 and **Session 2 will begin on October 22**. Session 2 registration opens on September 3 and ends on October 7th.

COURSE #	COURSE TITLE	Cr	SESSION 1 August 20– October 14	FALL BREAK Oct. 15-21	SESSION 2 October 22 – December 16
COMS 1101	Public Speaking	1			
EDUC 1233	Foundations of a Home-Centered Spiritual Culture	1			
EDUC 1380	Outreach Principles and Techniques in The Summit Lighthouse	1			
LEAD 1101	Principles and Practice of Servant Leadership	3			
LEAD 2105	Practical Leadership Skills 2	1			
LEAD 2150	Leadership Practicum	3			
MINS 1000	Mentoring Program	0			
MINS 1650	MSC-B Intensive: Pastoral Assistance	1		October 15-18	
MINS 2000	Mentoring Program	0			
MINS 2110	Homiletics 2	2			
MINS 2780	CUT Sacraments and Holy Orders	1			
PSYS 1201	Spiritual Psychology 1	3			
RELS 1005	Survey of the World Religions	2			
RELS 1085	Survey of The Summit Lighthouse	1			
SOCW 2605	End-of-Life Care in The Summit Lighthouse	1			

   And here's a look at the Fall 2019 Course Offerings. Many of you have been waiting to take LEAD 1101 Principles and Practices of Servant Leadership and MINS 2110 Homiletics 2. We are happy to announce that *both* courses are being offered this fall! We are also offering RELS 1005 Survey of the World Religions. MSC-B students who have taken or are enrolled in the required courses for the MSC-B ministerial intensive can plan on attending the MINS 1650 Pastoral Assistance ministerial intensive this fall. The intensive is a four-day ministering servant training course and will be offered October 15-18, 2019 at the Royal Teton Ranch directly after the Harvest Conference.
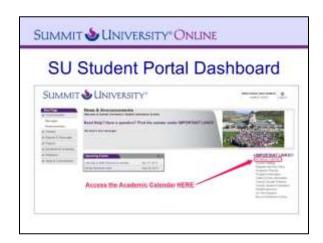

   Fall Semester registration will be opening on April 22. During each registration period, many students contact the Registrar to ask which courses they need to graduate. Did you know that *you* can access the same report the Registrar uses to answer your registration questions? To do this, open your Orbund start page and click on "**Reports**" on the lefthand side of the page. Then click on "**Graduation Requirements**." Your personalized Graduation Requirements report will appear.

Graduation Requirements Report

To understand how the report is used, please look at this slide showing the Graduation Requirements report for an MTC-B ministerial training student. You'll notice there are 3 sections on this report:

1. Pre-Intensive Requirements (required courses)
2. Other Requirements (required courses)
3. Electives (elective courses)

These 3 sections list the "Required" and "Elective" courses that this student needs to graduate. Keep in mind that if you are enrolled in another certificate program such as leadership or general studies, your Graduation Requirements report will only list two sections showing the "Required" and "Elective" courses needed to graduate. Once you see the remaining courses you need to graduate, the next step is to check the Academic Calendar on the righthand side of your Orbund Start Page to see which courses are being offered during the next semester.

SU Student Portal Dashboard

You can keep track of all the important registration, drop and deferral period dates by checking the Academic Calendar, which you can access from the SU Student Portal Dashboard. For further questions on your courses or enrollment, please contact, the SU Registrar, Karen Brewer, at Registrar@SummitUniversity.org.

SU Tech Support has a couple of reminders for you about web browsers:

Whether you use an Apple or PC computer to do your course work, SU Tech Support only recommends three web browsers for accessing SU online courses:

- Mozilla Firefox
- Google Chrome
- Safari for Mac.

All three of these web browsers have proven to be stable and reliable for SU online students over the years. We DO NOT recommend using:

- Internet Explorer
- Microsoft Edge
- or other browsers for accessing SU online courses.

While you are welcome to use any browser to access your online courses, SU Tech Support is only able to provide support for problems with Firefox, Chrome and Safari at this time.

SU Tech Support recommends checking that your browser is up-to-date before the start of each semester. If your browser is not up-to-date, you may experience problems while taking your courses. Most browsers have an auto-update setting, but this is not always automatically turned on.

So before the start of Fall Semester 2019, please visit **www.whatismybrowser.com** and check to make sure that you are using a recommended web browser and that it is the latest version! If you need help with updating your browser to the latest version, please contact SU Tech Support at **http://SummitUniversity.org/help**.

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Are you a "returning student?"

This is your SU Login:

Username: _____
Password: _____
Role: [STUDENT]

- To register for a new program, enter your username and password.

- Need help? Contact SU Tech Support at http://SummitUniversity.org/help

Have you noticed that SU is growing and offering additional programs? And with each new program, "new" and "returning" students are registering online. If you are a returning student (and that means anyone who has participated in SU academic courses, online seminars or the Adeptship Crash Course), please remember to use your SU Login when you register. Your SU login consists of your username and password:

Username: _____

Password: _____

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"I am a returning student"

Please sign in if you have already been a student with us, or enter your information below.

Student Registration

⦿ I am a returning student
○ I am a new student

* Username [   ]
* Password [   ]

Sign In

Forgot Password?

63 Summit Way, Gardiner, Montana 59030-8314 USA
Contact Us Terms of Use

When you register, you'll be asked the question "Are you a returning student?" Please answer "**yes**" and enter your username and password to register for the new program. You <u>do not</u> need to create a new account. If you have any questions or need help, please contact SU Tech Support at http://SummitUniversity.org/help.

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Stop by the SU Booth this summer!

- Virtual SU Group course demonstration using Zoom software
- Short tech video of how to use the SU online learning environment
- Friendly staff to assist with SU applications, program questions and enrollment options.

Are you interested in learning how to host a virtual group?   SU offers several group extension courses that are perfect for onsite and virtual study groups. We invite you to stop by the SU Booth in the East Fellowship Room this summer for a tech demonstration of "How to host a virtual SU group course using Zoom software." We'll announce the date and times of the tech demonstrations as we get closer to the summer conference. You're also invited to bring a friend to watch a short video demonstrating the SU online learning environment. We hope to see you there!

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Things You Need to Know...

Fall Semester 2019

Summit University® Online
Updates

And that's what you need to know about Fall Semester 2019!

We hope you have a great summer! We look forward to welcoming you back to our online school in August!