

## TUITION AND FEES

\$199 per Graduate Credit Hour

Campus courses may be audited free of charge

\$199 Audit Fee per Internet Course

\$25 Registration Fee, per Credit Hour (Max \$300)

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

*Fall 2010*

# GRADUATE

## *Registration Information*

### **Academic Calendar**

August 12	New/Re-admit Student Registration
August 13	Continuing Student Registration
August 16	Classes Begin
August 27	Last Day for Drop/Add
August 28	Heritage Event
September 6	Labor Day Holiday
September 19-22	SHINE and Workshop
October 4-8	Midterm Week
October 17-22	Campaign Week
October 25-29	Fall Break
November 24-26	Thanksgiving Holiday
Nov. 29-Dec. 3	Pre-register for Spring 2011
December 10	Last Day of Classes
December 13-15	Finals

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– Barrier/Gallagher  
 Old Testament– Gallagher/Barrier  
 Ministry/Homiletics– Burleson/Bagents

You must fill out the class schedule card indicating the course(s) you intend to take. If you need advising, speak with your advisor or you can contact me by letter, by phone, or by email (my email address is [jbarrier@hcu.edu](mailto: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](http://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](mailto: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
<b>Independent Study– Flexible Times/Dates can be arranged</b>					
Ind Study	CN/MN 593	Practicum	3	Burleson/Snodgrass	
Ind Study	NT/OT 59X	Thesis	3	Barrier/Gallagher	
<b>Monday Classes: August 16–December 6 (No meeting on September 6)</b>					
1:00a–3:50p	NT 514-C/DL	NT Textual Studies: Pastoral Epistles	3	Barrier	9
<b>Tuesday Classes: August 17–December 7</b>					
8:00a–10:50a	MN 501-C/DL	Ministry of Counseling	3	Bagents	OML
1:00p–3:50p	NT/OT 531-C/DL	Directed Studies in EC/EJ: The Canon	3	Gallagher/Barrier	OML
<b>Thursday Classes: August 19-December 9</b>					
8:00a–10:50a	MN 522-C/DL	Family Life Ministry	3	Burleson	9
<b>Intensive/Blended* Class: Dates listed below</b>					
8:00a–3:00p	OT 552-C/DL	OT Textual Studies: 1-2 Samuel <sup>1</sup>	3	Gallagher	OML
8:00a–3:00p	CN 512-C/DL	Seminar in Conflict Resolution <sup>2</sup>	3	Snodgrass	OML
8:00a–3:00p	MN 500-C	Introduction to Graduate Studies <sup>3</sup>	3	Cox	OML
8:00a–3:00p	HBI 512-C/DL	History of Theology: Reformation and Modern Theology <sup>4</sup>	3	Williams	OML

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.)

<sup>1</sup> Proposes dates are August 19-20 and October 7-8, 2010.

<sup>2</sup> Proposes dates are August 27-28 and October 15-16, 2010.

<sup>3</sup> TBA.

<sup>4</sup> Proposes dates are September 9-10 and November 4-5, 2010.