

## **Orientation & Registration Information**

### **Graduate Programs**

This notification is intended to acquaint you with a number of **important** items concerning the spring semester. Please familiarize yourself with this information, especially the information about on line registration.

**This correspondence does not imply acceptance into a program at Biola University.**

- **Orientation**

Orientation is required for all **new graduate** students including those who earned a bachelor's degree at Biola University, unless otherwise indicated. Some students may be required to complete the Talbot or TESOL and Applied Linguistics Writing Proficiency Examinations and/or the proficiency exams in Greek and Hebrew (see details below). If you are required to take the Talbot Writing Proficiency Exam (TWPE) you will be notified in your acceptance letter.

#### **Talbot School of Theology**

The Talbot New Student Banquet will be Thursday, January 26, 6:00-9:00 p.m., in the Andrews Banquet Room - P11 of the newly constructed Talbot East facility. All new students and spouses (or significant other) are invited and encouraged to attend (sorry, no children). This Banquet is a highlight of the seminary experience for most students, so you won't want to miss it! Meet your faculty members and their spouses, begin to form new friendships and support relationships with fellow students, and hear a word of encouragement from Talbot's Dean, Dr. Dennis Dirks. Please join us for this fun evening of rich fellowship.

The Banquet is complimentary, but you will need to RSVP to Owen Smiley to confirm your reservation; please email him at [owen.smiley@biola.edu](mailto:owen.smiley@biola.edu). (Indicate your name, and whether or not your guest will accompany you, including his or her name.) The deadline for dinner reservations is Friday, January 20, at noon.

#### **Master of Arts in Christian Apologetics/Master of Arts in Science and Religion:**

An Apologetics/MASR Advising Open House will be held January 26, 6:30-8:00 pm at Biola University (location TBA). Join us for coffee, cookies, and conversation. Just bring yourselves and any questions you have about the programs! Academic advising for online registration will be conducted via phone or in-office appointments. Please call [562-906-4570](tel:562-906-4570) to schedule an appointment with Christy. Office hours are 9am-5pm Monday-Friday. New students are required to schedule advising prior to registration; continuing or re-admit students may schedule advising at their discretion.

#### **School of Education:**

Academic advising for on-line registration for the School of Education will be done by individual appointment from December 1st through January 23rd. Please call [\(562\) 903-4843](tel:562-903-4843) and schedule an appointment with Melinda Soto. The Education Office hours during the month of December are Monday through Friday 9:00 a.m. to 5:00 p.m. and will be closed for the Christmas holiday from December 23rd through January 2nd. The Education Office hours during January are Monday through Thursday 9:00 a.m. to 5:00 p.m. and Fridays 9:00 a.m. to 12:00 noon. **NEW** students must meet with an academic advisor before registering for classes on-line. Meeting with an advisor is optional for transitioning students who have already taken credential courses as an undergraduate at Biola.

#### **The Cook School of Intercultural Studies:**

The Orientation program for the School of Intercultural Studies takes place on Wednesday, January 25, 2012 from 5:00-8:00pm in the Café Banquet Room. This includes a dinner. All students are required to attend even if completing registration on line. Following dinner, students meet with their academic advisor. Please RSVP for the dinner through Thelma McLean at the numbers below or [thelma.mclean@biola.edu](mailto:thelma.mclean@biola.edu) Thelma McLean can be contacted at [\(562\) 906-4577](tel:562-906-4577) or [\(562\) 903-6000 x5686](tel:562-903-6000-x5686) if you have further questions. The dinner is complimentary for students/spouses, but you will need to RSVP on or before January 10, 2012 (latest) to confirm your reservation.

**Classes begin Monday, January 30<sup>th</sup> 2012!**

## Registration

Registration for new and readmit graduate students is being conducted on line from Friday, January 6<sup>th</sup> at 9:00 am through January 27<sup>th</sup> at 4:00 pm. Classes will be dropped Monday, January 30, 2012 if not done with **all** Registration steps Friday, January 27, at 4:00pm.

Classes begin Monday, January 30<sup>th</sup>, 2012. On line registration can be found at my.biola.edu (new students will receive their BSI [Biola Student id number] when they are accepted and NET ID's/passwords (for validated students) will be available the day after you validate your acceptance at my.biola.edu – new students click on “First time logging in”. This will also link you to the class schedule and curriculum charts.

**IMPORTANT INFORMATION FOR TALBOT STUDENTS ONLY: There is a 12-unit limit** for Talbot grad students. If a student wishes to go above the 12-unit limit, the student will need approval and should contact the Talbot department contacts for assistance (list was supplied in registration mailing and/or accept letter).

- **Enrollment Deposit**

All accepted students (with the exception of Rosemead students) must submit an Enrollment Deposit of \$50 or Validation of Acceptance for modular students, unless otherwise indicated in your acceptance letter/notice to approved applicants. The deposit allows the admissions office to transfer electronic data to other offices on campus. Submit the deposit as soon as possible upon acceptance. The deposit is not a fee. The funds stay on your account until you graduate or leave the university. At that time it will be refunded or credited toward your school bill. However, if you do not attend after submitting your deposit, the \$50 is non-refundable.

*Those who do not submit the deposit before the start of on line registration, may experience a significant delay in registration.*

- **Finances and Payments**

Please familiarize yourself with the information regarding finances and payments in the Catalog in the General Information section or the online inserts. It will assist you as you consider tuition payments. You may view the entire catalog at <http://www.biola.edu/catalog/>

- **Financial Aid**

If you have not already done so, apply for financial aid immediately. Finances exist but we cannot help you without an application. The information about financial aid is now online at [http://www.biola.edu/grad/financial\\_aid/](http://www.biola.edu/grad/financial_aid/). Time is a factor so begin immediately. (For domestic students only.) Not all programs qualify for financial aid assistance. International students apply for financial aid by petitioning the International Admissions Counselor. Details are on line, you may visit their website ([www.biola.edu/grad/financial\\_aid](http://www.biola.edu/grad/financial_aid/)). Please note: Aid award on the financial aid insert is an **estimate** only. Please check with financial aid for your award.

- **International Students**

International Student Orientation is held in the fall only and is **mandatory** for all international students. Additional information will be sent electronically by the International Student Services Department.

The Biola English Placement Examination (BEPE) is required of International Students unless you have scored above 600/250/100 internet based on the TOEFL (BEPE information – see below).

### **The Talbot Writing Proficiency Examination (TWPE)**

As stated in the catalog: "Advanced compositional skills, commensurate with graduate level theological studies, are foundational and indispensable, both in terms of educational and ministerial success." *If you are required to take the Talbot Writing Proficiency Exam (TWPE), you will be notified in your acceptance letter.* If you are not so notified, you are not required to take the TWPE.

The TWPE, if required, will be administered Thursday, January 26, at 8:00 a.m. in Myers 106. TWPE results determine whether the student must enroll in the Talbot course TTSS 500: Theological Writing. That is, if you do not pass the TWPE, you are required to enroll in TTSS 500. You may not request to retake the exam.

NOTE: If TTSS 500: Theological Writing is required, this course must be taken during the first semester of seminary study. Successful completion of this foundational course becomes the primary focus of the student. Theological Writing is offered this spring semester on Thursdays, 6:30-8:20 p.m. in Talbot East P07. The course fee is \$934.

Talbot policies regarding the evaluation of compositional skills in relation to admission and placement requirements for both native and non-native English speakers, and International students, are officially detailed in the Talbot portion of the 2011-2012 university course catalog, available online at [www.biola.edu/catalog](http://www.biola.edu/catalog), under the following headings:

- "Talbot Writing Proficiency Examination (TWPE)"
- "Admission of International Students"
- "TTSS 500 - Theological Writing"
- "TTSS 510 - Theological Research Methodologies"

Note: If English is your second language, see below under "Biola English Placement Exam."

•**Students in the Department of Applied Linguistics and TESOL (ALT)**

All new students pursuing the MA TESOL, Certificate in TESOL, or MA in Applied Linguistics are required to take the ALT writing competency exam\*. Results may indicate the need for additional work in grammar and composition in order to perform at the level expected for graduate students in this field. Students who receive a score of Fail will be required to take an additional writing course. Students who receive a Conditional Pass will be given a list of areas on which they should work on their own. Both of these groups will need to take the test again next year.

All students, regardless of their score, are required to attend the ALT writing workshops. Here you will be given helpful information for departmental expectations regarding writing. These will be scheduled throughout the semester and/or will be available online.

**\*The exam is held in the fall only.**

**Biola English Placement Exam (BEPE)**

This exam is required of all non-native English-speaking students with no TOEFL scores or TOEFL scores below 100 IBT/600 PBT. Contact the International Student Education/English Language Studies Program (ISE/ELSP) office for details regarding this examination. Please be prepared to pay a \$25 fee (cash or check) on the day of the exam. The \$25 fee will be credited toward your student account upon registration. Should you choose not to register, the fee is non-refundable.

Course work in English may be required as a result of this examination and these courses must be taken every semester until exiting the department. The BEPE results will be issued at the Registration Orientation meeting and will indicate if you need to add English classes and drop classes in other departments.

***The BEPE will be held on Monday, January 23, 2012 from 8:00 am-12:00 pm in Bardwell 112 (the science building). The ELSP Registration Orientation meeting is Thursday, January 26 from 9:00-11:00am.***

**Greek and Hebrew Exams**

For Talbot students wishing to challenge first year Greek and/or Hebrew or who are required to validate a transfer of these courses. These exams are held on Thursday, January 26, in Myers 106. The Greek exam is from 10:00-11:15 a.m. The Hebrew exam is from 11:30-12:30 p.m. Please call (562) 903-4829 **after** Monday, January 3<sup>rd</sup>, noon, to reserve your spot.

We look forward to having you study with us! Contact your Graduate Admissions Counselor in the Office of Graduate Admissions at (800) 652-4652 if you desire further assistance.