

## NEW STUDENT REGISTRATION GUIDE

New campus-based students register in person at the Registrar's Office on Thursday, September 5 between 1:30 p.m. and 4:00 p.m. If you are a part-time student and unable to attend this registration period, you may register at Evening Registration on Thursday, September 5 between 5:30 p.m. and 6:30 p.m.

### Step One:

New students are asked to meet in the Flahiff Room (main floor of the AST Library) on September 5 at 1:00 p.m. for a half-hour registration information session.

### Step Two:

Registration for new students will open at 1:30 p.m. on September 5, directly after the registration information session. Course Indicator Forms, Personal Registration Forms, Course Offering Summary and Timetables for the Fall Term 2019 and Winter Term 2020 will be available at the information session.

### Step Three:

The Faculty Advisor List will be posted on the Registrar's Bulletin Board (outside of Office 131) during registration times. Please review the Faculty Advisor List to determine who your Faculty Advisor is. (If your name does not appear on the list, please see me and I will assign you to a Faculty Advisor.) Next, queue up to meet with your Faculty Advisor who will assist you in making your course selection and sign your completed Course Indicator Form approving your course selection. (Faculty Advisor offices are located on the main floor the AST Library.)

### Step Four:

Complete your Personal Registration Form. Please note that it is the student's responsibility to ensure that the information given in the Personal Registration Form is complete and accurate. AST's student database will be updated according to the information you provide on this form.

### Step Five:

With your completed Course Indicator Form and Personal Registration Form in hand, proceed to my office (Office 131, main floor of the AST Residence building). You will bring your completed Course Indicator Form and Personal Registration Form to me to register for courses. (n.b. Your course selection will not be entered during registration hours. I will notify you as quickly as possible if we are not able to accommodate your registration for a desired course(s) due to class-size limits.)

### Step Six:

I will give you two copies of a Registration Confirmation form. You will take the pink copy to Jean McNeil in the Business Office (Office 121, main floor of the AST Residence building) and attend to payment for your Fall Term courses, student association fees etc. The Business Office accepts cash, cheque, Visa, MasterCard, and debit card payments. *(Even if you are sponsored, you still need to see Jean McNeil during registration.)* With payment for your Fall Term courses, the registration process is complete.

The white copy of the Registration Confirmation form (the original) belongs to you. It confirms your student number and that you are a registered student at AST for 2019-2020. You will need this form to obtain your AST Student ID/Library Card and to register for benefits with the Saint Mary's University Student Association. For more information about obtaining your AST Student ID/Library Card, please review the "Student ID and Library Card" information on the Students page of the AST website.

**Note for new campus-based MA students:** If you plan to register for GTRS 6000 in Fall Term 2019, please complete the registration process (Steps 3 to 6) on Thursday, September 5 between **9:30 a.m. and 11:30 a.m.** If you have any questions about this, please get in touch with me ([registrar@astheology.ns.ca](mailto:registrar@astheology.ns.ca) or at office 131).

If you have any questions or concerns about registration, please email me. I look forward to meeting you on September 5.

Cynthia Thomson, Registrar  
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