GENEVA COLLEGE

Beaver Falls PA 15010 724-846-5100

SPRING SEMESTER UNDERGRADUATE 2012-2013

COURSE OFFERINGS ARE LISTED ON LINE: www. geneva.edu

Click *Current Students*, *Registrar*, *Spring Semester Information*.

(To check course availability, go back to *Registrar* then click *Schedule of Classes* and choose the appropriate term.)

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.

REGISTRATION SCHEDULE

CLASSIFICATION	WEB begin date/time	PAPER begin date/time
Graduating Seniors (seniors who have applied to graduate in 2013)	NOV. 5 **10 p.m.**	NOV. 6 **8 a.m.**
Seniors (hrs. earned + current hrs. enrolled = 90 cr. or more)	NOV. 6 **10 p.m.**	NOV. 7 **8 a.m.**
Juniors (hrs. earned + current hrs. enrolled = 60-89 cr.)	NOV. 12 **10 p.m.**	NOV. 13 **8 a.m.**
Sophomores (hrs. earned + current hrs. enrolled = 28-59 cr.)	NOV. 14 **10 p.m.**	NOV. 15 **8 a.m.**
Returning Freshmen (hrs. earned + current hrs. enrolled = 1-27 cr.)	NOV. 15 **10 p.m.**	NOV. 16 **8 a.m.**
NEW TRANSFERS AND NEW FRESHMEN – PLEASE CONTACT YOUR ADMISSIONS COUNSELOR.		

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 attached registration form and take it to your adviser for approval. Include the course abbreviation, number, and section (Example: ENG 101 32).
- 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 17 may 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 18.

ADDITIONAL INFORMATION

- The per credit rate will be charged for each credit over 17 credits **unless** the extra credit is one or more of the following:

EDU 220	Tutoring	MUS 213	Concert Band	PED 101/103*	Physical Education
ENG 221	Newspaper	MUS 214	Instrum Ensemble	PED 104	Varsity Sport Elect.
ENG 223	Literary Mag	MUS 215	Genevans	COM 200	College Forensics
HMN 491	Book Discussion	MUS 216	Vocal Ensemble	COM 201	Theater Practicum
MUS 212	Marching Band	MUS 218	Handbells	COM 203	Radio Practicum
				COM 204	TV Practicum

- **Only EIGHT** credits from the one-credit classes listed above will count toward a bachelor's degree (see "Limitations" in the *Geneva College Online Catalog*). *Exception: Required courses PED 101&103 are not subject to the 8 credit limitation.

- **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.) $820 per credit hour; full time (12-17 cr.) $12,240 per semester. These charges will be reduced according to the College Refund Policy upon formal withdrawal in the Student Development Office. Additional fees are charged for 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, cash, or paid monthly to a *TuitionPay* plan set up prior to the Fall semester.
- Students are financially responsible for all charges incurred until such time as he/she officially withdraws.

CALENDAR
2nd Semester 2012-13

JAN	14	Classes begin 8:00 a.m.
	18	Last day to ADD a class
	21	Martin Luther King Day - no day classes
MAR	01	Spring Break begins 5 p.m.
	12	Classes resume 8 a.m.
		✦ **Revised schedule** – follow **MONDAY** day schedule. No evening classes.
	25	Last day to DROP a class.
	27	Easter Break begins 5 p.m.
APR	01	Classes resume 5 p.m
.	03	✦ **Revised schedule**- follow **MONDAY** day schedule.
	15	Last day for new freshmen to drop 1 class
MAY	03	Last day of classes
	06	Reading Day. No day classes.
		Final Exams begin 3:30 p.m.
MAY	09	Final exams end
	10	Baccalaureate 7:00 p.m.
	11	Trad'l Undergraduate Commencement 10 a.m.
		Graduate & ADCP Commencement 4 p.m.

✦ PLEASE NOTE REVISED SCHEDULE ON THE CALENDAR for MARCH 12 and April 03.

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 10:15-11:00 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
BIB	BIBLICAL STUDIES
BIO	BIOLOGY
BUS	BUSINESS
CDS	COMMUNICATION DISORDERS
CHE	CHEMICAL ENGINEERING
CHM	CHEMISTRY
CIE	CIVIL ENGINEERING
COM	COMMUNICATION
CPE	COMPUTER ENGINEERING
CSC	COMPUTER SCIENCE
ECO	ECONOMICS
EDU	EDUCATION
ELE	ELECTRICAL ENGINEERING
EGR	ENGINEERING
ENG	ENGLISH
ESL	ENGLISH AS SECOND LANG
EVE	ENVIRONMENTAL ENGINEERING
EVS	ENVIRONMENTAL SCIENCE
GRK	GREEK
HEB	HEBREW
HIS	HISTORY
HMN	HMN BOOK DISCUSSION
HSV	HUMAN SERVICES
HUM	HUMANITIES
LIN	LINGUISTICS
MAT	MATHEMATICS
MEE	MECHANICAL ENGINEERING
MIN	MINISTRY
MUA	MUSIC APPLIED
MUS	MUSIC
PED	PHYSICAL EDUCATION
PHI	PHILOSOPHY
PHY	PHYSICS
POL	POLITICAL SCIENCE
PSY	PSYCHOLOGY
SCS	SCIENTIFIC STUDIES
SOC	SOCIOLOGY
SPA	SPANISH
SPM	SPORT MANAGEMENT
SSC	SOCIAL SCIENCE
VIS	VISUAL COMMUNICATION

BUILDING ABBREVIATIONS

AH	ALUMNI HALL
ALX	ALEXANDER HALL
BTH	BAGPIPER THEATER
CHRP	COLLEGE HILL RP CHURCH
DOW	DOWNIE HOUSE
FER	FERNCLIFFE
FH	FIELD HOUSE
GEV	WGEV
JG	JOHNSTON GYM
JWC	JOHN WHITE CHAPEL
LIB	LIBRARY
MB	MAIN BUILDING (Old Main)
MCL	McKEE LAB
MG	MERRIMAN GYM
NW	NORTHWOOD HALL
RT	RAPP TECHNOLOGY CNTR
SC	STUDENT CENTER
SE	SCIENCE & ENGR
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	**4** 9:30-10:50	**3** 9:05-10:00	**4** 9:30-10:50	**3** 9:05-10:00
5 10:10-11:05	**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	**10** 2:00-3:20	**11** 1:25-2:20	**10** 2:00-3:20	**11** 1:25-2:20
13 2:30-3:25	**12** 3:30-4:50	**13** 2:30-3:25	**12** 3:30-4:50	**13** 2:30-3:25
15 3:35-4:30		**15** 3:35-4:30		**15** 3:35-4:30
Evening: MON	TUES	No WED evening classes	THURS	