

# Spring 2010

## Undergraduate Registration Information

### TUITION AND FEES

\$338 per Undergraduate Credit Hour  
Campus classes may be audited free of charge  
\$99 Distance Learning Audit Fee  
\$20 Registration Fee per Credit Hour (Max \$240)

### WITHDRAWAL POLICY

The academic calendar shows the final date to drop a class without the class becoming part of the student's permanent record. If students properly withdraw from a class on or before that date, no record of the class appears on their permanent record. After that date, the student's record carries the notation WP (withdrawal passing) or WF (withdrawal failing), depending on performance in the course at the time of withdrawal. A WF will have a negative impact on the student's GPA. To withdraw formally from a course or from the university a student must begin with the Academic Dean's Office. The university will not consider a student withdrawn if he or she simply stops coming to classes. Students who fail to withdraw properly will receive a grade of F on their permanent record. Courses may not be dropped within the last ten class days of the semester without special approval of the Dean due to extenuating circumstances.

### REFUND POLICY

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

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

### CLASS ATTENDANCE

The University does not grant credit for any course in which a student's class attendance falls below 80 percent. Students exceeding three absences will be dropped from the course. Three tardies equal one absence.

### STUDENT RIGHT TO KNOW AND FERPA

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

### Undergraduate Registration Procedures

#### CREDIT STUDENTS

*Bible Building Front Lobby*-Pick up forms:

- 2-part Class Schedule Form (have signed at each stop)
- Record Release Form (if applicable)

*Academic Advisor* (New students should see the Academic Dean)-Fill out Class Schedule

*Financial Aid Office*

*Registrar's Office/Institutional Testing*-Entry of student information and class schedule. Leave completed Record Release Form (if applicable)

*Bookstore*

*Business Office*-Leave Class Schedule Form

#### DISTANCE LEARNING

For new or continuing students: **We recommend** that you begin this process prior to the regular campus registration date.

*Academic Advising and Course Selection*-  
Contact Michael Jackson, Director of Distance Learning

*Financial Aid Office/Payment arrangements*-  
Contact Mechelle Thompson

*Secure a Proctor for your Distance Learning Course Work*-  
Contact Alana Marks

*Complete ALL Entrance Examinations on Scholar360*-  
Contact Alana Marks

*Purchase Textbooks*- [www.ecampus.com/hcu](http://www.ecampus.com/hcu)

#### AUDIT STUDENTS

*Bible Building Front Lobby*-Pick up forms:

- 2-part Class Schedule Form (have signed at each stop)

*Registrar's Office*-Entry of student information and class schedule

*Bookstore*

*Business Office*-Leave Class Schedule Form

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

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](http://www.abhe.org); [www.chea.org](http://www.chea.org).

ACADEMIC CALENDAR	
Nov 30-Dec 4	Pre-Registration for Spring 2010
Jan 4	Registration
Jan 5	First Day of Classes
Jan 15	Last Day to Drop/Add Classes
Jan 18	Martin Luther King Day
Feb 22-26	Mid-Term Week
Mar 21-26	Campaign Week
Mar 29-Apr 2	Spring Break
April 30	Last Day of Classes
May 3-5	Final Examinations
May 8	Commencement Exercises
May 21	"Incomplete" Work Completed

Time	Course ID	Course Title	Cr Hrs	Instructor*	Rm
Mo 5p-7:50p	EG090-1	Basic Principles of English (Prereq to EG101 if Basic English Test is failed. Course Cost: \$300. Counts as 3 sem hrs in determining hr load)	0	L Bagents	OML
Tu 8a-10:50a	<b>NT102-1</b>	<b>New Testament Survey</b>	<b>3</b>	<b>T Burleson</b>	<b>9</b>
	HY104-1	Bible Geography and Archeology	3	W Kilpatrick	12
	<b>MN222-1</b>	<b>Preparation for Missions</b>	<b>3</b>	<b>Barrier</b>	<b>10</b>
11a Chapel					
Tu 1p-3:50p	<b>NT202-1</b>	<b>Acts</b>	<b>3</b>	<b>C Collins</b>	<b>12</b>
	BL302-1	Greek Readings 2	3	Gallagher	11
	<b>TH312-1</b>	<b>Christian Worldview</b>	<b>3</b>	<b>G Goldman</b>	<b>09</b>
	NT412-1	Corinthians	3	T Burleson	10
6p-8:50p	<b>TH322-1</b>	<b>Current Religious Teachings</b>	<b>3</b>	<b>A. Dupuy</b>	<b>09</b>
We 8a-10:50a	<b>CH212-1</b>	<b>Restoration Movement</b>	<b>3</b>	<b>Kilpatrick</b>	<b>12</b>
	<b>NT362-1</b>	<b>Critical Introduction to NT</b>	<b>3</b>	<b>Barrier</b>	<b>11</b>
	CN422-1	Crisis Counseling	3	Snodgrass	OML
	MN20X-1	Ministering to the Elderly	3	D Army	9
We 9a-10:50	<b>MN100-1</b>	<b>Personal Evangelism</b>	<b>2</b>	<b>B McKinnon</b>	<b>10</b>
11a Chapel					
We after chapel	<b>PR102</b>	<b>Fundamentals of Singing</b>	<b>1</b>	<b>C Collins/M Jackson</b>	
We 1p-3:50p	<b>TH104-1</b>	<b>Establishing Biblical Authority</b>	<b>3</b>	<b>C Collins</b>	<b>11</b>
	<b>TH222-1</b>	<b>Fundamentals of Christian Religion</b>	<b>3</b>	<b>Williams</b>	<b>10</b>
	Nt352-1	Revelation	3	Daily	9
Tr 8a-10:50a	<b>HY102-1</b>	<b>World History B</b>	<b>3</b>	<b>Kilpatrick</b>	<b>12</b>
	<b>EG202-1</b>	<b>World Literature B</b>	<b>3</b>	<b>L Adams</b>	<b>11</b>
	<b>NT/OT312-1</b>	<b>Biblical Exegesis</b>	<b>3</b>	<b>Barrier</b>	<b>10</b>
11a Chapel					
Tr 1p-3:50p	<b>OR100-1</b>	<b>Orientation</b>	<b>3</b>	<b>C Collins</b>	<b>11</b>
	BL202-1	Elementary Greek B	3	G Goldman	9
	MN412-1	Org and Admin of Bible School	3	Burleson	10
	HY422-1	History of Doctrine	3	Kilpatrick	12
Tr 4p-6:50p	MN312-1	Nurturing Families and Teens	3	Heupel	12
Fr 8a-10:50a	<b>CN202-1</b>	<b>Fundamentals of Counseling</b>	<b>3</b>	<b>Snodgrass</b>	<b>11</b>
	OT332-1	Minor Prophets	3	Gallagher	10
11a Chapel					
1p-3:50	<b>EG102-1</b>	<b>English Composition</b>	<b>3</b>	<b>Leighton</b>	<b>OML</b>
<b>INTENSIVE COURSES AVAILABLE</b>					
1/22-23 & 3/4-5 8a-3p	CM322-1	Advanced Preaching  (Cross listed with MN523 Biblical Preaching)	3	T Burleson	

**For all students in the campus program, more than 50% of courses must be completed on campus**

Required Courses indicated with **bold** print.

DISTANCE LEARNING COURSE OFFERINGS			
Course ID	Course Title	Cr Hrs	Instructor
<b>CH212-11</b>	<b>Restoration Movement</b>	<b>3</b>	<b>Kilpatrick</b>
<b>CN202-11</b>	<b>Fundamentals of Counseling</b>	<b>3</b>	<b>Snodgrass</b>
<b>CN422-11</b>	<b>Crisis Counseling</b>	<b>3</b>	<b>Snodgrass</b>
<b>EG102-11</b>	<b>English Composition B</b>	<b>3</b>	<b>Leighton</b>
<b>EG202-11</b>	<b>World Literature B</b>	<b>3</b>	<b>Adams</b>
<b>HY102-11</b>	<b>World History B</b>	<b>3</b>	<b>Kilpatrick</b>
<b>HY422-11</b>	<b>History of Doctrine</b>	<b>3</b>	<b>Kilpatrick</b>
<b>MN100-11</b>	<b>Personal Evangelism</b>	<b>3</b>	<b>McKinnon</b>
<b>MN222-11</b>	<b>Preparation for Missions</b>	<b>3</b>	<b>Barrier</b>
<b>MN412-11</b>	<b>Org and Admin of Bible School</b>	<b>3</b>	<b>Burleson</b>
<b>NT102-11</b>	<b>New Testament Survey</b>	<b>3</b>	<b>Burleson</b>
<b>NT202-11</b>	<b>Acts</b>	<b>3</b>	<b>Collins</b>
<b>NT/OT312-11</b>	<b>Biblical Exegesis</b>	<b>3</b>	<b>Barrier</b>
<b>NT362-11</b>	<b>Critical Introduction to the New T.</b>	<b>3</b>	<b>Barrier</b>
<b>OR100-11</b>	<b>Orientation</b>	<b>3</b>	<b>Collins</b>
<b>OT332-11</b>	<b>Minor Prophets</b>	<b>3</b>	<b>Gallagher</b>
<b>TH104-11</b>	<b>Establishing Biblical Authority</b>	<b>3</b>	<b>Collins</b>
<b>TH222-11</b>	<b>Funds of Christian Religion</b>	<b>3</b>	<b>Williams</b>
<b>TH322-11</b>	<b>Current Religious Teachings</b>	<b>3</b>	<b>Dupuy</b>
<b>INTERNATIONAL STUDENTS:</b> F1 Status students are limited to 3 credits per semester of distance learning courses (SEVIS 214.2)			

CHRISTIAN MINISTRY SELECTIONS	
CS111 House-to-House	CS171 Evangelism Visitation
CS121 Jail Evangelism	CS181 Bible Correspondence Teaching
CS131 Hospital/Nursing Home Visitation	CS191 Fundamentals of Singing
CS141 Preaching	CS1001 Hospice Chaplain Practicum
CS151 Bible Class Teaching	CS1002 Guided Practicum in Christian Ministry
CS161 Youth Ministry	CS1111 Creation/Translation of Teaching Materials
	CS1911 Internet Teaching
CAMPAIGN SELECTIONS	
The first digit following the letter prefix shows the class level (freshman, sophomore, and so on)	
CS102, 204, 306, 408	Campaign Evangelism

**DISTANCE LEARNING** computer requirements: cable or DSL connection; Pentium III 800 minimum; 512 MB Ram; Windows 2000, XP, or Vista operating system; Internet Explorer 5.5+ or Firefox 2.0+; Windows Media Player 6.4 or Quicktime Javascript enabled. MAC: OS X or higher