GENEVA COLLEGE

Beaver Falls PA 15010 724-846-5100

SPRING SEMESTER UNDERGRADUATE 2013-2014

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. 4 **10 p.m.**	NOV. 5 **8 a.m.**
Seniors (hrs. earned + current hrs. enrolled = 90 cr. or more)	NOV. 5 **10 p.m.**	NOV. 6 **8 a.m.**
Juniors (hrs. earned + current hrs. enrolled = 60-89 cr.)	NOV. 11 **10 p.m.**	NOV. 12 **8 a.m.**
Sophomores (hrs. earned + current hrs. enrolled = 28-59 cr.)	NOV. 13 **10 p.m.**	NOV. 14 **8 a.m.**
Returning Freshmen (hrs. earned + current hrs. enrolled = 1-27 cr.)	NOV. 14 **10 p.m.**	NOV. 15 **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 17.

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.) $850 per credit hour; full time (12-17 cr.) $12,610 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 2013-14

JAN	13	Classes begin 8:00 a.m.
	17	Last day to ADD a class
	20	Martin Luther King Day - no day classes
MAR	07	Spring Break begins 5 p.m.
	18	Classes resume 8 a.m.
		✦ **Revised schedule** – follow **MONDAY** day schedule. No evening classes.
	24	Last day to DROP a class.
APR	14	Last day for new freshmen to drop 1 class
	16	Easter Break begins 5 p.m.
	21	Classes resume 5 p.m
	23	✦ **Revised schedule**- follow **MONDAY** day schedule.
MAY	02	Last day of classes
	05	Reading Day. No day classes.
		Final Exams begin 3:30 p.m.
MAY	08	Final exams end
	09	Baccalaureate 7:00 p.m.
	10	Trad'l Undergraduate Commencement 10 a.m.
		Graduate & ADCP Commencement 4 p.m.

✦ PLEASE NOTE REVISED SCHEDULE ON THE CALENDAR for MARCH 18 and April 23.

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

BUILDING ABBREVIATIONS

AH	ALUMNI HALL	FH	FIELD HOUSE	MCL	McKEE LAB
ALX	ALEXANDER HALL	GEV	WGEV	MG	MERRIMAN GYM
BTH	BAGPIPER THEATER	JG	JOHNSTON GYM	NW	NORTHWOOD HALL
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
				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	