

Philadelphia Biblical University Web Registration FAQ - Undergraduate

Who may register for classes on the web?

All current traditional undergraduate 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:

Wednesday-Friday, October 21-23 - All students

Web registration opens at 7:00 a.m. Wednesday and
closes at 4:00 p.m. Friday

For Spring 2010:

Monday, October 26 - 5th year Seniors/Seniors (beginning at 7:00 a.m.)

Tuesday, October 27 - add Juniors (beginning at 7:00 a.m.)

Wednesday, October 28 - add Sophomores (beginning at 7:00 a.m.)

Thursday, October 29 - add Freshmen (beginning at 7:00 a.m.)

Friday, October 30 - All students

Web registration closes at 4:00 p.m. Friday, October 30

***Note: Registration for Applied Music courses (music lessons)
requires a separate registration process. See below.***

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 a dorm room, in the computer lab—even by taking a laptop into a BLC classroom and using the wireless connection.

When and how will academic advising take place?

Students should contact their individual school (Arts & Sciences, Bible & Ministry, Business & Leadership, etc.) about the advising procedure being used in that school.

Note: An updated tentative Spring 2010 roster was posted on the Registrar's web page of the PBU website on September 28. A final roster will be posted on October 19.

How will I go about registering on the web?

The Registrar's Office will be posting specific instructions (click by click) on the Registrar's Office web page.

Do I need a faculty advisor's signature on a form in order to web register?

No course request form or signature is required for a student to get on the web and register. However, students must follow their school's advising procedures. In addition, a copy of the students' schedules signed by their faculty advisors must be submitted to the Registrar's Office no later than two weeks after web registration closes (see below for details).

How do I know what class level (senior, junior, etc.) I am?

Your class level is listed at the bottom of your current semester's schedule on Self-Service. It is very important that you know your class level, since the date you can register for the Spring will be based on it. Class level is based on *completed* credits. The computer system automatically assigns your class level according to the chart found in the catalog and student handbook. The system will not permit you to web register before your assigned date.

What is this I hear about getting a schedule signed by my advisor?

After web registration closes on Friday, October 30, 4:00 p.m., all students must print out a copy of their schedule, get it signed by their faculty advisors, and submit it to the Registrar's Office. This allows the advisors to confirm that the students have indeed signed up for the classes they discussed during academic advising. If a problem is found, the advisor and student will resolve the issue via add/drop. It is the student's responsibility (not the advisor's) to submit the signed schedule to the Registrar's Office. The signed schedules need to be submitted to the Registrar's Office by Friday, November 13 (two weeks after web registration closes). Any student without a signed schedule in the Registrar's Office by November 13 will have his or her Spring classes dropped. Those students will then have to re-register using paper forms.

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, paper Add/Drop forms (with advisor's signature for adds) will be required.

What if I need help?

At the opening of web registration for each group, the Registrar's Office will have someone in the Student Lounge to assist students. In general, questions about 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).

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 using paper forms.

How do I register for Applied Music courses (music lessons)?

Go to the School of Music and Performing Arts and secure a special Applied Music Request Form. Once the form has been completed and the proper signatures obtained, bring it to the Registrar's Office for processing.