



Heritage | College
& Seminary

Heritage
THEOLOGICAL
SEMINARY

Academic Orientation

What does the Registrar's office do?

- Application
- Testing (English Placement Exam)
- Transfer and Advanced Standing Credit
- Course Schedules
- Registration
- Course Change forms
- Course Substitutions (rare)
- Academic Discipline
- Connect with other services/departments
- Graduation
- Transcripts
- *Confirmation of Enrollment Forms

Communication

At Heritage, our main way to communicate information with students is through email. Therefore, be in the habit of checking your emails daily.

We aim to reply to your email inquiries within 24 - 48 business hours, we ask that you do the same.

Policies & Procedures to Know

Course registration

We will inform you by email when a term is open for online enrollment in myHeritage. We will also give you a deadline for course selection. Meet with your advisor **EARLY** for help, and select your courses by the deadline, in order to avoid the \$100 late fee.

Policies & Procedures to Know

Your degree audit

Found under your “Student” tab on myHeritage, your degree audit tracks your progress in your degree. You will find the courses you need to take listed on your degree audit. For help with understanding the degree audit, contact your advisor.

It is the responsibility of each student to ensure that the requirements of his/her program are being met.

Policies & Procedures to Know

Attendance

You must attend a minimum of 75% of the class meeting times for each course in order to pass. You may miss up to 25%. It is highly recommended to not “skip” classes, but miss class when ill. Attendance is tracked in myHeritage. If you miss more than 25%, you will receive an “FN” grade.

(FN=failure for non-attendance)

Policies & Procedures to Know Attendance

We have 3 formats:

- In-person (section 1)
- Synchronous via Teams (section 23) and
- Online/Distance Learning (section 2). Attendance is not taken for online.

Section 23/synchronous **cameras must be on to be considered present.**

If you are concerned about your amount of absences during a course because of something like a severe illness, speak with your professor, advisor, and the Registrar's Office as soon as possible. It *may* be possible for you to receive an attendance waiver if you go over your 25% allowable misses. In order to receive a waiver, **you must have a doctor's note.**

COMMUNICATION IS THE KEY! (early communication) - whether face to face or via email.

Policies & Procedures to Know


Course withdraw

You must inform the Registrar's Office if you want to drop a course. You do this by filling out a course change form and having your advisor approve and sign it. You have the first 7 weeks to withdraw without a fail. Reimbursement is on a sliding scale.

All forms must be dated, have your signature, and be emailed as PDFs.

Policies & Procedures to Know

Important information to include on the Course Change Form


 Heritage College & Seminary
 Heritage College & Seminary Course Change and Late Enrollment Form

COLLEGE SEMINARY
 Please read the refund and administrative fee information on the back of this form.

Student Information				
Name of Student:		Current Program:		
Student Number:		Term:		
DROPPING Courses				
Course Code	Course Format	Course Name	Credit Hours	Credit OR Audit
ADDING Courses				
Course Code	Course Format	Course Name	Credit Hours	Credit OR Audit
Are you completely withdrawing from studies at this time? Write YES or NO				
Anticipated Return to Studies date:				
Please indicate if you would like any credit left on your account or returned to you by cheque: (Write Account or Cheque). If no selection is made, the credit will be left on your account.				<input type="checkbox"/> I am an OSAP student.

→ Before you sign: I understand the refund factors and administrative fees outlined on the back of this form and how they apply to me. I realize changes may cause me future scheduling problems and/or could delay my graduation. OSAP students' refunds are sent directly to the NSLSC.


Student Signature		Date:	
Faculty Advisor Signature:		Date:	
Financial Aid Rep. Signature:		Date:	

Administrative Fees & Tracking (office use)			
Fee Description	Number of Courses being dropped (the fee is multiplied by this number)	Fee	Total
Drop of 3 credit hour course		X \$100	
Drop of 2 credit hour course		X \$70	
Drop of 1 or 1.5 credit hour course		X \$35	
Drop of online course		X \$300	
Course change fee for adding courses only	Not applicable	\$10	
Late Registration (Enrollment) Fee (after Online Enrollment deadline)	Not applicable	\$100	
Total Administrative Fees:			

Office Tracking			
Apply Refund as Week Number:	Before Change	Credit Hrs:	Audit Hrs:
	After Change	Credit Hrs:	Audit Hrs:
	Registrar's Office	Initials:	Date:
	Effective Date	Initials:	Date:
	Accounting Office:	Initials:	Date:
	Moodle:	Initials:	Date:
Notes:			

Policies & Procedures to Know

Where to find the Course Change Form



REL123: Hermeneutics

2024-2025: Fall Section 1

Info


Course Number [REL123](#)

Term [2024-2025: Fall](#)


Dates [Sep 1, 2024 - Dec 31, 2024](#)

Units Credits: 3.00
Hours: 0.00

Faculty

 **Joel Barker** · Primary
[Send Email](#) [\(289\) 489-8369](#)

Teaching Assistants

 **Bethany Stanley**
[Send Email](#) [\(519\) 784-0134](#)

Meeting Times

Friday REL123-1 Hermeneutics
09:00am-11:45am
Academic Building: 201A&B

Add supplies

Links [add](#)

- [How to Read My Degree Audit](#)
- [Online Resource: EBSCO DATABASES](#)
- [Teams Link: Hermeneutics \(FA2024\)](#)

Reading List [add](#)

Required Books

- [Grasping God's Word, Fourth Edition: A Hands-On Approach to Reading, Interpreting, and Applying the Bible](#)

Files [add](#)

- [Course Change and Late Registration...](#)
- [Generative AI at Heritage.pdf](#)
- [Heritage Manual of Style \(v.3.1\) 20...](#)

Dashboard

Syllabus

Lessons

Files

Assignments

Discussions

Tests

Calendar

Roster

Gradebook

Attendance

Reporting

Chat

Settings

Policies & Procedures to Know

Requests for course extension

Part one

If, due to **extenuating circumstances**, you think you may need extra time to finish course assignments past the end of the course, first speak with your professor to see if he/she is willing to grant you extra time.

If you have failed to hand in many or most of your assignments, it is unlikely an extension will be granted.

You must request an extension **no later than one week** before the end of the classes

This must be before exam week.

Policies & Procedures to Know

Requests for course extension

Part two

If your professor is willing to grant an extension, contact the Registrar's Office via email to request the form and **SUBMIT** it for review **before** the end of classes. Your request will be reviewed by the Dean.

The Registrar's office will inform you of approval/rejection decision.

Policies & Procedures to Know

Your GPA and AGPA

- GPA = Grade Point Average (calculated each term)
- AGPA = Accumulated Grade Point Average

For information about how this is calculated, see the grading system outline in the catalogue.

Policies & Procedures to Know

Academic deficiencies – Academic Warning

If your GPA drops below 2.00 in one term, you will be placed on Academic Warning for the following term.

You must meet with the counsellor once in the term. Your advisor will also follow up.

(GPA = Grade Point Average)

Policies & Procedures to Know

Academic deficiencies – Academic Probation

If your GPA drops below 2.00 in two consecutive terms, or as a degree student your AGPA is below 2.00, you will be placed on Academic Probation for the following term.

You must meet with your advisor four times in the term, and your course load may be restricted.

(AGPA = Accumulative Grade Point Average)

Policies & Procedures to Know

Academic deficiencies – Academic Suspension

If you have attempted 21 credit hours or more at Heritage and your AGPA is below 1.00, you will be required to withdraw for one term.

Application to return must be made through the office of the Academic Dean.

Policies & Procedures to Know

Why is my student record locked?

There are a few reasons you might be locked out of registration and/or your grades and transcript:

1. Financial - You have failed to pay your tuition or another bill.
2. Academic - You have completed course selection for the term – changes need to be tracked.
3. Paperwork - You have been asked to complete a form or submit a document and have failed to do so within 24-48 business hours.
4. Photo - Your student photo is missing or is not to code.

Policies & Procedures to Know

Appeals

You always have the option of appealing an academic decision, including grades.

Your **first step** is to communicate with your professor. If you are not pleased with the outcome, you need to contact the Registrar's Office by email. You will be informed of the policies and procedures for your type of appeal.

Policies & Procedures to Know

Appeals – Grade appeals

When should I appeal a grade?

- When you believe there was an error (for example, a typo or calculation error).
- When there is an assignment missing in the gradebook that you know you handed in.
- Always keep an open line of communication with your professor! Speak to him/her **FIRST!**

Policies & Procedures to Know

A word about privacy and verification of your identity

- We will never release your confidential information to anyone other than Heritage employees who are bound to confidentiality and who need the information to do their jobs.
- In order to release *any* information, we need your consent (your signature).
- We need your permission to make changes to your courses or programs (all forms must be signed).
- We must verify your identity at certain points. You must have a current photo on myHeritage.
- This may sometimes be inconvenient, but it is in your best interest and for your benefit.

Questions?

Contact Sandi in the Registrar's Office at
sbrubacher@heritagecs.edu