

Philadelphia Biblical University

Web Registration FAQ - Graduate

Who may register for classes on the web?

All current graduate students may register on the web. Since web registration will take place through Self-Service, students will need an active Self-Service account. Contact the University Technology Services Department (215.702.4554) if you do not know your user name or password.

When can I register on the web?

For J Term 2010:

Web registration will open Wednesday, October 21 at 8:00 am and will close at midnight on Friday, January 1, 2010

For Spring 2010:

Web registration will open Monday, October 26 at 8:00 am and will close at midnight on Thursday, January 14, 2010

Where can I register?

With web registration, students can register anywhere they have a computer with an internet connection. This can be at home, in the computer lab—even by taking a laptop into a BLC classroom and using the wireless connection.

How do I know what courses to register for?

Students should follow the curriculum sheet that was given to them at the beginning of their program to determine what courses they need to take. Students unsure of their course requirements should contact their enrollment counselor before registering.

How will I go about registering on the web?

Specific instructions are posted on the Registrar's Office web page.

What about adding or dropping classes (after initial registration)?

During the web registration period, adds and drops may be done on Self-Service. Once web registration closes, even if the course has not started yet, the student will NOT be able to add or drop on Self-Service. After this point, the student's enrollment counselor must be contacted in order to add or drop a course.

What is the difference between Graduate session 01 and Graduate session 02?

The summer semester is the only semester where there is more than one session (Graduate 01 and Graduate 02). The session into which a course falls depends entirely on when the first meeting of that course takes place. Courses beginning June 30 or earlier are part of Graduate session 01, while courses beginning July 1 or later are part of Graduate session 02. Courses can be searched for according to their session, or the student can choose to search for courses in “any session,” which will return courses for both session 01 and 02.

What if I need help?

Questions about web registration should be addressed to the Registrar’s Office (215-702-4290) while technical questions about IQ Web should be addressed to the Technology Services Department (215-702-4554). Any questions about general registration can be addressed to the student’s enrollment counselor.

What happens if I don’t register during the web registration period?

Students who do not register during the web registration period may register subsequently by contacting their enrollment counselor.