

NEW STUDENT REGISTRATION MASTER OF ARTS IN CHRISTIAN APOLOGETICS DISTANCE LEARNING

❑ **Complete the admissions process.**

1. Upon notice of your acceptance to the program, you will receive a “validation” form that should be returned to:
Office of Graduate Admissions
Biola University
13800 Biola University
La Mirada, CA 90639
2. When the validation form is received and processed by our admissions office, you will be able to access Biola University’s online web registration system (WebReg).

❑ **Speak with your advisor and select your courses.**

1. Contact the Apologetics department at 888.332.4652 to schedule an advising session (either by phone or in person) with Bo Lee.
2. Consult the Sample Program Schedule designed for either full-time or part-time students to begin to plan 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/>.) Your advisor will guide you based on your preferred time frame for completion. View Biola’s online class schedule by logging on to http://wisdom2.biola.edu/register/static_schedule2/.

❑ **Register for your courses.**

1. Learn the dates for your registration period (January for Spring semester and August for Fall semester) and register for your courses by accessing WebReg (<http://www.biola.edu/webreg>). If you do not have your NetID and NetID password, click the link “First Time Logging In.” From there, you will be able to obtain the necessary passwords after entering your Biola ID number. If you do not have your Biola ID number, please contact your advisor. **Important:** Remember to keep these passwords. You will use them every time you register and whenever you access the Biola Portal.
2. After entering WebReg, follow the initial instructions to confirm your e-mail address. Then continue to the registration process.
3. There are several steps to the registration process. Begin with the Add/Drop Classes screen. View the class schedule by clicking “Look for Classes”. Each class comes with a four-digit call number, which should be in the far left column of the class schedule.
4. For distance learning courses (those designated as “MD”, “M1”, “M2”, etc.), you will need to request signature permission to add a course. Use the signature request box directly below the add/drop classes box. These signatures are granted multiple times throughout the day during the registration period. (Please do not contact the Apologetics department directly to request signatures.)
5. Return to WebReg to add the approved classes to your schedule. Follow through the remaining WebReg steps to complete your registration. There may be several steps to WebReg regarding issues that may seem irrelevant to the distance learning experience (housing, meal plans, parking permits, etc.). You can pass through these sections quickly.
6. **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.
7. Our department secretary, 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!
8. Important contact information:
 - Contact the Apologetics Department by calling 888.332.4652
 - Call Accounting at 562.903.4760 with questions regarding tuition payment
 - Call Financial Aid at 562.903.4742 with questions regarding financial aid
 - Call the Registrar’s Office at 562-903-4720 if you are having technical trouble with WebReg or need information regarding VA benefits.