

Registrar's Fall Registration Information

Fall Registration

All students who attend classes on campus in the Fall Term 2019 and/or Winter Term 2020 are required to attend Fall Registration on Thursday, September 5.

Pre-Registered Returning Students:

If you participated in Returning Student Registration in February/March 2019 your Registration Confirmation Form for 2019-2020 was mailed to you in late May 2019. All you need to do during Fall Registration is see Jean McNeil in the Business Office (Office 121) to pay your tuition, technology fee, campus renewal fee, and student association fees for the Fall Term 2019. *(Even if you are sponsored, you still need to see Jean McNeil during registration.)*

Your registration timeslot is Thursday, September 5 from 9:30 a.m. to 11:30 a.m.

Course Changes for Pre-Registered Students – If you need to make changes to your 2019-2020 course registration, meet with your Faculty Advisor on September 5. (Your Faculty Advisor will need to sign off on your Course Leave and Enter Form if you are adding courses. The Faculty Advisor List will be posted on the Registrar's Bulletin Board outside of Office 131 during Fall Registration.) Next, drop off your completed Course Leave and Enter Form to me or leave it in my mailbox in the AST mailroom on September 5. Then see Jean McNeil in the Business Office (Office 121) to pay your tuition, technology fee, campus renewal fee, and student association fees for the Fall Term 2019. For accurate billing and payment, please let Jean know about the course changes made on September 5. *(Even if you are sponsored, you still need to see Jean McNeil during registration.)*

Your registration timeslot is Thursday, September 5 from 9:30 a.m. to 11:30 a.m.

Returning Students:

If you are a returning student who did not pre-register for 2019-2020 during Returning Student Registration in February/March 2019 you will need to meet with your Faculty Advisor during Fall Registration and make your course selection. (The Faculty Advisor List will be posted on the Registrar's Bulletin Board outside of Office 131 during Fall Registration.) **Register for all courses you plan to take in the Fall Term 2019 and Winter Term 2020.** You will need to complete a Course Indicator Form and bring it to me (in Office 131) to register for courses. I will give you your Registration Confirmation Form for 2019-2020. Then you will see Jean McNeil in the Business Office (Office 121) to pay your tuition, technology fee, campus renewal fee, and student association fees for the Fall Term 2019. *(Even if you are sponsored, you still need to see Jean McNeil during registration.)*

Your registration timeslot is Thursday, September 5 from 9:30 a.m. to 11:30 a.m.

New Students:

If you are a new AST student - welcome! To register for courses for Fall Term 2019 and/or the Winter Term 2020 you will need to meet with your Faculty Advisor during Fall Registration and make your course selection. (The Faculty Advisor List will be posted on the Registrar's Bulletin Board outside of Office 131 during Fall Registration.) **Register for all courses you plan to take in the Fall Term 2019 and Winter Term 2020.** You will need to complete a Course Indicator Form and a Personal Registration Form and bring these forms to me (in Office 131) to register for courses. I will give you your Registration Confirmation Form for 2019-2020. Then you will see Jean McNeil in the Business Office (Office 121) to pay your tuition, technology fee, campus renewal fee, and student association fees for the Fall Term 2019. (Even if you are sponsored, you still need to see Jean McNeil during registration.) Refer to the "New Student Registration Guide" on the Students page of the AST website for more details.

Your registration timeslot is Thursday, September 5 from 1:30 p.m. to 4:00 p.m.

New Campus-Based MA Students:

If you plan to register for GTRS 6000 in Fall Term 2019, please attend registration on Thursday, September 5 between 9:30 a.m. and 11:30 a.m. Refer to the "New Student Registration Guide" on the Students page of the AST website for more details. **Register for all courses you plan to take in the Fall Term 2019 and Winter Term 2020.** If you have any questions about this, get in touch with me (registrar@astheology.ns.ca or at office 131).

Your registration timeslot is Thursday, September 5 from 9:30 a.m. to 11:30 a.m.

Evening Registration for Part-Time Students:

Evening registration is available for students who are not able to register in person during the daytime registration timeslots. A Faculty Advisor will be available for course selection consultation. **Register for all courses you plan to take in the Fall Term 2019 and Winter Term 2020.** You will need to complete a Course Indicator Form, and if you are a new student a Personal Registration Form as well, and bring it/these to me (in Office 131) to register for courses. I will give you your Registration Confirmation Form for 2019-2020. Then you will see Jean McNeil in the Business Office (Office 121) to pay your tuition, technology fee, campus renewal fee, and student association fees for the Fall Term 2019. (Even if you are sponsored, you still need to see Jean McNeil during registration.)

Your registration timeslot is Thursday, September 5 from 5:30 p.m. to 6:30 p.m.

Course Offerings and Timetables

A current copy of the 2019-2020 Course Offering Summary and the Fall and Winter Timetables are posted on the Students page of the AST website. Every attempt has been made to provide the most reliable timetables possible, but some changes may be necessary for September or January. If timetable changes are made, you will be notified by me. Classrooms will be assigned prior to Fall Registration.

Tuition for 2019-2020

Standard tuition is \$698.00 per academic credit and international tuition is \$1,396.00 per academic credit for 2019-2020.

Payment of Fees and Outstanding Balances

All fees and outstanding debts to AST are to be paid upon registration at the beginning of each term. Students who have an outstanding balance owing to AST will not be permitted to register for subsequent courses until the balance is paid in full. All Fall Term 2019 fees are due at the time of registration. The only exceptions to this will be for those who are supported by the founding churches. If there is any doubt about your status as a sponsored student you must be prepared to make payment of fees when you register. Appeals on this must be made to the Academic Dean.

Course Withdrawal

While we hope that all students will be able to complete their courses, if you need to withdraw from a course (or courses) complete a Course Leave and Enter Form (CLEF) and submit it to the Registrar's Office. Familiarize yourself with the Course Withdrawal and Refund Schedule found on the Students page of the AST website and on page 71 of the Academic Calendar. **Simply letting your instructor know that you will be leaving a course does not constitute withdrawal from a course.** (Printed copies of the Course Leave and Enter Form are available on the shelf outside of Office 121 and a PDF is posted on the Students page of the AST website.)

Bursaries and awards administered by AST for its students

Students registered at AST who may need financial support for this coming year are encouraged to apply for the bursaries and awards administered by AST. Application forms are available on the Students page ("Financial Assistance" tab in the drop-down menu) on the AST website and printed copies are on the shelf outside of Office 121. AST bursary application forms are due by September 30.

Textbooks

The textbook list for the Fall Term 2019 is posted on the Students page of the AST website. If you have questions about the textbook list, please contact the Academic Office at academic@astheology.ns.ca or 902-423-5592.

Students page on the AST Website

Visit the Students page on the AST website (<http://www.astheology.ns.ca/students/index.html>) now and throughout the year for course information, timetables, registration forms, bursary application forms, textbook lists and more.

Cynthia Thomson
Registrar
Summer 2019