



# Registration Packet 2017-2018

## Masters Program Registration Process

*Registration opens for all students on March 13, 2017.*

Students should complete the following steps to complete the registration process:

### Registration for Returning Students

1. Meet with an academic advisor and/or review degree plan
2. Register for courses in the [student portal](#), under "Registration"
3. Apply for graduation (students with 27+ credits), using the [Graduation Application](#).
4. Complete steps for Student Financial Services (see below)

### Registration for New Students

1. Meet online or in person with Master's program advisor to register for courses
2. Complete steps for Student Financial Services (see below)

### Student Financial Services - Financial Aid

If you intend to use financial aid (federal and state grants and/or loans) and you did not already complete your FAFSA for the 2017-2018 academic year, you must complete the form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Once the FAFSA form is complete, you will receive an award letter in your Rochester College email account.

- You may accept/deny financial aid awards via your [student portal](#) under Financial Services > "My Award Letter".
- If you are a new loan borrower, you will need to complete a master promissory note and entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov).

### Student Financial Services - Billing Statement

You may view your billing statement on your [student portal](#) under "My Billing/Ledger". If a balance is due after financial aid awards are applied, you are not required to make payment during initial registration. The payment due dates are outlined below:

- o Fall 2017 - 8/24/2017
- o Spring 2018 - 1/4/2018

### **Payment Methods (of any balance due after all financial aid awards have been applied):**

You may choose your payment intentions online under "My Billing/Ledger". Payment options for balances due after financial aid awards are applied include pay in full, payment plan, a parent loan, and/or third party payments.

- Third Party-Send documentation to Student Financial Services describing any outside scholarship(s) or loans not awarded through Rochester College.
- Pay in Full - Check/money order – make payable to Rochester College and mail or bring to the Business Office.
- Pay in Full - Credit card payment may be called in to the Business Office at 248-218-2053, or may be made online on your student portal under "My Billing Ledger".
- Semester Payment Plan - Rochester College offers a payment plan that allows you to pay one-third of the total semester bill on the due date and the remainder in three equal monthly payments due on the 15th of each month. There is a one time, \$70 fee, per semester, for use of the payment plan. Late payments are subject to a late fee of \$45.

**Fall 2017 initial payment and payment plan due dates:** 8/24/17, 9/15/17, 10/15/17,

**Spring 2018 initial payment and payment plan due dates:** 1/4/18, 2/15/18, 3/15/18,

### **Refund Policy:**

Classes withdrawn will be refunded according to the policy below. Any classes added or withdrawn after the census date for the course will be charged a \$20.00 fee.

Please note: There are different refund schedules depending on the course. The full refund policy may be found in the course catalog or below.

## Tuition and Fees

This fee schedule is for **Fall 2017** within the Master of Religious Education

Tuition	\$640.00 per credit hour
Application Fee	\$40 non-refundable one-time fee
Audit Fee	\$70 per semester hour
Add/Drop Fee	\$20 per course
Graduation Fee	\$135 for Master of Religious Education
Late Payment Fee	\$45
Late Registration	\$45
Payment Plan Fee	\$70
Portfolio Defense Fee	\$30

## **FALL 2017 Refund Schedule:**

### **Refund Schedule for One-Week Intensive Courses (MIN 5813, BIB 5303, MIN 5853)**

MIN 5813-1 and BIB 5303-1	MIN 5853-1	Refund
Through September 3, 2017	Through September 17, 2017	100%
September 4-17, 2017	September 18 – October 1, 2017	50%
On or after September 18, 2017	On or after October 2, 2017	0%

**Withdrawal Deadline:** A “W” will be assigned to any course a student has attended. The last date to withdraw and receive a “W” is August 21, 2017 for MIN 5813 and BIB 5303 and September 4, 2017 for MIN 5853 courses cannot be withdrawn after this deadline and a “W” cannot be assigned after this date.

### **Refund Schedule for Online Courses (THL 5843, THL 5823, MIN 5873)**

MIN 5873-1	THL 5843-1 and MIN 5823-1	Refund
Through September 2, 2017	Through October 21, 2017	100%
September 3-9, 2017	October 22-28, 2017	50%
On or after September 10, 2017	On or after October 29, 2017	0%

**Withdrawal Deadline:** A “W” will be assigned to any course a student has attended. The last date to withdraw from a course is: September 29, 2017 for MIN 5873 and November 27, 2017 for THL5843-1, MIN 5823-1, – courses cannot be withdrawn after these deadlines and a “W” cannot be assigned after these dates.

## **Textbook Information:**

The College has partnered with MBS Direct, the largest online college bookstore system in the nation, to provide textbooks for the students of Rochester College. Books for any given semester are normally available from the online textbook store about one month prior to the beginning of each semester. The online store now offers new books, used books, rentals, and e-books 24 hours a day and 7 days a week. The online store site includes textbook information for each course, including titles, ISBNs, and pricing. **Textbooks are not sold on campus.** You can access the online store from [www.rc.edu/campusstore](http://www.rc.edu/campusstore).

If you have a credit balance due from financial aid awards, you will receive a bookstore voucher in your Rochester College email account. To opt out of receiving bookstore vouchers, please email Student Financial Services at [sfs@rc.edu](mailto:sfs@rc.edu).

You may also obtain a voucher to purchase school supplies and sportswear in the campus store. You may ask for a campus store voucher any time you have a credit balance on your account, by emailing Student Financial Services at [sfs@rc.edu](mailto:sfs@rc.edu).

## Online Course Information:

First time online students and all new RC students are required to participate in the WEB 1000 MOODLE Orientation accessible from the Home page of our online learning system, Moodle. You may find Moodle at [online.rc.edu](http://online.rc.edu) or through the Online Courses link at the top of the Student Portal at [my.rc.edu](http://my.rc.edu). Logon to Moodle with your RC username and password.

## Important Contact Information

<b>Enrollment Services:</b>	Jennifer Rokowski	248.218.2031	<a href="mailto:jrokowski1@rc.edu">jrokowski1@rc.edu</a>
<b>Center for Student Life:</b>	Katelyn Hargrave	248.218.2041	<a href="mailto:khargrave@rc.edu">khargrave@rc.edu</a>
<b>Academic Services:</b>	Jody Fleischhut	248.218.2091	<a href="mailto:jfleischhut@rc.edu">jfleischhut@rc.edu</a>
<b>Student Financial Services:</b>	Kierstyn Oldenburg	248.218.2127	<a href="mailto:sfs@rc.edu">sfs@rc.edu</a>
<b>Business Office:</b>	Cashier	248.218.2053	



Master of Religious Education

# Course Selection Fall 2017

DEPT	COURSE #	SEC	TITLE	HRS	INSTR		DATES	NOTES
MIN	5813	HYB1	Leading the Missional Congregation	3	Love	Hybrid	8/26/2017-12/15/2017	(Fall Year 1) Students on campus August 21-22, 2017
BIB	5303	HYB1	Jesus and the Life of the Church	3	Stevenson	Hybrid	8/26/2017-12/15/2017	(Fall Year 1) Students on campus August 23-25, 2017
THL	5843	1	Mission of God: New Creation, and the Church	3	Love	Online	Session B 10/21/2017-12/15/2017	(Fall Year 1) Actual course start date: October 15 – December 16, 2017
MIN	5853	1	Hospitality as Leadership	3	N. Walters	Intensive	8/26/2017-12/15/2017	(Fall Year 2) Intensive will be in Durham, NC on September 4-7, 2017
MIN	5873	1	Holy Spirit, Leadership, and Missional Communities	3	Love	Online	Session A 8/26/2017-10/20/2017	(Fall Year 2) Actual course start date: August 27 – November 3, 2017
THL	5823	1	Global Christianity	3	Huey	Online	Session B 10/21/2017 – 12/15/2017	(Fall Year 2) Actual course start date: October 15 – December 16, 2017

1<sup>st</sup> year Student Retreat August 19-20, 2017 on Main Campus

2<sup>nd</sup> year Student Retreat September 2-3, 2017 in Durham, NC