Winter Term 2016
Registration Guidelines & Schedule

If you are interested in registering for Winter term courses, please follow the guidelines below. You may register anytime between November 7 and December 16.

1. Advisor Appointment
   Meet with your Academic Advisor to register for Winter classes.

2. Financial Aid
   Visit with the Office of Financial Aid to check on the possibility of financial aid assistance.

3. Payment
   Payment must be paid in full by noon Friday, December 16. Students who register for a course will not be considered enrolled in a class if payment is not made by this date. Types of payment accepted include cash, check, credit card, online payment (Williams Online). Contact the business office for additional information.

4. Confirmation of Class Made
   There must be at least five (5) enrollees in a course for the class to make. The college has the right to cancel classes with insufficient enrollment. A class with less than five (5) is considered insufficient enrollment. Please check the WBC Registrar's Facebook page on Friday, December 16, to confirm a course status. If payment has been made for a course that does not make, a refund will be issued.

5. Course Access
   Online Course: Once registration and payment is complete, you may access your online course on the specified date of a particular term by logging onto Vcamp.

Withdrawal Policy

Students wishing to withdraw from a Winter term course must **print**, **complete** and **sign** the ***Course Withdrawal Form*** and submit it to the Registrar's office by email at khennings@wbcoll.edu or by fax at 870-759-4257. (Student signature is required.) This form is located on the Registrar's link on the WBC Home Page at www.williamsbaptistcollege.com/withdrawalform. The withdrawal deadline for a course is the first calendar day of the final week of scheduled classes in a given term. Withdrawals made during this time will be indicated as a "W" on a student's transcript. Withdrawals made after the deadline will result in a grade of "F" recorded on the transcript.

Withdrawal Refund

All tuition charges are due by noon Friday, December 16 before classes begin. There will be a 100% refund if a withdrawal is completed through the Registrar's Office by the end of; no refund for withdrawal, thereafter. (Withdrawal must be before the start of second calendar day of the term.) Students paying with personal check will not receive their refund for two weeks after the payment is credited to their student account.

WILLIAMS
BAPTIST COLLEGE

2016 Winter Term Schedule

$400 Per Course

(Registration and payment for all courses must be completed by December 16.)

Winter Term 2016 – December 19 - January 9

COURSE – SEC	COURSE TITLE	TIME	DAYS	INSTRUCTOR
BUSINESS ADMINISTRATION				
BA 3253 -- A	Special Topics: Supply Chain Mgmt	TBA	WEB	H HOWELL
BIOLOGICAL SCIENCES				
BS 1113 -- A	Biological Science	TBA	WEB	A PATERSON
PSYCHOLOGY				
PY 3373/SW 3373 -- A	Substance Abuse	TBA	WEB	D VOWELL
HEALTH & PHYSICAL EDUCATION				
PE 1113 -- A	Sport Nutrition	TBA	WEB	M COLVEY