

CONTINUING STUDENT REGISTRATION MASTER OF ARTS IN CHRISTIAN APOLOGETICS DISTANCE LEARNING

❑ Complete Course Selection (WebReg Phase I).

1. Near the end of each semester, you will need to complete Course Selection (known as WebReg Phase I) for the following semester's courses.
2. You will receive notices from the department that will explain how to go through this process and will include information about deadlines for completing Course Selection. Please note that failure to complete Course Selection on time will result in a significant administrative fee before you can finalize registration.

❑ If you choose, speak with your advisor and select your courses.

1. This step is encouraged (but not required) for continuing students. Contact the Apologetics department at 888.332.4652 to schedule an advising appointment with your academic advisor, Christy Giannestras.
2. Consult the Sample Program Schedule, designed for full-time or part-time students, to chart your progress through your course of study. (These Sample Schedules can be downloaded from our Helpful Forms page at <http://www.biola.edu/academics/professional-studies/apologetics/maca/distance/helpful-forms/>.) You can also view Biola's online class schedule by logging on to http://wisdom2.biola.edu/register/static_schedule2/.

❑ Register for your courses (WebReg Phase II).

1. You can learn the exact dates for your registration period (in January for Spring semester and August for Fall semester) and register for your courses by accessing WebReg (<http://www.biola.edu/webreg>). If you have forgotten your NetID and NetID password, which are necessary to enter, click the link "Forgot NetID?" or "Forgot Password?" From there, you will be able to obtain the necessary passwords.
2. After entering WebReg, follow the instructions to add classes to your schedule using the four-digit call number for each class. For distance courses (with the "MD" designation), you will need to request signature permission before adding those classes to your schedule. These signatures are granted multiple times throughout the day during the registration period. When the signature is granted, return to WebReg to add the class. Follow the remaining WebReg steps to complete your registration. (Please do not contact the Apologetics department directly to request signatures.)
3. **Please note that you are not officially registered until payment has been made for your courses.** You may pay for courses with a credit card (either online or by calling the Cashier at 562.944.0351 x.5054), OR by sending a check which arrives **on or before** the last day of registration.
4. Your academic advisor, Christy Giannestras, will send the syllabi for your courses a few days prior to the start of the semester. Be sure to follow all of the due dates for your assignments!