

Registering for Courses

WHERE DO I BEGIN? – The **TIMETABLE AND COURSE SYLLABI** for the coming year are available on our website at <http://www.macdiv.ca/students/schedule.php>. The timetable will assist you in determining the courses available according to your schedule and the syllabi will assist you in determining if the course you are choosing is right for you. For a working copy of the required courses for your program, please see “Program Requirement Guide” available on the Current Students Home page.

ADVANCE CREDITS AND ADVANCE STANDING – If you have taken similar courses to those required within your program, students have the option of requesting advance credit or advance standing for their previous achievements. Advance credit may be given to students who have taken courses at another seminary and are relevant to their program. Upon request, Advance Standing may be granted for completed relevant courses in your undergrad program. All requests for advance credit or advance standing should be made to Jeff Clarke, Recruitment and Admissions Officer at jclarke@mcmaster.ca.

DO YOU REQUIRE ASSISTANCE IN CHOOSING YOUR COURSES? If you require assistance with the selection of your courses, please contact your faculty advisor or the Director of your program.

FACULTY ADVISORS – Students are advised to meet with their faculty advisor regularly. If your faculty advisor is away on sabbatical, please consult with Gordon Heath, Director of Professional Degrees; Patricia Webb, Director of Development; or Joanne Lyne, Registration Office by appointment only.

Are you registering for
***READING COURSE, *THESIS or**
***LETTER OF PERMISSION?**
If so, please see the Academic Rules and Regulations
before registering.
<http://www.macdiv.ca/regs/index.php>

FIELD EDUCATION – PRACTICAL MINISTRY EXPERIENCE... Students intending to register for Field Education in the fall are to make an appointment with Rev. Lee Beach, Interim Director of Field Education to negotiate a field placement site. An important component of the Field Education placement is the MRS seminars that bring students together every Wednesday at 3:00 p.m. for theological reflection on their ministry. In order to be part of this important program, placement arrangements are to be confirmed prior to August 1. Appointments may be arranged by contacting Lee Beach at beachl@mcmaster.ca.

SCHEDULE CONFLICTS – Please consider your courses carefully to ensure there are no personal schedule or course conflicts. The timetable has been constructed to enable the standard student access to all courses. However, if you have a conflict in your final year of study, please contact Joanne Lyne in the Registration Office at lynejo@mcmaster.ca or your faculty advisor to discuss your situation.

As soon as a student registers into 18 units or more per academic year (Sept-Apr), whether it is through the initial registration in September or the drop/add process in January, a fee for mandatory insurance is applied to the student account. This mandatory insurance fee is included within the tuition fee at 18 units or greater. If you have adequate personal insurance coverage, you may opt out at www.studentcare.net.