

Registration

Registration for master's level programs takes place several times a year before the beginning of each semester, as posted in the annual Seminary calendar that is available on the NYTS web page or from the Registrar. Students can expect in general to register the last week of August and the first week of September for the fall semester and winterim courses; the first week in December for winterim only; the second week of January for the spring semester; and the second week of May for summer courses. New students are encouraged to register early in any registration period.

There are regularly scheduled add/drop days and students may change their registration at such times. As a matter of normal policy, refunds are given for tuition only, according to the schedule published both here in the Catalogue and in the Student Handbook. Late fees are assessed after the close of the announced registration period for each semester or intensive period (winterim or summer months) in any academic program. It is possible to make arrangements to register early for any program if circumstances warrant. All new and continuously enrolled students can expect to receive further information posted on Moodle, the Seminary's online learning system, and sent through the student's Seminary email from the Registrar prior to each registration period.

Registration for the DMin program for all years takes place during the second and third weeks of September each year. Thereafter registration is by appointment only with the office of the Registrar and with the approval of the Director. Registration for the DMin can be completed either in person at the Seminary or online. Details for completing the registration process are included in the package sent to candidates informing them of their acceptance into the program.

The registration procedure for all degree programs includes: a) approval by the appropriate faculty advisor; and b) payment or arrangements made with the Student Accounts Office for a payment plan.

Students in all degree programs who enroll in the Seminary's payment plan are expected to pay 30% of the total cost of tuition and fees that are due at the time of registration. Payment may be made by check, cash, Visa, or MasterCard. Financial aid is available from the Seminary. A separate application for financial aid is required. See the section below on Financial Aid for more details.

No student will be permitted to register for a new semester with an outstanding balance due.

All auditing and unclassified students must pay in full at time of registration. Deferred payment plans are available only to students enrolled in an academic program for a degree.

Registration for the CP varies from site to site and is held prior to the beginning of the fall and spring semesters. Payment for CP students is expected at time of registration.