



Winter 2017
Registration Guidelines
November 6 – December 15

If you are interested in registering for Winter term courses, please follow the guidelines below. You may register between Monday, November 6 and Friday, December 15.

1. Complete portal forms.
2. Advisor Appointment
Meet with your Academic Advisor to register for Winter classes.
3. Financial Aid
Visit with the Office of Financial Aid to check on the possibility of financial aid assistance.
4. Payment
Payment must be made in full by noon Friday, December 15. 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.
5. 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 15, to confirm a course status. If payment has been made for a course that does not make, a refund will be issued.
6. 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

There will be a 100% refund if a withdrawal is completed through the Registrar's Office by the end of the first day of the term; there will not be a refund for withdrawal thereafter. Students paying with personal check will not receive their refund for two weeks after the payment is credited to their student account.



2017 Winter Term Schedule

\$400 Per Course

(Registration and payment for all courses must be completed by noon, December 15.)

COURSE SEC	COURSE TITLE	TIME	DAYS	ROOM	INSTRUCTOR
<u>BUSINESS ADMINISTRATION</u>					
BA 3253 -- A	Spc Topics: Supply Chain Management	TBA	WEB	WEB	H HOWELL
<u>BIOLOGICAL SCIENCES</u>					
BS 4213 -- A	Pharmacology	TBA	WEB	WEB	M HOBBS
<u>ENGLISH</u>					
EN 1113 -- A	Composition I	TBA	WEB	WEB	L PENN
<u>HISTORY</u>					
HT 3933 -- A	History of Arkansas	TBA	WEB	WEB	R HARRIS
HT 4503 -- A	Dir Readings: History Latin America (Permission Req.)	TBA	WEB	WEB	B PERKINS
<u>JOURNALISM</u>					
JL 2113 -- A	News Editing	TBA	WEB	WEB	M WILLIAMS
<u>PHYSICAL EDUCATION</u>					
PE 1113 -- A	Sport Nutrition	TBA	WEB	WEB	M COLVEY
PE 2213 -- A	Health & Safety	TBA	WEB	WEB	STAFF
<u>PSYCHOLOGY</u>					
PY 3373 -- A	Substance Abuse	TBA	WEB	WEB	D VOWELL
PY 4213 -- A	Pharmacology	TBA	WEB	WEB	M HOBBS
<u>SOCIAL WORK</u>					
SW 3373 -- A	Substance Abuse	TBA	WEB	WEB	D VOWELL