

SPRING 2010 REGISTRATION

MICHAEL SCALES, PRESIDENT

Registration Information for Graduate Students



"I devoted myself to study and to explore by wisdom all that is done under heaven."

Ecclesiastes 1:13

"The fear of the LORD is the beginning of wisdom, and knowledge of the Holy One is understanding."

Proverbs 9:10

Dates to Remember:

- ◆ Registration Opens
October 19, 2009
- ◆ Late Registration begins
December 23, 2009
- ◆ Winterim
January 4-15, 2010
- ◆ Spring semester:
Jan 4—May 4, 2010
- ◆ Summer '10
May 10—Sept 4, 2010
- ◆ Add/Drop for Spring 2010
Jan 20—27, 2010

INSIDE THIS ISSUE:

<i>Spring '10 Calendar</i>	<i>2</i>
<i>Contact Information</i>	<i>3</i>
<i>Faculty Advisors</i>	<i>4</i>
<i>Campus Web</i>	<i>5</i>
<i>Web Site Directory & Accessing Email</i>	<i>6-7</i>
<i>Textbooks & Online Classes</i>	<i>8</i>
<i>Student Financial</i>	<i>9</i>
<i>Pay Online & Emergency Closings</i>	<i>10</i>
<i>Insurance Form</i>	<i>11</i>
<i>Class Schedules</i>	<i>12</i>

ACADEMIC CALENDAR SPRING 2010 SEMESTER

Spring 2010

January 4—May 4

Registration Opens	October 19, 2009
Late Registration	December 23, 2009
Winterim	Jan 4—15, 2010
Classes begin	January 20, 2010
Add-Drop Period	Jan 20—27, 2010
Last Day to Withdraw & Receive a 100% Refund	January 27, 2010
Last Day to Withdraw & Receive a 80% Refund	February 3, 2010
Last Day to Withdraw & Receive a 60% Refund	February 10, 2010
Last Day to Withdraw & Receive a 40% Refund	February 17, 2010
Last Day to Withdraw & Receive a 20% Refund	February 24, 2010
Last day to Withdraw from Course (by 4:30PM)	April 20, 2010
Spring Break	March 14—21 (Sun-Sun)
Easter Break	April 2—4 (Fri-Sun)
Comprehensive Exams	April 15
Spring semester ends	May 4, 2010

Contact Information Rockland & Manhattan Campuses

ROCKLAND

Nyack College / Alliance Theological Seminary

350 North Highland Avenue

Nyack, NY 10960

845-353-2020

845-770-5700

ATS Operator Ext. 5000

Amy Paine

Institutional Transcript Secretary

www.nyack.edu/transcripts

Transcripts@nyack.edu

845-675-4732

Office of the Graduate Registrar

845-770-5766

Nancy Salvesen

Assistant to the Graduate Registrar

Nancy.Salvesen@nyack.edu

Joseph Lee

Assistant Graduate Registrar

Joseph.Lee@nyack.edu

Rebecca Noss

Graduate Registrar

Rebecca.Noss@nyack.edu

MANHATTAN

Nyack College / Alliance Theological Seminary

335 Broadway / 93 Worth Street, 10th Floor

New York, NY 10013

212-625-0500

646-378-6100

NYC Operator Ext. 6000

Michael Campos

Assistant Graduate Registrar

Michael.Campos@nyack.edu

Direct: 646-378-6117

For IT questions for both campuses contact:

Information Technology Help Desk: helpdesk@nyack.edu

ATS FACULTY
Academic Advisement

Faculty advisors are available to assist students with proper course selections. Faculty advisors know which courses are required for students to meet degree requirements in a timely and logical manner. It is **mandatory** that all students contact their faculty advisors prior to each registration period.

Students wishing to change degree or program must fill out the appropriate form in the Registrar’s Department.

**Note: Faculty Office hours posted by offices*

	Faculty	Extension	E-mail
ROCKLAND	Missionary In Residence	5759	John & Helen Ellenberger
	Nicole Amelewonu	5747	amelewonun@nyack.edu
	Mei Fong Chau	5724	Mei_Fong.Chau@nyack.edu
	Julie Cox	5719	Julie.Cox@nyack.edu
	William Crockett	5720	William.Crockett@nyack.edu
	Jan Dale	5728	Jan.Dale@nyack.edu
	Elias Dantas	5744	Elias.Dantas@nyack.edu
	Chuck Davis	5756	Chuck.Davis@nyack.edu
	Chris Dost		Christopher.Dost@nyack.edu
	John Ellenberger	5759	John.Ellenberger@nyack.edu
	Cheryl Felmlee	5764	Cheryl.Felmlee@nyack.edu
	Jan Ki Lim	5762	Jang.lim@nyack.edu
	Rebecca Noss	5767	Rebecca.Noss@nyack.edu
	Martin Sanders	5750	Martin.Sanders@nyack.edu
Paul Siu	5774	Paul.Siu@nyack.edu	
Bryan Widbin	5721	Bryan.Widbin@nyack.edu	
MANHATTAN	Barbara Austin-Lucas	6176	Barbara.Austin-Lucas@nyack.edu
	Luis Carlo	6171	Luis.Carlo@nyack.edu
	Louis DeCaro	6174	Louis.DeCaro@nyack.edu
	John Ng	6172	John.Ng@nyack.edu
	Cleotha Robertson	6175	Cleotha.Robertson@nyack.edu
	Glen Shellrude	6173	Glen.Shellrude@nyack.edu

CAMPUS WEB INFORMATION

HOW TO REGISTER FOR CLASSES

STEP 1 Contact your advisor! You will not be authorized to register online until your advisor has activated your account (*each semester*).

STEP 2 Go to: <http://my.nyack.edu>

STEP 3 Click “Nyack Web Student”

STEP 4 Select Your School

STEP 5 Login

Login information:

Username: *your student ID #* (last 5 digits)

PIN: *the password you selected* on the “Campus Web Enrollment Form”

Click on “Student Registration”

From the pull-down menu, **select the appropriate semester** & click “change”.

(NOTE: at this point it should say “Registration Open” at the top of the screen. If not, please contact the Registrar’s Office.)

*Starting with Fall 2008, all courses will be listed under term. There is no longer a separate “ATS Fall 2008” term for you to select.

From the side menu, select “**Course Search**”.

Select the letters of the course code that you are looking for from “department” & click “Search”. (*ATS students*: be sure to use CN codes, **not** GCN or MFT)

In the right-hand column, click the word “add” of the course in which you wish to enroll.

To add additional courses, select “Course Search” again & repeat the process.

AUDIT: If you wish to audit a course, you must register through the Registrar’s Office.

WAITLIST: If a course is closed, you may place yourself on the waitlist. You will be notified by email &/or regular mail if space becomes available, or you may check your schedule in Campus Web.

Online Resources

You can access Nyack's Online Resources at "My Nyack Portal": <http://my.nyack.edu>.

Through "My Nyack Portal", you can access the following resources:

Check Email	This is where I can access my Nyack email account.
NetStorage File Access	This is where I can access my college files under the drive Home@College . I can also access my professors' instruction files under the respective INSTRUCT drive.
Nyack Online Courses*	This is where I can access my online courses with Nyack college.
NyackWeb Student	As a student, I can register for my classes as well as view student information including billing and grades.

**Note: Online courses are setup through E-College. Do not contact IT Help Desk for questions and concerns about online courses. Instead please contact Melinda Kong, Online Coordinator, at Melinda.Kong@nyack.edu.*

Other online resources:

Library Resources	http://www.nyack.edu/library	This is where I can access online databases for research and look through the library catalog for available resources.
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Accessing Email, Netstorage File Access & Library Databases (Network Login)

What is my username and password?

In the first week of registering as a student, your network account will be created. Your username is your last name followed by the first letter of your first name. Your password is the last 4 digits of your Social Security number.

For example:

If your name is John Smith ...

Username: smithj

Password: Last 4 digits of Social Security number

In the case where there is a name duplication:

Visit one of the computer labs and follow the instructions on the login screen

Or

contact Nyack Helpdesk

Extension# 4753 or helpdesk@nyack.edu

What can I access with my Network Login?

With a Nyack username you can access your Email account. Your Email address will be your username@nyack.edu.

You can also access the following (see page 6):

- Online Files (personal Nyack documents and professors' files)
- Library resources
- Login to campus computers

The On-Line Book Store

WWW.GETMYTEXTBOOKS.COM

Nyack College has a virtual book store. At the beginning of each semester Nyack professors list the required books for their classes with the on-line book store. To purchase the books for your class please follow these steps:

1. **Go To www.getmytextbooks.com**
2. **Register**
3. **Shop** for your books as listed on the course syllabus of your professor.
4. It is recommended that students use a credit card or book voucher for purchases. If you have student loans you may be eligible for a book voucher. Please check with Student Financial Services (SFS)
5. Books will be shipped to your home address.
Please note: Students may not have books delivered to their campus mail box

How do I order books if I don't have a credit card or a book voucher?

To order books by check or money order please contact the company ED MAP at (800) 274-9104 (they operate the virtual on-line bookstore). Place your order and upon receipt of payment they will mail your books. Mail checks or money orders to:

ED MAP
 296 Harper Street
 Nelsonville, OH 45764

ED MAP offers competitive prices and ships via UPS and Fed EX. If you have any questions about ED MAP, please contact them at (800) 274-9104.

Accessing Online Courses

ALL Instructions for accessing online coursework are emailed to student's email address. If **AFTER** enrolling in an online course you haven't received instructions within the first week of classes, please contact Melinda Kong, Online Coordinator, at Melinda.Kong@nyack.edu. Please do not contact the IT Campus Help Desk, they do not handle online courses.

STUDENT FINANCIAL SERVICES

Angela Roth

Rockland Campus
ATS & AGSC Degree programs
Angela.Roth@nyack.edu
Extension 5772

Maria Arroyo

Maria.Arroyo@nyack.edu
Manhattan Campus
Extension 6114

Tuition & Fees for 2009—2010 Year

Nyack College and Alliance Theological Seminary reserve the right to adjust tuition, fees, and academic offerings without notice.

\$475.00 ATS Tuition per credit

Composite fees

\$50.00 12 or more credits

\$35.00 7-11 credits

\$20.00 6 or less credits

\$238.00 Non-credit tuition per credit (half of credit tuition)

\$100.00 Audit tuition per credit

\$25.00 Audit/non-credit registration fee

\$15.00 Payment plan late fee

\$100.00 Late registration fee

\$25.00 Motor Vehicle Registration* (Fall and Spring semester)

**Applies to students taking Rockland classes*

Automatic Payment Plan For Tuition & Fees

Nyack College's "Automatic Payment Plan" for tuition went into effect in the Spring Semester of 2008 and it will be the only "authorized payment plan" for all tuition to Nyack College other than full payment at the time of registration.

The advantages of the plan:

It is an easy online enrollment;

It allows for flexible payment options (with no interest); and

Payment methods can be an automatic bank payment or credit/debit card transaction.

Payment will automatically be processed on the 5th day of each month. If a student chooses to use a credit/debit card then a convenience fee will be assessed accordingly.

Students choosing to use the "Automatic Payment Plan" will be charged an enrollment fee of \$30 per semester (in comparison to the current finance charges applied monthly).

The Office of Student Financial Services is available to all students interested in learning further details about this program or go to www.nyack.edu and select Financial Services NYC or Rockland Campus and click on Automatic Payment Plan to enroll.

Emergency Closings

Class cancellations or closing information will be posted by the following times:

- 6:00 AM for morning classes
- 10:00 AM for afternoon classes
- 3:00 PM for evening classes

The following Radio Stations will contain weather related closings for ALL the campuses.

- WFME-FM (94.7)
- WHUD-FM (100.7)

Check the Website & SNOW and EMERGENCY HOTLINES!

Because inclement weather often subsides as the day progresses, it is important to check the Nyack website or call regularly for updates.

SNOW and EMERGENCY HOTLINES:

- Rockland Campus ATS 845-353-2020 x 4958
- Nyack College Rockland 845-358-1710 x 4951
- Manhattan Campus (646) 378-6100 x 4974



Rockland Campus:
Office of the Registrar
Alliance Theological Seminary
350 North Highland Ave
Nyack, NY 10960
Fax (845) 348-3918

New York City Campus:
Office of the Registrar
Alliance Theological Seminary
335 Broadway / 93 Worth St
New York, NY 10013-3904
Fax (917) 237-0399

HEALTH INSURANCE APPLICATION / WAIVER FORM

2009-2010

Student Name: _____ **Address:** _____

Social Security: _____

Date of Birth: _____

Signature _____ **Date** _____

⇓ *Please complete EITHER the Application OR the Waiver portion below* ⇓

A	Spouse Name (to be insured): _____																											
P	Social Security _____ Date of Birth _____																											
P	Child Name (to be insured): _____																											
L	Social Security _____ Date of Birth _____																											
L	Child Name (to be insured): _____																											
I	Social Security _____ Date of Birth _____																											
C	<i>Please CIRCLE all coverage needed & place total amount on the line at the bottom.</i>																											
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W	<p><i>I do not need to purchase the Alliance Theological Seminary health insurance coverage due to present coverage as outlined below:</i></p> <p>Insurance Company _____ Policy # _____</p> <p>Address (city/state) _____ Policy Holder _____</p> <p>Please note: Proof of insurance needs to be submitted at the beginning of each fall semester even if your insurance coverage has not changed</p>																											
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