

TUITION AND FEES

\$150 per Graduate Credit Hour

Campus courses may be audited free of charge

\$99 Audit Fee per Internet Course

\$20 Registration Fee, per Credit Hour (Max \$240)

\$10 Late Registration Fee, per course

WITHDRAWAL & REFUND POLICY

To withdraw from a course, a student must complete a Class Change Form. Simply failing to attend class is not sufficient to complete the withdrawal process. If a student withdraws from a course within the first three weeks of a fifteen-week semester (or the equivalent), the course will not appear on his/her transcript. If a student withdraws from the class after that, he or she will receive a WP or a WF as a grade on the course.

When students withdraw from one or more of their courses, they will receive refunds on a pro rata basis. The withdrawal date is the date the Business Office received a completed drop slip, not the date the student stops attending class. The amount refunded will be figured according to the following schedule:

Courses meeting throughout the semester

<i>Before the student attends the class</i>	<i>100%</i>
<i>First week</i>	<i>90%</i>
<i>Second week</i>	<i>75%</i>
<i>Third week</i>	<i>50%</i>
<i>Fourth week</i>	<i>25%</i>
<i>After the fourth week</i>	<i>No Refund</i>

Intensive Courses

<i>Before the student attends the class</i>	<i>100%</i>
<i>Second day</i>	<i>50%</i>
<i>After the second day</i>	<i>No Refund</i>

CLASS ATTENDANCE

On-campus students are expected to attend classes regularly. Association with one another and with the teacher is considered an important part of the student's intellectual, social, and spiritual development. Instructors will keep a record of attendance, and may, at their discretion, consider attendance in the determination of students' grades. A student who is absent more than twenty percent of the time will be dropped from the class and will receive a WP or WF for the course.

INCOMPLETE WORK

A student who fails to complete all the work required in a course may, at the discretion of the teacher, receive an "Incomplete" ("I") grade for the course. A student who re-

ceived an "I" will have an additional three weeks to complete the course. If the student asks for an extension in writing, and there are compelling reasons to do so, the teacher may grant a longer extension to remove an "I."

STUDENT RIGHT TO KNOW AND FERPA

Refer to the Student Handbook for information about Student Right to Know guidelines and the Family Education Rights and Privacy Act.

SCHOLARSHIP OPPORTUNITIES

If you have not been by the Department of Admissions to find out what scholarship opportunities are available to graduate students, please go see Mechelle Thompson for more information.

GRADUATE PROGRAM ACCREDITATION



**The Association for
Biblical Higher Education**
Formerly The Accrediting Association of Bible Colleges

The Graduate Program of Heritage Christian University is accredited by the Commission on Accreditation of the Association for Biblical

Higher Education. Member institutions of ABHE are recognized as nationally accredited by CHEA (Council for Higher Education Accreditation) and the United States Department of Education. www.abhe.org; www.chea.org

Spring 2010

GRADUATE

Registration Information

Academic Calendar

Jan 4	Registration
Jan 5	Classes Begin
Jan 15	Last Drop/Add Date
Jan 18	Martin Luther King Day
Jan 21-22, March 4-5	Intensive Class
Jan 28-29, March 11-12	Intensive Class
Feb 22	Midterm
March 22-26	Intensive Class
March 29	Spring Break
April 5-9	Fall 2010 Pre-Registration
April 26	Last Day of Classes
May 3	Final Examinations
May 8	Graduation

In an attempt to make the registration process as painless as possible, we are providing you with several options: You can register by email, by telephone, or in person (up to and including the first day the class meets; late registration is possible but incurs a fee of \$10 per course). You must register for an intensive course before it begins.

First, you must have applied to graduate school. Before you can continue in the graduate program, you must be accepted, but you can begin classes on a conditional basis if you have completed an application. If you have not previously taken classes for credit, you must contact me, as your initial graduate advisor, so that I can prepare a degree plan for you. If you have already taken classes for credit, you need to contact a graduate advisor in the area of your concentration:

Counseling – Snodgrass/Bagents
 New Testament/Greek – Barrier/Gallagher
 Old Testament/Hebrew – Gallagher/Barrier
 Ministry/Preaching – T. Burleson/Bagents

You must fill out the class schedule card indicating the course(s) you intend to take. If you need advising, you can contact me by letter, by phone, or by email (my email address is jbarrier@hcu.edu). You complete the registration process by sending or taking the class schedule form to the registrar. If you register by phone, you will call the registrar and give the information over the phone.

Next, contact Mechelle Thompson, Financial Aid Officer, who will talk to you concerning your method of payment following receipt of your class schedule card. Payment of tuition and fees is due at registration.

All students, whether taking courses via Distance Learning, Blended, or on campus, will view the same lectures and be required to complete the same, or equivalent, assignments by using the following: **Scholar360 Learning Management System** (www.scholar360.com/hcu). This is the platform for online course delivery. All courses require all students to use **Scholar360** on a regular basis throughout the semester (*Contact Charlotte Orr [corr@hcu.edu] to give you a username and password for Scholar360*). **Tegrity Campus 2.0** allows students to play back any class session or lecture recorded by the instructor within forty-eight hours after the class has met on campus. The class sessions may be accessed by clicking the link in the class on **Scholar360**. It is suggested that students using **Scholar360** and **Tegrity** have, at a minimum, ready access to a computer with the following components and a cable, or DSL connection (See specifics above).

Jeremy W. Barrier, Ph.D.
 Director of the Graduate Program

Component	PC	Mac
Processor	Pentium III 800 minimum	G3 600
RAM	128 MB minimum/512MB recommended	128 MB minimum/512 MB recommended
Operating system	Windows 2000, XP, Vista or Linux Kernel 2.6	10.2+
Software	Internet Explorer 5.5+ or Firefox 1.0+ Windows Media Player 6.4+ or Quicktime JavaScript Enabled	Internet Explorer or Firefox 1.0+ Windows Media Player 7.1 or Quicktime JavaScript Enabled

Spring 2010 GRADUATE COURSE OFFERINGS

Time	Course ID*	Course Title	Cr Hrs	Instructor	Rm
Independent Study (Capstone) Courses: January 4–May 7					
Ind Study	CN 593/MN 593/ GR 59X/HB59X/ NT59X/OT 59X	Guided Research/Practicum	3	J. Barrier	
Tuesday Classes: January 5–May 4 (No meeting on March 23, and March 30)					
8:00a–10:50a	OT/HB512-C/DL	Interpreting the Old Testament ¹	3	Gallagher	
1:00p–3:50p	NT/GR/OT/HB 531-C/DL	Directed Studies in Early Christianity/ Early Judaism ²	3	Gallagher	
5:00p–7:50p	CN522-C/DL	Solution-Focused Counseling ³	3	Snodgrass	
Intensive/Blended* Class: January 21–22, March 4–5					
8:00a–3:00p	MN523-C/DL	Biblical Preaching ⁴	3	Ted Burleson	
Intensive/Blended* Class: January 28–29, March 11–12					
8:00a–3:00p	DC523-C/DL	Spiritual Development	3	Williams	
Intensive/Blended* Class: March 22–26					
8:00a–3:00p	NT/GR511-C/DL	Seminar in the Gospels ⁵	3	Doug Burleson	
Dates to be arranged – Flexible Times/Dates can be arranged					
TBA	MN500-C/DL	Introduction to Graduate Study (Course Cost: \$150. Counts as 1.5 sem hrs in determining course load)	0	Cox	

C=Campus; DL=Distance Learning (Online), * For Campus students, a blended course offers the student a course that meets primarily in a classroom, but some elements of the course will be taught via Distance Learning (e.g. testing, research assignments, essays, short videos, blogs, etc.)

¹ **This replaces OT512 Old Testament Backgrounds.**

² **This is a new course that can meet NT/OT/GR/HB requirements.**

³ **This replaces CN522 Real World Counseling.**

⁴ **This replaces MN523 Preaching the Unique Text.**

⁵ **Meets requirement for NT511 Gospel of John.**