

Spring Semester 2013

Schedule of Classes & Registration and Informational Guide

W. L. Bonner College

~ Fully Accredited in February 2008 ~



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We Are Still Committed to Our Motto . . .

"Preparing them for proclaiming Him"

Department of Enrollment Management/Registrar

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WLBC Spring Semester 2013- Schedule of Classes & Registration and Informational Guide

ACADEMIC CALENDAR – Spring 2013

DATE	DAY	EVENT	LOCATION
Oct 22, 2012 – Feb 28, 2013	Monday – Wednesday	Graduation Filing Period	Registrar's Office
November 12-January 4	Monday – Friday	Pre-Registration – Residency/Institute Continuing Student	WLBC Campus
November 12-January 5	Saturday	Pre-Registration – Saturday Institute Continuing Students	
January 7	Monday	Back-to-School Residency Evening/Institute Program / Orientation	WLB Fam Life Ctr
January 7	Monday	Classes Begin-Registration Residency/Evening & Institute Programs	WLBC Campus
January 7-11	Monday – Friday	Modular V – Institute Program	WLBC Campus
January – May	Tuesdays & Thursdays	Chapel Services for all Programs	WLBC Campus
January 12	Saturday	Registration – Modular V – Saturday Institute Program	WLBC Campus
January 12	Saturday	Last Day to Register without late fees – Institute/Saturday Institute	Registrar's Office
January 14	Monday	Observance of Dr. Martin Luther King, Jr. Birthday	College Closed
January 15	Tuesday	Late Registration Without Late Fees Residency/ Evening Programs	Registrar's Office
January 15-16	Tuesday– Wednesday	Late Registration Institute/Saturday Institute Programs	Registrar's Office
January 16	Wednesday	Last Day to Drop/Add Classes – Institute/Saturday Institute Programs	Registrar's Office
January 16-18	Wednesday – Friday	Late Registration Residency Evening – Drop/Add	Registrar's Office
January 17-18	Thursday – Friday	Withdrawal Period for Institute and Saturday Institute (W)	Registrar's Office
January 18	Friday	Last Day to Drop / Add – Residency /Evening	Registrar's Office
January 21 - 25	Monday – Friday	Withdrawal Period for Residency Evening (W)	Registrar's Office
January 21–March 16	Monday –Saturday	Withdrawal Period for Institute/Sat. Inst. Prog (WP or WF)	Registrar's Office
January 21–April 5	Monday -Friday	Withdrawal Period for Residency/Evening Prog (WP or WF)	Registrar's Office
January 28	Monday	Online Classes Begin	WLBC Online
February 5	Tuesday	Late Registration Without Late Fees Online Program	WLBC Online
February 6-8	Wednesday – Friday	Late Registration Online Program – Drop/Add	WLBC Online
February 8	Friday	Last Day to Drop/Add Classes – Online Classes	WLBC Online
February 11-15	Monday – Friday	Withdrawal Period for Online Classes (W)	WLBC Online
February 18–22	Monday – Friday	Module VI (Institute Program)	WLBC
February 23	Saturday	Module VI (Saturday Institute Program)	WLBC
February 18 – April 12	Tuesday – Friday	Withdrawal Period for Online Classes (WP/WF)	WLBC Online
February 21-23	Thursday – Saturday	ABHE Annual Meeting	Orlando, FL
March 1–March 30	Friday – Saturday	Late Graduation Filing Period – Late fee apply	Registrar's Office
March 4–8	Monday-Friday	Spring Break – Campus Closes	No Classes
March 11-15	Monday-Friday	Midterm examinations (Residency/Evening Program)	WLBC
March 18-22	Monday – Friday	Modular VII (Institute Program) / Midterm Exams	WLBC
March 18 – 22	Monday – Friday	Midterm Exams Institute Program	WLBC
March 18-April 19	Monday – Friday	Withdrawal Failing Period – Institute/Sat. Programs (WF)	Registrar's Office
March 18 – August 17	Monday – Saturday	Pre-Registration	WLBC
March 23	Saturday	Session VII (Saturday Institute Program)/Midterm Exams	WLBC
March 23	Saturday	Midterm Exams Saturday Institute Program	TBA
April 8-May 10	Monday – Friday	Withdrawal Failing Period – Residency Program (WF)	Registrar's Office
April 15-19	Monday – Friday	Module VIII (Institute Program)	WLBC
April 15-19	Monday – Friday	Final Exams – Institute Program	WLBC
April 15-May 31	Monday – Friday	Withdrawal Failing Period – Online Program (WF)	Registrar's Office
April 19-20	Friday – Saturday	Annual Christian Arts Celebration/Career/College Fair	WLB Fam Life Ctr
April 20	Saturday	Module VIII (Saturday Institute Program)	WLBC
April 20	Saturday	Final Exams – Saturday Institute Program	WLBC
May 6 – 10	Monday – Friday	Final Exams – Residency/Evening Program	WLBC
May 22	Wednesday	Baccalaureate	Refuge Sanctuary
May 23	Thursday	Graduation Rehearsal	Refuge Sanctuary
May 23	Thursday	Commencement	Refuge Sanctuary
May 27 – 31	Monday – Friday	Final Exams – Online Program	WLBC
July 4	Thursday	Observance of Independence Day	School Closed
August 22-24, 2013	Saturday	WLBC 2013 Homecoming	WLBC Campus
August 22-24, 2013	Saturday	First Annual Golf Tournament	Off Campus

Purpose and Intent of this Information

W. L. Bonner College students are the administrators, faculty and staff’s priority. In order to ensure that you are receiving the service and information that you so richly deserve, we want to provide, by every means possible, vital information that affects you and your academic career.

By making you aware of regulations, processes, procedures and timelines, affords you the avenue to plan more effectively. We want to ensure that you are well informed; therefore, we are providing this document for your convenience. This **Schedule of Classes & Registration and Informational Guide** provides class listings, registration dates, deadline dates and enrollment/withdrawal, graduation, financial aid, financial and other information.

Please take the time to “thoroughly” read the information enclosed. You are responsible for complying with the rules, regulations, practices, procedures, deadlines and all information shared.

As always, please feel free to contact the respective office for questions and/or concerns. We eagerly wait to assist you. If you have questions regarding the Schedule of Classes for Spring Semester 2013, please contact your academic advisor.

Although you will receive scheduling information each fall and spring semester, you will also receive written notifications if there are any changes in the schedule and/or processes.

Students are required to complete all courses in their program, as stated in their matriculation/readmission catalog. W. L. Bonner College (WLBC); however, reserves the right to make changes to the catalog as deemed necessary, but will make special considerations as needed. Courses listed in this **Schedule of Classes & Registration and Informational Guide** are based on program-required courses listed in the current catalog, and courses provided as needed, for active academic program courses for currently enrolled students. Students, who have questions regarding course offerings needed for graduation, but not listed in the current listing of courses, should contact their academic advisor immediately.

The staff in the Department of Enrollment Management/Registrar is available to assist you with your registration, enrollment, academic and graduation related questions and concerns. It is our pleasure to serve you.

Sannie M. Wright, Director
Enrollment Management/Registrar

Procedures for Spring Semester 2013 Graduation Clearance

If you plan to graduate Spring 2013, please make sure that you retrieve a graduation packet from the Department of Enrollment Management/Registrar beginning Fall Semester 2012.

Although the graduation-filing period begins October 22, 2012 and is extended through February 28, 2013, ALL STUDENTS are required to meet with their Academic Advisor by December 15, 2012, to ensure their eligibility to apply for graduation. Failure to comply with all of the above may result in the denial of your 2013 application for candidacy.

The late filing period is March 1, 2013 through March 29, 2013 (late fees will apply) (view the Fee Sheet (page 14) for a listing of all charges.). **Please contact your advisor immediately, if you plan to graduate May 2013.**

**College Disclaimer Regarding
Registration Class Schedule and Fees**

This semester's Schedule of Classes and other registration information are considered complete. WLBC always reserves the right to drop and add classes as deemed necessary. As much as possible, provisions will be made to accommodate students with special circumstances as approved by the college dean.

All fees listed in this registration guide, are considered accurate and final. Changes /adjustments in fees may occur as necessary. Students will receive written communication of changes, as soon as the College approves the change/s and time will permit for release.

Faculty Instruction

The College ensures that its faculty follows carefully outlined instructional guidelines. The course syllabi cover approved subject area requirements, to ensure that students receive competitive professional academic training.

FERPA – Family Educational Rights to Privacy Act (1974)

This information is released in part.

A complete copy of the FERPA Guidelines may be obtained from the Registrar's Office.

Access to Student Information Procedure

Because of the federal requirements governing the protection of student academic records, it is important that students know their responsibilities when they are provided access to sensitive information. The Family Educational Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education.

Disclosure of Directory Information

The college will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Each student, however, has the right to restrict the release of any or all of this information by submitting a written request to the Registrar's Office prior to current semester release of information. Directory information includes:

- Name
- Address
- E-mail Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Enrollment status (full-time, three-quarter time, or part-time)
- Dates of attendance
- Degrees and awards received
- FERPA mandates protection of student information from third-party disclosure.

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The Students' Responsibility for WLBC's Published Information

The course offerings and requirements of W. L. Bonner College are constantly under review for possible revisions and updates. Although advisors are responsible for providing assistance regarding program guidance, students are responsible for all information published in the catalog, student handbook, the current **Schedule of Classes & Registration Information Guide**, in addition to other published information that pertains to students' academic career. Students are required to follow their matriculation catalog unless they discontinue enrollment for at least one academic year.

In that case, upon re-entrance to school, students are required to follow all current catalog requirements. Only in cases where students are granted "**Leave of Absence**" status, can they remain under the previous catalog curriculum requirements. Leave of Absence Forms may be obtained from the Office of Enrollment Management/Registrar.

Leave of Absence

Leave of Absence Forms are used in extenuating circumstances when students are unable to return to school within the next academic year, but wish to remain in their current curriculum. A Leave of Absence Form must be requested at the end of the term currently enrolled and prior to the next semester's intended enrollment.

The Director of Enrollment Management/Registrar will review and approve special requests for leave of absence when it can be determined that extenuating circumstances exist. If a request is denied, the Dean may opt to give special approval. Examples of extenuating circumstances: course(s) needed but not being offered, emergency sick leave, financial circumstances, etc. (Review general information on readmission under Registration Information.)

~ Registration Information ~

The Department of Enrollment Management/Registrar proudly presents to you the **Spring Semester 2013 Schedule of Classes** for your convenience – the Master Schedule by program, day and time (see pages 15-17); and also provides vital information that may have an impact on your enrollment status. As you plan to meet with your academic advisor to select courses, also be aware of regulations and guidelines regarding the registration process. Please read all included information and adhere to the deadlines. It is imperative that you actively engage in the process so that you may be aware of all changes that may affect you.

Official Registration

Once you have registered for classes, secured housing (if applicable), all fees must be paid, or arrangements made to pay fees with the Office of Fiscal Services before attending classes.

Registration – Audit Class/es

A request to audit a course must be made by the first day of classes. The charge is \$135 per course (three hours). Each student will receive an “AU” status and an “AU” grade for the class. The audit status carries no grade calculation. Additional information can be obtained from the WLBC Academic Catalog or you may visit the Office of the Registrar. Students may not opt to change the registration status after registration has ended.

Registration Change

When making a registration change, please ensure that the proper form has been processed and forwarded to the designated office. Follow the Academic Calendar Schedule for general information and the detailed deadline dates as listed in charts throughout this booklet.

Class Attendance

Class attendance is mandatory. Once you register for classes, it is important that you attend your classes. Students are responsible for dropping/withdrawing from classes not attended.

Class Drop

If you are unable to attend a class, you **must submit a Drop Form or Class Withdrawal Form immediately**, signed and dated by the instructor of the class. The form may be obtained from the Department of Enrollment Management/Registrar, and returned to this office for official processing. An administrative punitive withdrawal grade will be assigned for students who do not complete a withdrawal from class form. Please be mindful that if you intend to withdraw from class, try to do so during the withdrawal periods (review chart on page 7), so that it will not result in a punitive grade of “WF.”

Registration – Faculty Directed Studies

A student who encounters a conflict in scheduling may request to take a course through FDS. The instructor must agree to this arrangement, with his/her academic advisor’s approval. The Dean reserves the right to approve or disapprove the request. The course is specially designed for seniors. Refer to the catalog for detail instructions.

Registration Late Fee

A late registration fee of **\$75** will be enforced for those who have not completed the registration process by the deadline. Please review the Fee Sheet in the Fiscal Services section and date posted on the Student Academic Calendar for each program.

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Re-admission Information

The student, who has not been enrolled in school for at least one academic year, must re-apply through the Office of Admissions and pay a re-admission non-refundable fee of \$30; and upon acceptance receive academic advisement prior to reentry. **All prior outstanding financial obligations must be satisfied.** If the student was academically suspended or dismissed, he/she may request to complete a Petition for Re-admission Form, and receive approval from the Academic Review Board Committee in order to be eligible to return to school.

Maximum Enrollment Hours per Semester

Full-time enrollment hours are 12 credit hours for all students. Review the chart below for recommended minimum /maximum enrollment hours. In order to receive financial aid (see section on financial aid), a student must be enrolled in a minimum of 6 hours.

Residency Program	1 to 16 hours
Institute Program	1 to 16 Hours
Online Program	1 to 16 Hours
Saturday Institute Program	1 to 9 Hours

Note: the Dean must approve all course overloads.

Students enrolled in classes (on campus classes and online class) must not exceed total hours allowed.

Veteran's Class Attendance

Students who are veterans or dependents of veterans may be eligible to receive veterans' benefits – consult the Director of Enrollment Management/Registrar for assistance. Contact the Manager of Fiscal Services for financial questions.

All Veterans and dependents of veterans' students should be aware of penalties regarding class drops and/or withdrawals. If a student drops or withdraws from a class, he/she will not be paid for that class, regardless of the period the class was dropped or withdrawn. Additionally, students may not repeat courses previously taken with Veteran Administration's (VA) approval if a grade of at least a "C" was received. **Please visit the Department of Enrollment Management/Registrar for more information.**

Withdrawals from Class

Only when a student withdraws from a class within the appropriate timeline, will the student be assigned a grade of "W." Students should follow the following chart for class withdrawals – Spring 2013.

Grade	Program	From	To	After this date Assigned Grade will be
Drop	Resident	January 7	January 18	W
Drop	Institute	January 7	January 17	W
Drop	Saturday Institute	January 12	January 17	W
Drop	Online	January 28	February 8	W
W	Resident	January 21	January 25	WP/WF
W	Institute	January 17	January 18	WP/WF
W	Saturday Institute	January 17	January 18	WP/WF
W	Online	February 11	February 15	WP/WF
WP/WF	Resident	January 21	April 5	WF
WP/WF	Institute	January 21	March 16	WF
WP/WF	Saturday Institute	January 21	March 16	WF
WP/WF	Online	February 18	April 12	WF
WF	Resident	April 8	May 10	WF
WF	Institute	March 18	April 19	WF
WF	Saturday Institute	March 18	April 20	WF
WF	Online	April 15	May 31	WF

Withdrawals from College

If a student is not able to attend any of his/her classes, he/she **must complete a College Withdrawal Form**, which may be obtained from the Department of Enrollment Management/Registrar, signed by a representative in the Department of Fiscal Services, Bookstore, Housing, and Student Affairs, and returned to the Department of Enrollment Management/Registrar. The student must also complete a Class Withdrawal Form for each class, signed by each instructor and advisor. If the student does not attend classes and does not complete an official College Withdrawal Form, the student will be administratively withdrawn and receive punitive grades of "F."

Withdrawal Description
Grades:

- W:** A student who withdraws from class within specialized early enrollment period
Residency Program – After the second week but within the first four weeks
Institute Program – After the second week of classes but before the fifth week of classes
Saturday Institute Program – After the first day of classes but before the second month of classes
Online Program – After the second week but within the first four weeks
- WP/WF:** A student who withdraws from class after designated early enrollment period
Residency Program – After the first four weeks but before the last six weeks of classes
Institute Program – After the first week of classes but before the third month of classes
Saturday Institute Program – Beginning the first month of classes but before the third month of classes second month of classes
Online Program – After the first four weeks but before the last six weeks of classes
- WF:** A student who withdraws from class within the last six (6) weeks of school
A "WF" Grade will be assigned even if the student is passing the class unless extenuating circumstances exist and proper approval is in place to receive a grade of "WP."
Residency Program – Within the last six weeks of classes
Institute Program – After the third month of classes
Saturday Institute Program – After the third month of classes
Online Program – Within the last six weeks of classes

Removal of Incompletes and Change of Grades

- I:** **The deadline for removal of incomplete grades (I's) from the previous semester is April 1, 2013.** In order to extend the deadline, the instructor of the class must submit to the Department of Enrollment Management/Registrar, a request (in writing) for an extension (with the Director of Enrollment Management/Registrar's approval). **All requests for grade changes must be submitted within the first six weeks of the next semester.** Requests for extensions must be submitted to the Department of Enrollment Management/Registrar within the current semester prior to the deadline for submission.

Transient Agreement Policy

In order for WLBC students to receive credit for work that is completed at another institution, the student must receive prior departmental approval. The student must be in good academic standing at WLBC. The hours enrolled at WLBC and transient hours must not exceed 16 semester hours (the Dean may opt to approve additional hours). Such credits will become a part of the student's cumulative credits used to determine academic standing, and financial aid eligibility. Complete guidelines are listed on the Transient Form. Students may obtain Transient Forms from the Department of Enrollment Management/Registrar.

As with transfer students, only credits earned and accepted towards a degree or elective hours, will be recorded on the WLBC transcript as transfer work (the students' previous grades and grade point averages (GPA) are not included). **Cumulative accepted transfer hours and hours pursued at WLBC, however, determines academic status.**

Academic Standing Regulations

All students are required to review the current Fall 2011 – Spring 2014 Academic Catalog for a full description of academic regulations. Students experiencing academic difficulty may appeal their rulings by petitioning to the Academic Review Board (ARB), which meets once each semester. For more information, contact the Department of Enrollment Management/Registrar.

Academic Standing Rules

Classification	Total Hours Attempted (Including accepted transfer hours)	Cleared Status Minimum	Probation Up to 3 Consecutive	Suspended One Semester	Dismal Permanent Unless Readmitted by Academic Review Board
Freshman	3-31	1.80	1.70-1.79	LT 1.70	LT 1.70
Sophomore	32-54	1.89	1.80-1.88	LT 1.80	LT 1.80
Junior	55-84	1.99	1.90-1.98	LT 1.90	LT 1.90
Senior	85 up	2.00		LT 2.00	LT 2.00

LT = Less Than

Total Hours = Total Hours Attempted (including accepted transfer credits)

Special Note: Students receiving financial assistance should review the financial aid section in the current Fall 2011 – Spring 2014 Academic Catalog. Your financial aid eligibility is affected by your academic standing.

Brief description of the Academic Standing Regulations

Academic Probation: Students are placed on academic probation when their cumulative Grade Point Average (GPA) falls below the minimum GPA to be in good academic standing based on cumulative hours attempted.

Academic Warning

Students are placed on academic warning during their first academic year of continuous enrollment when their cumulative Grade Point Average (GPA) falls below the minimum probationary GPA based on cumulative hours pursued. If at the end of their third semester of enrollment their GPA still falls below the minimum probationary GPA, students are placed on academic suspension for one semester. At this time, the students are governed by the academic suspension ruling.

Academic Suspension: Students are placed on academic suspension when their cumulative Grade Point Averages (GPA's) fall below the minimum probationary GPA based on cumulative hours pursued. Students are suspended for one semester and may return to school after one semester of none enrollment.

Academic Dismissal: Students are placed on permanent academic dismissal after any current or previous academic suspension and must appeal for readmission to the Academic Review Board (ARB).

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Every student who experiences academic difficulty will receive a letter at the end of each semester. The letter will include a full explanation of the current academic standing.

It is imperative that each student take his/her education very seriously by ensuring that you follow your academic program as required. Make sure that all questions regarding your grades are addressed to your instructor. It is

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also important to repeat all courses in which you failed or received a grade that lowered your GPA. Also, feel free to contact the Department of Enrollment Management/Registrar for questions regarding grades and academic standings.

It is the desire of this administration that every student at W. L. Bonner College receives his/her academic degree as planned.

~ Graduation Information ~

All degrees and certificates are awarded annually during **May Commencement Services**. Students who are eligible to participate in these exercises should visit with their academic advisor and apply by the application deadline. A late fee will be incurred beyond the application deadline (review the Student Academic Calendar on and the Fee Sheet in this document). You may receive an Application for Graduation Candidacy, graduation information and any information relating to ordering regalia from the Department of Enrollment Management/Registrar. Since graduation is held only once each year, all degrees will be conferred during the May Commencement ceremony, even if requirements for a degree have been met during the fall.

Baccalaureate Services and Commencement Exercises

Baccalaureate services will be held Wednesday, May 22, 2013. Commencement activities will be held **Thursday, May 23, 2013**. All students are expected to participate in all Commencement exercises. Our Dean, Ms. Elaine McQueen, is looking forward to presenting you to President William Lee Bonner on your special day.



Graduation With Honors

Students receiving exceptional grades will be awarded scholastic honors based upon their performance as of the prior fall semester. The scale is as follows:

Summa Cum Laude	Highest Honor	CUM GPA	3.80 or higher
Magna Cum Laude	High Honor	CUM GPA	3.60 – 3.79
Cum Laude	With Honor	CUM GPA	3.30 – 3.59

Student Services

Academic Advising

All students enrolled at WLBC are assigned an academic advisor. The academic advisor will assist students throughout their academic program of study in an organized fashion, in order to alleviate registration conflicts. Furthermore, the academic advisor will also serve as a spiritual counselor to students (based on WLBC descriptive guidelines) as long as their enrollment is validated. Office hours for advisement and names of advisors will be posted on the door of the administration office and the Department of Enrollment Management/Registrar. Advisor names and contact information are listed in the back of this booklet (information is subject to change).

Chapel Services

Students are required to attend Chapel Services as outlined by the coordinator.

College Bookstore

The bookstore is open for the students' convenience. Students are expected to purchase their course textbooks and other supplies by the beginning of classes. Report all textbook issues to the instructor of the class.

Computer Services and Writing Center

WLBC has a computer lab equipped with state-of-the-art equipment and software. Facilities are equipped to accommodate a class of 25 students simultaneously. In addition, 15 students may use the computer lab at one time. An instructor or assistant is available to assist students with any difficulties that may occur while completing

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homework assignments. **The Writing Center (WC) staff is available to assist students who are having trouble with grammar and writing techniques.** The staff is located in the Computer Lab.

Housing/Room and Board/Insurance

WLBC residency students are housed at the student dormitory; and apartments are provided through the sponsoring Organization. See the Director of Student Services regarding housing insurance and related concerns.

Library Services

The Department of Library Services is open to serve students throughout their academic career, by offering appropriate and an adequate collection of library information in the form of electronic resources, and hardcopy documentations to ensure quality academic curricula services. Review the WLBC Catalog for additional information; and visit the Library to receive first-hand knowledge of the service it renders. Students are notified of the Library schedule as necessary.

Library Hours are:

Resident:	Monday – Friday	9:00 am – 8:00 pm
Institute:	Monday – Thursday	9:00 am – 9:00 pm
	Friday & Saturday	9:00 am – 5:00 pm

Assistance with Financial Aid Services

General Information

WLBC is committed to providing quality service to students. Staff members are committed to assisting students with their financial needs (assisting with pre-application requirements for completing the Free Application For Student Aid (FAFSA), budgeting, etc.) Students are encouraged to complete their FAFSA as soon as possible (during pre-registration period) to allow for Award Letters to be processed before final registration. Final award adjustments will be made at the end of Drop/Add period (please see the Academic Calendar for these dates). The Academic Award Year for receiving Federal aid begins on July 1 and ends June 30 of each year; thus, a FAFSA must be completed and submitted to the US Department of Education (USDE) each year. Students may complete their FAFSA as early as January for the upcoming fall semester. **Contact the Office of Fiscal Services for additional assistance.**

There are various types of aid available to continuing and newly enrolled students who meet eligibility requirements for FSA, grants, etc.; and students are encouraged to visit the Financial Office for assistance. Eligibility requirements as set forth by the USDE for receiving Federal Financial Aid (FFA) are as follows:

- Must be enrolled as a regular student in an eligible program
- Must have a high school diploma or equivalent, pass an approved ability-to-benefit test, or have been home schooled
- **Must make Satisfactory Academic Progress (SAP) (review area on academic standing).**
** If a student has questions or concerns about their SAP, please refer to the Office of the Registrar.
- Must meet enrollment eligibility requirements (at least half-time for Federal Stafford Loans; at least one class for Pell Grant)
- Must have resolved any drug conviction issue
- All FAFSA applications must be completed online at www.fafsa.ed.gov

Financial aid disbursements (for students who have a credit balance) are setup on scheduled cycles. Applying for financial aid early ensures receiving funds during the first refund cycle.

Refund Cycle 1 - Approximately 3 weeks following the official Drop/Add period

Refund Cycle 2: - Institute Week

Refund Cycle 3: - Institute Week

Refund Cycle 4: - Institute Week

** No Federal Student Aid can be awarded within 30 days of enrollment.

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The Bulletin Board providing financial aid information is updated periodically and students can find a lot of information on this board. A suggestion box is on the board to collect student ideas as to what the student body needs in financial assistance and to enhance our processes. Federal Work Study (FWS) is available for students who qualify. Please visit the Department of Fiscal Services if you are interested in FWS. For this Award Year, we have FWS positions available in the Department of Fiscal Services, Department of Enrollment Management/Registrar, Library, English/Writing Lab, and the College Book Store. We need Math and English Tutors to work at WLBC or in community schools, or businesses. Students are allowed to continue working FWS during the summer months.

Office of Fiscal Services

In addition to managing the fiscal and business affairs of WLBC, the Department of Fiscal Services' objective is to maximize the quality of services to students at the College. Upon registration, students become financially obligated for tuition, meals, room and board, and any other charges that they incur at WLBC for the semester in which they have registered. Withdrawal from WLBC does not relieve any student of these obligations.

At the time of registration, students are required to pay all charges in full. If the student cannot pay in full, then special payment arrangements are made available to the student.

This payment arrangement is as follows:

During the registration process, the student is required to pay 40% of total charges as their initial payment. The amount paid is subtracted from their beginning balance to obtain a new balance due. The new balance due is divided into four equal payments to determine the amount that the student must pay each month for the remaining of the semester in which he/she is enrolled. All balances due must be paid in full before the semester ends. Students who have left an outstanding balance must speak with the Dean before he/she can register for another semester.

Students that have submitted their FAFSA to apply for Federal Student Aid (FSA) **before** registering, and have received their Student Aid Report (SAR) from the US Department of Education will not be subject to paying out of pocket during registration; however, if you have not completed your FAFSA and/or have not received your SAR from USDE (proving that your FAFSA has been processed by USDE), then you must pay out of pocket and the same rules apply to you as stated above. If a student pays out of pocket, and later decides to apply for FSA, and is eligible to receive Federal funds, all money received for the student through this process will be returned to the student if he/she has a credit balance on their account after receiving the FSA.

*** Note: At the time of registration, students who do not pay their tuition in full, or make special payment arrangements, or have not completed a FAFSA, cannot complete the registration process; thus, meaning that your registration for enrollment is incomplete and your name will not appear on the class roster as (registered) for class. All financial indebtedness must be satisfied by one of the methods described above before your registration is considered (fully registered).

Students wishing to drop/add/withdraw from a course or from the college should obtain withdrawal document/s from the Department of Enrollment Management/Registrar. For additional information regarding payment information, review the WLBC Catalog. Listed below is the refund scale for class or college withdrawals. The Department of Fiscal Services is available to serve your needs. Your inquiries and visits are welcomed.

<u>Withdrawal for the College or Classes on or Before:</u>	<u>Percentage of Charges Refunded</u>
First Day of Classes	100%
1 st through 10 th calendar day after classes start	75%
11 th through 20 th calendar day after classes start	50%
21 st through 30 th calendar day after classes start	25%
More than 30 calendar days after classes start	0%

Office of Fiscal Services

All incurred fees must be paid or arrangements made for payment by the beginning of classes each semester. After registering for classes with the Registrar's Office, students must report to the Office of Fiscal Services to verify your financial aid and to secure registration payments. A late registration fee of \$75 will be charged to all students who complete their registration process after the deadline to register. **All fees are due at time of registration.**

**2013 SPRING SEMESTER FEE SHEET
Tuition and Fees**

<i>Category</i>	<i>General Required Fees On Campus</i>	<i>General Required Fees Off Campus/ Online</i>	<i>Special Fees As applicable</i>	<i>Graduation Fees Certificate</i>	<i>Graduation Fees Associate</i>	<i>Graduation Fees BS Rel. Stu</i>
*Tuition – Traditional /Online Student (per credit Hour)	286.00	286.00				
Tuition – Non-Traditional Student (per credit Hour)	207.00					
Room and Board – Institute Only w/ Meal Plan (5-Day)	604.00					
Meal Plan (5-Day) – Institute Only/Off Campus – Optional	302.00					
Room and Board /Meal Plan -Saturday Institute-	324.00					
Room and Board /Meal Plan – Residence – On Campus	1,288.00					
Student Activity Fee	58.00					
Enrollment/Registration – Online Only		75.00				
Technology Fee – Online Only		175.00				
Technology Fee – Traditional	86.00					
Late Registration Fee			75.00			
New Student – Application Fee			30.00			
Re-Admission Fee			30.00			
Practicum/Internship (No Charge)						
Audit Per Credit Hour			52.00			
Graduation Fee				38.00	38.00	38.00
Late Graduation Fee			53.00			
Certificate				38.00		
Associate Degree					45.00	
BS Religious Studies						53.00
Cap and Gown				60.00	60.00	60.00

- *Tuition Amount: Be sure to multiply credit hour amount by each registered credit hour to get total tuition amount.
- All students who opt to live on campus must accept the meal plan.
- Cap and Gown: The cost of the rental for caps and gowns will vary from year to year. See the Director of Enrollment Management for cost amount.

Spring Semester 2013 Schedule of Classes

Pre-Register

Take time to visit with your academic advisor. Make sure that you are among those who have everything in place to begin your Spring Semester 2013 classes hassle-free.

Registration Steps:

- Step 1. Go to see Academic Advisor:** See (contact) your academic advisor to select semester courses. Advisor's signature is required before proceeding to Step 2. **Note: Students with outstanding balances from a previous term(s), must see the Dean before going to step 2.** Academic advisors will help to resolve registration conflicts. New and re-admitted students must ensure clearance from the Admissions office before going to seeing an academic advisor for course selection.
- Step 2. Go to the Registrar's Office** The Registrar will review your course selections and Registration Form for accuracy – the Registrar's signature is required. Students requesting course-overloads (for more than 16 credit hours) or courses with conflicts **must obtain the Dean's approval first.**
- Step 3. Go to the Office of Financial Aid Services** **Check to see if your Student Aid Report (SAR) has been received by the College from US Department of Education (USDE) – Please see the Financial Aid Coordinator.**
- Step 4. Go to the Office of Fiscal Services** Make required payment for all courses and other expenses related to the current semester. However, if the Coordinator of Financial Aid has indicated on your form that your SAR has been received to cover charges, no out-of-pocket payment will be required of you. – **Please see the Financial Services Coordinator pay fee and obtain official registration approval.**
- Step 5. Official Enrollment** You will be given a copy of your Registration Form with all required signatures. Once you have registered (paying required fees), you are officially registered. Initial registration will temporarily allow your name to be placed on the class roster; however, if you have not completed the registration process by the end of the registration late period, you will be asked to report to the Office of Fiscal Services to pay or make arrangements to pay fees incurred or your courses will be dropped.
- Step 6. Congratulations** **Once you have followed all of the steps above, satisfying your financial debt, you are officially registered for school. You may begin attending your classes!**

SPRING SEMESTER 2013
MASTER DETAILED DAY/TIME CLASS SCHEDULE

Residency - Section 2							
COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
BIB320	The Book of Romans	3	Nyanfor, Arthur	MON	5:15pm	7:45pm	105
COM101	Speech Communications	3	TBA	MON	5:15pm	7:45pm	107
ENG100	Remedial English	3	TBA	MON	5:15pm	7:45pm	
THE460	Systematic Theology II	3	Maganda, Fabian	MON	5:15pm	7:45pm	104
EDU300	Foundations of Education	3	Maganda, Fabian	MON	8:00pm	10:30pm	104
GRE301	Introduction to New Testament Greek II	3	Nyanfor, Arthur	MON	8:00pm	10:30pm	105
BIB118	Introduction to New Testament	3	Pollock, Charles	TUES	5:15pm	7:45pm	104
BIB225	Introduction to Principles of Bible Interpretation	3	Maganda, Fabian	TUES	5:15pm	7:45pm	105
MAT103	Basic Concepts of Mathematics	3	TBA	TUES	5:15pm	7:45pm	107
BIB218	Gospels Life of Christ	3	Nyanfor, Arthur	TUES	8:00pm	10:30pm	105
HIS222	Western Civilization II	3	Williams, Vannie	TUES	8:00pm	10:30pm	107
FED300	Field Education in Teaching	1	Maganda, Fabian	THURS	4:15pm	5:05pm	104
FED312	Field Education in Cross-Cultural Ministries	1	Nyanfor, Arthur	THURS	4:15pm	5:05pm	105
EDU215	Principles of Teaching	3	Maganda, Fabian	THURS	5:15pm	7:45pm	104
MIS240	Introduction to Global Cross-Cultural Ministries	3	Nyanfor, Arthur	THURS	5:15pm	7:45pm	105
PAS322	Homiletics and Sermon Preparation	3	Maganda, Fabian	THURS	8:00pm	10:30pm	104
PSY300	General Psychology	3	Motley, Danielle	THURS	8:00pm	10:30pm	107

Institute - Section 3							
COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
FED312	Field Education in Cross-Cultural Ministries	1	Nyanfor, Arthur	MON/TUES	10:00am	1:30pm	105
BIB118	Introduction to New Testament	3	Maganda, Fabian	MON/TUES	11:00am	1:30pm	104
MIS240	Introduction to Global Cross-Cultural Min	3	Nyanfor, Arthur	MON/TUES	2:00pm	4:50pm	105
THE420	Biblical Ethics	3	Maganda, Fabian	MON/TUES	2:00pm	4:50pm	104
CHS321	Church History II	3	Stewart, Alexander	MON/TUES	7:00pm	9:30pm	107
FED300	Field Education in Teaching	1	Maganda, Fabian	WED/THURS	9:30am	10:20am	104
EDU215	Principles of Teaching	3	Maganda, Fabian	WED-FRI	11:00am	12:40pm	104
ENG110	Written Composition	3	Nyanfor, Arthur	WED-FRI	11:00am	12:40pm	105
CHS300	Pentecostal History	3	Parson, Ronnie	WED-FRI	1:00pm	2:50pm	105
HIS222	Western Civilization II	3	Williams, Vannie	WED-FRI	6:00pm	7:40pm	105
BIB390	Acts of the Apostles and Pauline Epistles	3	Pollock, Charles	WED-FRI	8:00pm	10:30pm	104

WLBC Spring Semester 2013- Schedule of Classes & Registration and Informational Guide

Saturday Institute - Section 4							
COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
ORN100	Introduction to Higher Education Experience	1	Maganda, Fabian	SAT	8:00am	8:50am	104
APO330	Introduction to Apologetics	3	Nyanfor, Arthur	SAT	9:00am	11:30am	105
BIB118	Introduction to New Testament	3	Pollock, Charles	SAT	9:00am	11:30am	104
EVA101	Introduction to Evangelism	3	McQueen, Elaine	SAT	9:00am	11:30am	107
CNS210	Introduction to Counseling and Crisis Intervention	3	Parson, Rubina	SAT	12:10pm	2:40pm	107
EDU215	Principles of Teaching	3	Maganda, Fabian	SAT	12:10pm	2:40pm	104
PAS322	Homiletics and Sermon Preparation	3	TBA	SAT	12:10pm	2:40pm	PLR
THE406	Eschatology	3	Nyanfor, Arthur	SAT	12:10pm	2:40pm	105
ENG100	Remedial English	3	TBA	SAT	2:50pm	5:20pm	PLR
ENG101	Basic Grammar	3	TBA	SAT	2:50pm	5:20pm	104
THE275	Theology of the Holy Spirit	3	Nyanfor, Arthur	SAT	2:50pm	5:20pm	105

Spring Semester 2013 Online Program

Online Class Schedule for Spring 2013 - Section 6

COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
BIB216	Comparative Study of Ruth and Esther	3	McQueen, Elaine	ONL	Cyber Space		
BIB118	Introduction to New Testament	3	Maganda, Fabian	ONL	Cyber Space		
CNS210	Introduction to Counseling and Crisis Intervention	3	Parson, Rubina	ONL	Cyber Space		
ENG100	Remedial English	3	Nyanfor, Arthur	ONL	Cyber Space		
ENG101	Basic Grammar	3	TBA	ONL	Cyber Space		
ENG110	Written Composition	3	Smith, DaBetta	ONL	Cyber Space		
EVA101	Introduction to Evangelism	3	McQueen, Elaine	ONL	Cyber Space		
FED120	Field Education in Evangelism	1	McQueen, Elaine	ONL	Cyber Space		
MAT103	Basic Concepts of Mathematics	3	TBA	ONL	Cyber Space		
PAS322	Homiletics and Sermon Preparation	3	Parson, Ronnie	ONL	Cyber Space		
PAS411	Pastoral Counseling	3	Parson, Ronnie	ONL	Cyber Space		
THE110	Bible - Apostolic Doctrine	3	Parson, Ronnie	ONL	Cyber Space		
WOM320	Restoring Battered and Abused Women	3	McQueen, Elaine	ONL	Cyber Space		

<p>W. L. Bonner College – Registration Information Form Office of Enrollment Management/Registrar Mrs. Sannie M. Wright, Director – swright@wbc.edu 4430 Argent Ct Columbia SC 29203 – Phone (803) 754-3950</p> <p>Semester: <u>Spring Semester</u> Term: <u>2013</u> Term Code: <u>201202</u></p> <p style="text-align: center;">Student Address, Phone, Email</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<p>Name: _____ Campus ID: _____</p> <p>Program: _____</p> <p>Admit Status: New First Time: ___ New Transfer ___ Returning ___ Re-Admit ___</p> <p>Class Program: Residency ___ Institute ___ Saturday Ins. ___ Online ___</p> <p>Enrollment Status: Full Time ___ Part Time (6-11 hrs) ___ Less Than (L/T 6 hrs) ___</p> <p>Housing Status: On Campus ___ Off Campus ___ <input type="checkbox"/> Receive Financial Aid (Y/N) _____</p> <p>Receive VA School Benefits (Y/N) _____ Current Term Hrs _____</p>
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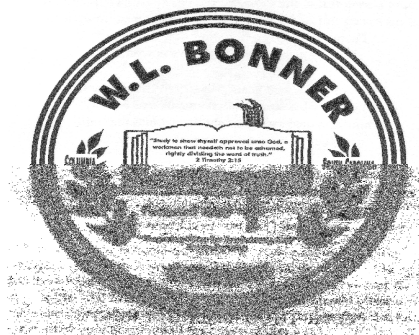
Select COURSE	Residency - Section 2							
	COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
	BIB320	The Book of Romans	3	Nyanfor, Arthur	MON	5:15pm	7:45pm	105
	COM101	Speech Communications	3	TBA	MON	5:15pm	7:45pm	107
	ENG100	Remedial English	3	TBA	MON	5:15pm	7:45pm	
	THE460	Systematic Theology II	3	Maganda, Fabian	MON	5:15pm	7:45pm	104
	EDU300	Foundations of Education	3	Maganda, Fabian	MON	8:00pm	10:30pm	104
	GRE301	Introduction to New Testament Greek II	3	Nyanfor, Arthur	MON	8:00pm	10:30pm	105
	BIB118	Introduction to New Testament	3	Pollock, Charles	TUES	5:15pm	7:45pm	104
	BIB225	Introduction to Principles of Bible Interpretation	3	Maganda, Fabian	TUES	5:15pm	7:45pm	105
	MAT103	Basic Concepts of Mathematics	3	TBA	TUES	5:15pm	7:45pm	107
	BIB218	Gospels Life of Christ	3	Nyanfor, Arthur	TUES	8:00pm	10:30pm	105
	HIS222	Western Civilization II	3	Williams, Vannie	TUES	8:00pm	10:30pm	107
	FED300	Field Education in Teaching	1	Maganda, Fabian	THURS	4:15pm	5:05pm	104
	FED312	Field Education in Cross-Cultural Ministries	1	Nyanfor, Arthur –CANCELED	THURS	4:15pm	5:05pm	105
	EDU215	Principles of Teaching	3	Maganda, Fabian	THURS	5:15pm	7:45pm	104
	MIS240	Introduction to Global Cross-Cultural Ministries	3	Nyanfor, Arthur	THURS	5:15pm	7:45pm	105
	PAS322	Homiletics and Sermon Preparation	3	Maganda, Fabian	THURS	8:00pm	10:30pm	104
	PSY300	General Psychology	3	Motley, Danielle	THURS	8:00pm	10:30pm	107

Select COURSE	Institute - Section 3							
	COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
	FED312	Field Education in Cross-Cultural Ministries	1	Nyanfor, Arthur	MON/TUES	10:00pm	11:00pm	105
	BIB118	Introduction to New Testament	3	Maganda, Fabian	MON/TUES	11:00am	1:30pm	104
	MIS240	Introduction to Global Cross-Cultural Ministries	3	Nyanfor, Arthur	MON/TUES	2:00pm	4:50pm	105
	THE420	Biblical Ethics	3	Maganda, Fabian	MON/TUES	2:00pm	4:50pm	104
	CHS321	Church History II	3	Stewart, Alexander	MON/TUES	7:00pm	9:30pm	107
	FED300	Field Education in Teaching	1	Maganda, Fabian	WED/THURS	9:30am	10:20am	104
	EDU215	Principles of Teaching	3	Maganda, Fabian	WED-FRI	11:00am	12:40pm	104
	ENG110	Written Composition	3	Nyanfor, Arthur	WED-FRI	11:00am	12:40pm	105
	CHS300	Pentecostal History	3	Parson, Ronnie	WED-FRI	1:00pm	2:50pm	105
	HIS222	Western Civilization II	3	Williams, Vannie	WED-FRI	6:00pm	7:40pm	105
	BIB390	Acts of the Apostles and Pauline Epistles	3	Pollock, Charles	WED-FRI	8:00pm	10:30pm	104

Select COURSE	Saturday Institute - Section 4							
	COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
	ORN100	Introduction to Higher Education Experience	1	Maganda, Fabian	SAT	8:00am	8:50am	104
	APO330	Introduction to Apologetics	3	Nyanfor, Arthur	SAT	9:00am	11:30am	105
	BIB118	Introduction to New Testament	3	Pollock, Charles	SAT	9:00am	11:30am	104
	EVA101	Introduction to Evangelism	3	McQueen, Elaine	SAT	9:00am	11:30am	107
	CNS210	Introduction to Counseling and Crisis Intervention	3	Parson, Rubina	SAT	12:10pm	2:40pm	107
	EDU215	Principles of Teaching	3	Maganda, Fabian	SAT	12:10pm	2:40pm	104
	PAS322	Homiletics and Sermon Preparation	3	TBA	SAT	12:10pm	2:40pm	PLR
	THE406	Eschatology	3	Nyanfor, Arthur	SAT	12:10pm	2:40pm	105
	ENG100	Remedial English	3	Nyanfor, Arthur	SAT	2:50pm	5:20pm	PLR
	ENG101	Basic Grammar	3	TBA	SAT	2:50pm	5:20pm	104
	THE275	Theology of the Holy Spirit	3	Nyanfor, Arthur	SAT	2:50pm	5:20pm	105

Select COURSE	Online Program - Section 6							
	COURSE	SUBJECT	HRS	INSTRUCTOR	DAY	BEGIN TIME	END TIME	ROOM
	BIB216	Comparative Study of Ruth and Esther	3	McQueen, Elaine	ONL		Cyber Space	
	BIB118	Introduction to New Testament	3	Maganda, Fabian	ONL		Cyber Space	
	CNS210	Introduction to Counseling and Crisis Intervention	3	Parson, Rubina	ONL		Cyber Space	
	ENG100	Remedial English	3	Nyanfor, Arthur	ONL		Cyber Space	
	ENG101	Basic Grammar	3	TBA	ONL		Cyber Space	
	ENG110	Written Composition	3	Smith, DaBetta	ONL		Cyber Space	
	EVA101	Introduction to Evangelism	3	McQueen, Elaine	ONL		Cyber Space	
	FED120	Field Education in Evangelism	3	McQueen, Elaine	ONL		Cyber Space	
	MAT103	Basic Concepts of Mathematics	3	Nyanfor, Arthur	ONL		Cyber Space	
	PAS322	Homiletics and Sermon Preparation	3	Parson, Ronnie	ONL		Cyber Space	
	PAS411	Pastoral Counseling	3	Parson, Ronnie	ONL		Cyber Space	
	THE110	Bible - Apostolic Doctrine	3	Parson, Ronnie	ONL		Cyber Space	
	WOM320	Restoring Battered and Abused Women	3	McQueen, Elaine	ONL		Cyber Space	

Student's Signature: _____	Date: _____	Advisor's Signature: _____	Date: _____
Registrar's Signature: _____	Date: _____	Dean's Signature: _____	Date: _____
Financial Aid Officer's Signature _____	Date: _____	Fiscal Officer Signature: _____	Date: _____
VA Representative's Signature: _____	Date: _____		



Spring Semester 2013
Schedule of Classes & Registration and Informational Guide

Department of Enrollment Management/Registrar
4430 Argent Court ~ Columbia, South Carolina

“Where Service is our Pleasure”

Drug-Free Campus Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, WLBC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

College standards of conduct clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of any college activity. Sanctions up to and including expulsion, termination of college employment and referral for prosecution will be imposed for the violation of these standards. A complete description of the applicable legal sanctions, the associated health risks of alcohol and drug abuse, and the counseling, treatment and rehabilitation programs available to students is provided in the WLBC Student Handbook, which may be received from the Office of Student Life.