

GENEVA COLLEGE
 Beaver Falls, PA 15010 724-846-5100
SPRING SEMESTER UNDERGRADUATE 2017-18
SPRING 2018

REGISTRATION SCHEDULE

CLASSIFICATION	WEB begin date/time	PAPER begin date/time
Grad Senior (seniors who have applied to graduate in 2018)	NOV. 7 7 a.m.	NOV. 7 8 a.m.
Seniors (hrs. earned + current hrs. enrolled = 90 cr or more)	NOV. 8 7 a.m.	NOV. 8 8 a.m.
Junior (hrs. earned + current hrs. enrolled = 60-89 cr.)	NOV. 10 7 a.m.	NOV. 10 8 a.m.
Sophomore (hrs. earned + current hrs. enrolled = 28-59 cr.)	NOV. 14 7 a.m.	NOV. 14 8 a.m.
Returning Freshman (hrs. earned + current hrs. enrolled = 1-27 cr.)	NOV. 15 7 a.m.	NOV. 15 8 a.m.
NEW TRANSFERS AND NEW FRESHMEN – PLEASE CONTACT YOUR ADMISSION COUNSELOR		

Returning students who have not registered by December 15, 2017 will be considered withdrawn as of the last date of the semester.

****To confirm your registration time, log into my.geneva.edu and look under Student Information, Web Registration: when web registration will be open for you will be displayed.**

COURSE OFFERINGS ARE LISTED ONLINE: my.geneva.edu and utilize the Course Search feature.
GENEVA COLLEGE CATALOG: www.geneva.edu. Click *Academics, College Catalog*.

Prospective students who desire to apply for admission should call the Admissions Office 724-847-6500.

Returning study abroad and readmitted students must contact their adviser for registration assistance.

Teacher certification prospective students should contact the Education Department 724-847-6535.

Current certification students do not have access to web registration but may send registration forms to the Registrar's Office.

Admissions will communicate with **new freshmen** and **new transfers**.

Withdrawing students should contact the Residence Life Office to withdraw officially.

WEB REGISTRATION (returning students only)

- Make an appointment to meet with your adviser. This is mandatory!
- All students have a registration hold which can only be released by the assigned adviser. (If you have changed advisers and have not submitted the paper work to the registrar's office, please do so NOW!)
- Instructions and login information - www.geneva.edu, click *Current Students, Registrar, Web Registration Information*

Note: You may need to register for some classes on paper in the registrar's office (e.g. due to time conflicts, closed classes, special courses, etc.) Your adviser's signature will be required for paper registration.

PAPER REGISTRATION

- Make an appointment to meet with your adviser. This is mandatory!
- Complete the front and back of the paper registration form and take it to your adviser for approval. Include the course abbreviation, number, and section (Example: ENG 101 01). The form is available in the Registrar's Office.
- Your adviser must sign the completed schedule AND release the registration hold.
- Take your signed registration form to the Registrar's Office according to the chart above.

ADDS & DROPS

We highly recommended that you **CONSULT YOUR ADVISER** regarding any schedule changes.

ADDS: Credits beyond 20 will result in extra tuition charges.

DROPS: **NEVER** drop below 12 credits per semester without consulting your adviser. In addition to academic repercussions, this could affect or negate financial aid, athletic eligibility, and health insurance.

The last day to add a class, change a section, or use web registration is **JANUARY 12**.

Attention Federal Financial Aid recipients: Be advised that courses not needed for your program(s) of study are not eligible for federal financial aid. Please consult with your advisor if your Advising Worksheet on my.geneva.edu indicates that you are enrolled in classes listed under *Additional Coursework*.

ADDITIONAL INFORMATION

- **Only EIGHT** credits from the following one-credit classes will count toward a bachelor's degree:

EDU 220 Tutoring	MUS 213 Concert Band	PED 104 Varisty Sport Elect.
ENG 221 Newspaper	MUS 214 Instrum Ensemble	COM 200 College Forensics
ENG 223 Literary Mag	MUS 215 Genevans	COM 201 Theater Practicum
HMN 491 Book Discussion	MUS 216 Vocal Ensemble	COM 203 Radio Practicum
MUS 212 Marching Band	MUS 218 Handbells	COM 204 TV Practicum

- **For all students who enroll before Summer 2016, TWO physical education classes** are required for the core. One must be an activity class (PED 101) and one a physical fitness class (PED 103). These receive a letter grade. PED 104 is an elective for varsity sports only, is graded CR or NC, and is subject to the 8-credit limit for 1-credit courses.
- **Courses numbered 095** do not count toward graduation or overall GPA but do count for financial aid and full-time enrollment. These courses may NOT be taken as an audit.
- **The following courses require special forms and signatures** and may NOT be added or dropped on the Web: Independent Studies; Internships; Practica; Music Lessons; Honors Courses.
- **Credit/No Credit** is an option for juniors and seniors with a minimum 2.5 GPA and cannot be used for core or major requirements, and only one such course is permitted per semester. Forms are available in the registrar's office.
- **Evening classes** are course numbers ending in E1 or E2.

FINANCIAL INFORMATION

Tuition/Fees. Part time (under 12 cr.) \$880 per credit hour; full time (12-20 cr.) \$13,035 per semester. These charges will be reduced according to the College Refund Policy upon formal withdrawal with the Student Development Office. Additional fees are charged for some courses included in lab or art courses, select education courses, and music lessons and education classes.

Please see the Financial Information section of the college catalog.

Payment Policy. A financial obligation to the college for the full amount of the semester's charges is incurred by the student upon registration. **Students must have a zero balance on their account from previous semesters before registering.**

- Charges not covered by financial aid are due January 2 for Spring semester.
- Bills may be paid by check or cash or paid monthly to the Student Financial Services Office, or paid monthly through Nelnet Business Solutions, which is an outside optional service provided for a fee.
- Students are financially responsible for all charges incurred until such time as he/she officially withdraws.
- Online payment options will be available with Nelnet Business Solutions.

CALENDAR

Spring Semester 2017-18

JAN	08	Classes begin 8:00 a.m.
	12	Last day to add a class
	15	Martin Luther King Day - no day classes
MAR	02	Spring Break begins 5 p.m.
	12	Classes resume 5 p.m.
	13	♦ Revised schedule- follow MONDAY day schedule. Tuesday evening classes meet.
	19	Last day to DROP a class
	28	Easter break begins 5:00 p.m.
APR	03	Classes resume 8 a.m. No Tues eve classes
	04	Follow Monday day class schedule
	09	Last day for <u>new</u> freshmen to drop 1 class
	27	Last day of classes
	30	Reading Day. No day classes. Final Exams begin 3:30 p.m.
MAY	03	Final exams end
	04	Baccalaureate 7:00 p.m.
	05	Trad'l Undergraduate Commencement 10 a.m. Graduate & ADP Commencement 3 p.m.

**♦PLEASE NOTE REVISED
SCHEDULE ON THE
CALENDAR for MARCH 13
and April 4.**

TIME CONVERSION CHART

STANDARD TIME	MILITARY TIME
8 a.m. - 12:59 p.m.	Same as standard
1 p.m. - 1:59 p.m.	13:00 - 13:59
2 p.m. - 2:59 p.m.	14:00 - 14:59
3 p.m. - 3:59 p.m.	15:00 - 15:59
4 p.m. - 4:59 p.m.	16:00 - 16:59
5 p.m. - 5:59 p.m.	17:00 - 17:59
6 p.m. - 6:59 p.m.	18:00 - 18:59
7 p.m. - 7:59 p.m.	19:00 - 19:59
8 p.m. - 8:59 p.m.	20:00 - 20:59
9 p.m. - 9:59 p.m.	21:00 - 21:59
10 p.m. - 10:59 p.m.	22:00 - 22:59

CHAPEL INFORMATION

The Geneva College chapel program is designed to serve as an integral part of the College's educational mission and will serve as a weekly devotional time for the entire College community. Chapel is held each Wednesday from 10:10-11:00 a.m. in Metheny Fieldhouse and is designed to provide an opportunity for the campus to gather together to praise God, hear His word, and seek His favor and direction. **Attendance is mandatory for full-time students**, although up to 4 chapels may be missed in any given semester. Please see Geneva College's web page (under *Faith*) for information regarding chapel exemption for student teachers, credit bearing internships, off campus study and commuter students who are not scheduled for class before 12:20 Wednesdays.

DEPARTMENT ABBREVIATIONS

ACC	ACCOUNTING	EGR	ENGINEERING	MUA	MUSIC APPLIED
BIB	BIBLICAL STUDIES	ENG	ENGLISH	MUS	MUSIC
BIO	BIOLOGY	ESL	ENGLISH AS SECOND LANG	PED	PHYSICAL EDUCATION
BUS	BUSINESS	EVE	ENVIRON. ENGINEERING	PHI	PHILOSOPHY
CDS	COMMUNICATION DISORDERS	EVS	ENVIRONMENTAL SCIENCE	PHY	PHYSICS
CHE	CHEMICAL ENGINEERING	GRK	GREEK	POL	POLITICAL SCIENCE
CHM	CHEMISTRY	HEB	HEBREW	PSY	PSYCHOLOGY
CIE	CIVIL ENGINEERING	HIS	HISTORY	SCS	SCIENTIFIC STUDIES
COM	COMMUNICATION	HMN	HMN BOOK DISCUSSION	SOC	SOCIOLOGY
CPE	COMPUTER ENGINEERING	HSV	HUMAN SERVICES	SPA	SPANISH
CRJ	CRIMINAL JUSTICE	HUM	HUMANITIES	SPM	SPORT MANAGEMENT
CSC	COMPUTER SCIENCE	LIN	LINGUISTICS	SSC	SOCIAL SCIENCE
ECO	ECONOMICS	MAT	MATHEMATICS	VIS	VISUAL COMMUNICATION
EDU	EDUCATION	MEE	MECHANICAL ENGINEERING	XCX	CROSS CULTURAL EXPER
ELE	ELECTRICAL ENGINEERING	MIN	MINISTRY		

BUILDING ABBREVIATIONS

AH	ALUMNI HALL	GENCH	GENEVA CHURCH 31 ST ST	MG	MERRIMAN GYM
ALX	ALEXANDER HALL	IMC	INTEGRATED MEDIA CENTER	NW	NORTHWOOD HALL
BTH	BAGPIPER THEATER	JG	JOHNSTON GYM	RE	REED HOUSE
CHRP	COLLEGE HILL RP CHURCH	JWC	JOHN WHITE CHAPEL	RT	RAPP TECHNOLOGY CNTR
DOW	DOWNIE HOUSE	LIB	LIBRARY	SC	STUDENT CENTER
FER	FERNCLIFFE	MB	MAIN BUILDING (Old Main)	SE	SCIENCE & ENGR
FH	FIELD HOUSE	MCL	McKEE LAB	STH	STUDIO THEATER

CLASS PERIODS

(Use this form to help plan your schedule)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 8:00-8:55	2 8:00-9:20	1 8:00-8:55	2 8:00-9:20	1 8:00-8:55
3 9:05-10:00		3 9:05-10:00		3 9:05-10:00
	4 9:30-10:50		4 9:30-10:50	
5 10:10-11:05 L&T (SSC 101)	6 11:00-12:20	5 10:15-11:00 Chapel	6 11:00-12:20	5 10:10-11:05
7 11:15-12:10		7 11:15-12:10		7 11:15-12:10
9 12:20-1:15	8 12:30-1:50	9 12:20-1:15	8 12:30-1:50	9 12:20-1:15
11 1:25-2:20		11 1:25-2:20		11 1:25-2:20
	10 2:00-3:20		10 2:00-3:20	
13 2:30-3:25		13 2:30-3:25		13 2:30-3:25
	12 3:30-4:50		12 3:30-4:50	
15 3:35-4:30		15 3:35-4:30		15 3:35-4:30
Evening: MON	TUES	No WED evening classes	THURS	