

# Registration Process: Professional Degrees

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**HOW DO I REGISTER?**- All registration forms and supporting documentation should be submitted to the Registration Office, Room 210 at McMaster Divinity College by the registration timeline set out by McMaster Divinity College. The following documents are required to complete your registration. Detailed guidelines are available to assist you. These documents are:

- Registration Form
- Payment Arrangement Form
- Payment by preferred method: cheque, money order or telephone banking noted on the payment arrangement form

**WHERE ARE THESE FORMS?** Registration packages are held in the Registration Office at McMaster Divinity College and are distributed to our new and returning students for the Summer and Fall/Winter Registration Sessions. If you have not received your package by the beginning of the Registration period, please contact the Registration Office at [lynejo@mcmaster.ca](mailto:lynejo@mcmaster.ca).

All new students must submit an application for a McMaster Student Card to complete their first registration at McMaster Divinity College.

## **MCMASTER STUDENT CARDS AND VALIDATIONS:**

All new students not having a McMaster Divinity College student card are required to:

- Complete the Student Information Form

<http://www.macdiv.ca/students/documents/StudentInformationForm.pdf>

- Submit a recent photo for your student card to the Registration Office, Room 210, McMaster Divinity College.

This will initiate the production of your student card. A student card with validation sticker gives you access to the many different campus facilities as well as withdrawing privileges from Mills Library. As the University produces these student cards, you will be contacted by the Registration Office when your student card is available.

Confirmation of your Registration and validation sticker will be available once financial arrangements have been processed through McMaster University.

**DROPPING AND ADDING COURSES** – All drop and add forms must be received in the Registration Office, Room 210, McMaster Divinity College by the posted timeline. If you must drop a course before completion your student account will be charged a percentage of the cost. Your financial set-back will depend on how far into the semester the drop takes place. McMaster Divinity College also reserves the right to charge additional administrative fees for this course of action.