Office of the Registrar

Welcome...

to the Office of the Registrar at The Lutheran Theological Seminary at Philadelphia. Our office is responsible for student academic records, preparation and publication of course schedules, course registration and grades, degree audits and transcripts, certification of students for graduation, enrollment verification, and general interpretation of institutional academic policies.

The office is part of Enrollment Services, located on the second floor of the Brossman Learning Center. Normal office hours are 9:00 am to 5:00 pm.

Alice Popovic
Administrative Assistant, Enrollment Services and Transcript Officer
Phone: 215-248-6302
Fax: 215-248-7315
apopovic@ltsp.edu

René Diemer
Registrar
Phone: 215-248-6315
Fax: 215-248-7315
registrar@ltsp.edu

For verification of enrollment, contact Alice, per above.

Announcements (would be updated periodically)
[E.g., registration open or closed, other upcoming deadlines, graduation info, etc.]

Important Links

- Request a Transcript (linked to a document)
- Registration and Course Information (page)
- Catalog (page)
- Academic Calendar (probably document, unless maintaining the current page)
- Tuition and Fees (document)
- Policies (page)
- Forms and Resources (page)
- FAQs (page)
- Graduation Information (page)
- Student Learning Assessment (page)
- Final Exam schedules (document)
- Other links you may need:
  - Degree Programs (page)
  - MDiv Program and Concentrations (page)
  - MAR Program and Specializations (page)
  - Graduate School (advanced degree programs) (page)
  - Contextual Education (page)
  - Affiliated Students (page)
  - Urban Theological Institute (page)
  - Take a Course at LTSP (page)
  - Accreditation
Registration and Course Information

Find Your Registration Category

Registration Problems

Confirmation of Registration

Late Registration

Adding and Dropping Courses

Withdrawal from Courses

Course Schedules

Course Prospecti

Forms Related to Registration

Request for Course Extension (incomplete)

Find Your Registration Category

If registration is open for a term and you wish to register, first choose the registration category appropriate to you:

- **First Theological Level** – Use this set of instructions and materials if you have been formally admitted to one of the following programs at LSTP: MDiv, MAR, MAPL, Certificate of Theological Study, Special Student, or Affiliated Student (non-STM)

- **Advanced Level (Graduate School)** – Use this set of instructions and materials if you have been formally admitted to one of the following programs at LTSP: DMin, STM, PhD, or Advanced Graduate Certificate.

- **Non-Degree, Continuing Education, and Auditing Students** – Use this set of instructions and materials if you have NOT been formally admitted to one of the above programs. Please be advised that student for credit at the seminary requires that you have earned at least a bachelor’s degree.

[Note: Students seeking to register for courses in one of the Urban Theological Institute’s Saturday morning certificate programs should contact Dr. Quintin Robertson (groberson@ltsp.edu or 215-248-7324) for more information.]

Registration Problems

Contact the Registrar if you have unusual issues relative to registration (pre-requisites not met, permissions required, etc.) that prevent your registration from going through.

Note that independent studies, theses, cross-registration courses, MAPL courses taken at Temple, and audit registrations cannot be registered via Henry, the online student information portal. See the Special Course Registration Form, available under “Forms” on the Registrar home page.

Confirmation of your registration will be through the “Henry” on-line portal following your registration. You will be able to print your schedule from Henry.

Late Registration

A late registration fee of $50 will be assessed for failure to adhere to the on-time registration deadline. For purposes of meeting the on-time registration deadline, the effective date of registration is the earliest of

- For nondegree, continuing education and auditing students only, receipt in the Registrar’s Office of your completed course registration form, accompanied by payment in full.
- Your registration in Henry for at least one course that is successfully registered (i.e., not shown as pending), or
- Receipt in the Registrar’s Office of written consent from an instructor whose consent is required for you to complete registration for a course, or
Receipt in the Registrar’s Office of written notification that you have attempted to register for a course but that an error message prevents your registration or that your registration can only be processed as pending. The content of any message concerning your registration must be included in your message, or

Receipt in the Registrar’s Office of written notification from the Business Office or other responsible office that a hold preventing your registration has been released.

**Dropping and Adding Courses (Registration Changes)**

Those who have already registered for a term may change their registrations anytime prior to the late registration (drop/add) deadline. Consult the Academic Calendar for Fall and Spring semester late registration (drop/add) dates. The deadline for all short-term courses is prior to the second class meeting.

There is no fee to add a course or to drop a course and substitute another. A $20 course cancellation fee will be assessed for dropping a course without adding another in its place. Changes may be made online via Henry, via an email to the Registrar, or by submitting a Change of Registration form.

**Withdrawal from courses**

Dropping a course after the drop/add deadline is subject to the rules governing Withdrawal (see Policies). If you need to withdraw from a course, you must submit notification in writing to the Registrar. Any refunds for which you are eligible will be based upon the date of receipt by the Registrar of your written notification.

*If you simply fail to attend a course or stop attending any course for which you are registered and do not notify the Registrar in writing, the consequences will be your receiving a failing grade and being responsible for all course fees.*

**Course Schedules – Click here**

**Course Prospecti – Click here**

**Forms** related to registration, including [This links to the Forms page]

- **Drop/Add (Registration Change) Form**
- **Independent Study [First Theological Degree Level]** Guidelines and registration form for MDiv, MAR, Special, and Certificate students; also to be used to register MAR Thesis proposals
- **Independent Study [Graduate School Level]** Guidelines and registration form for STM, DMin, and PhD students
- **Registration and application for credit-by-examination ("test-out")- First theological students only**
- **Application for program credit by course transfer or waiver** - First theological students only
- **External Study Request form** (for advance permission to take a course elsewhere)
- **Enrollment Form** Please submit this if reporting any changes (name, marital status, address, phone, email, denominational or church affiliation, etc.)
- **Deferred Payment Plan Application Form**
- **Credit Card Authorization Form**
- **Application for Eastern Cluster Exchange**
- **Application for Yale Student Exchange Program**
- **Blank Degree Audit forms (MDiv, MAR, MAPL)**
First Theological Programs Registration

This is the registration page for students who have been formally admitted as LTSP students in the MDiv, MAR, MAPL, Special, Certificate, or Affiliated programs. If you have not been admitted to one of these programs, click here for the registration materials page and select the category for Nondegree, Continuing Education, and Audit students.

Make sure your student account is paid up. Registration will not be permitted if you do not have clearance from the Business Office to register. If you fail to obtain clearance to register prior to the registration deadline, late registration fees will apply. Contact the Business Office (mschwab@ltsp.edu) to arrange to clear your account.

Obtain your advisor’s PIN: All continuing students in first theological programs are required to consult their academic advisors and obtain the advisor’s approval of course selections prior to registering for the Fall and Spring Semesters. The advisor will then issue you a PIN by which to effect on-line registration. Note that advisor approval is normally not required for Summer Term registrations. Newly admitted students do not normally need to obtain PINs.

- If your advisor is on sabbatical and you are unsure who will advise you, contact Heidi Rodrick-Schnaath at 215-248-6312 or hrodrick-schnaath@ltsp.edu.
- If you need assistance reaching an instructor, contact the Faculty Assistant, Rachel Zimmermann, at 215-248-7382 or rzimmermannw@ltsp.edu.

Register on-line via the Henry Online Student Information System (https://henry.ltsp.edu). Make sure you have your Henry log-in ID and password and advisor PIN (continuing students only). Registrations must be submitted on-line by the announced, on-time registration deadline to avoid the $50 late registration fee.

- TIP 1: Because you can add (or drop and add) course registrations without penalty, register for at least one course you plan to take and add any problematic course(s) later.
- TIP 2: If, after clicking on “Add Courses,” you see a screen with a number of pull-down filters for accessing courses, DO NOT use those filters. Leave those unused and simply click on “Search” to get a list of all available courses. You can then click on all the courses for which you wish to register at one time.
- TIP 3: Most courses can be taken for both first theological and advanced-level credit. To earn first theological degree-level credit, you need to register for the version of the course without the “G” suffix on the course ID. If none exists, contact the registrar (registrar@ltsp.edu) to see if it is possible for you to take the course for MDiv/MAR-level credit. If you actually intend to register for a course with a “G” suffix because you are completing your first theological degree and beginning work on an STM, contact the registrar for assistance.

- NEWLY ADMITTED STUDENTS: Before logging into Henry, please notify the Registrar (registrar@ltsp.edu) that you are ready to register. This gives us a chance to make sure your records are in order and that Henry is set up for your registration. You will normally not need an advisor PIN to register.
- Contact the LTSP Help Desk (helpdesk@ltsp.edu) if you need assistance logging in.

Registration Issues
If your registration for one or more courses fails to go through, please note the reason presented in Henry for preventing your registration and relay that information to the Registrar.
You cannot register on-line for audits, independent studies, MAR theses, cross-registrations, and courses at partner institutions. Use the Special Course Registration Form, found under Forms on the Registrar home page, to register these courses.

- **Independent study** requires both registration via the Special Course Registration Form and submission in hard copy of the separate Independent Study Request form, along with the required study proposal. Your registration via the Special Course Registration Form must be submitted by the announced, on-time registration deadline to avoid the late registration fee. The Independent Study Request form and attached study proposal may be submitted later, per the guidelines that accompany the form. Both the Special Course Registration form and the Independent Study Request Form are available under Forms on the Registrar home page.

- **Partner School registrations**: If you are a MAPL or other Public Leadership concentration/specialization student and will be taking a course or two at Temple University, be sure to register both at Temple AND at LTSP. Use the Special Course Registration Form to register your Temple courses at LTSP.

- **Cross-registration**: Courses at Palmer (electives only), Temple Graduate Religion, and Reconstructionist Rabbinical College are often eligible for cross-registration through LTSP (use the Special Course Registration Form).

**Other non-LTSP course offerings**: You may also consider courses offered by other fully ATS-accredited seminaries, divinity schools, and graduate schools of religion. Such external courses should normally be free electives not available at LTSP. Submit a Request for External Course of Study form, available under Forms on the Registrar home page, to obtain advance permission to take courses elsewhere. Please note that you must have the prior permission of the regular LTSP faculty member and the Dean to take a course elsewhere to fulfill a degree requirement.

**Confirmation of your registration** will be through the “Henry” on-line portal following your registration. You will be able to print your schedule from Henry.

**Late registration** is possible with payment of a $50 late fee until 4:00 pm on the late registration (drop/add) deadline. However, note any requirements that may exist for advance reading or preparation, which is common especially for short-term courses.
Advanced-Level Registration

This is the registration page for students who have been formally admitted as LTSP students in the DMin, STM, PhD, or Advanced Graduate Certificate programs. If you have not been admitted to one of these programs, click here for the registration materials page and select the category for Nondegree, Continuing Education, and Audit students.

Make sure your student account is paid up. Registration will not be permitted if you do not have clearance from the Business Office to register. If you fail to obtain clearance to register prior to the registration deadline, late registration fees will apply. Contact the Business Office (mschwab@ltsp.edu) to arrange to clear your account.

Register on-line via the Henry Online Student Information System (https://henry.ltsp.edu). Make sure you have your Henry log-in ID and password. Registrations must be submitted on-line by the announced, on-time registration deadline to avoid the $50 late registration fee.

• TIP 1: Because you can add (or drop and add) course registrations without penalty, register for at least one course you plan to take and add any course(s) about which you are uncertain later.

• TIP 2: If, after clicking on “Add Courses,” you see a screen with a number of pull-down filters for accessing courses, DO NOT use those filters. Leave those unused and simply click on “Search” to get a list of all available courses. You can then click on all the courses for which you wish to register at one time.

• TIP 3: Most courses can be taken for both first theological and advanced-level credit. To earn advanced-degree-level credit, you need to register for the version of the course with the “G” suffix on the course ID. If none exists, contact the registrar (registrar@ltsp.edu) to see if the course can be upgraded for advanced-level credit. If you actually intend to register for a course without the “G” suffix because you are not taking it toward your degree, contact the registrar for assistance.

• NEWLY ADMITTED STUDENTS: Before logging into Henry, please notify the Registrar (registrar@ltsp.edu) that you are ready to register. This gives us a chance to make sure your records are in order and that Henry is set up for your registration.

• Contact the LTSP Help Desk (helpdesk@ltsp.edu) if you need assistance logging in.

Registration Issues
If your registration for one or more courses fails to go through, please note the reason presented in Henry for preventing your registration and relay that information to the Registrar (registrar@ltsp.edu). You will be advised whether your registration can be processed and if you have additional steps to take.

You cannot register on-line for audits or independent studies. Use the Special Course Registration Form, found under Forms on the Registrar home page, to register these courses.

• Independent study requires both registration via the Special Course Registration Form and submission in hard copy of the separate Independent Study Request form, along with the required study proposal. Your registration via the Special Course Registration Form must be submitted by the announced, on-time registration deadline to avoid the late registration fee. The Independent Study Request form and attached study proposal may be submitted later, per the guidelines that accompany the form. Both the Special Course
Registration form and the Independent Study Request Form are available under **Forms** on the Registrar home page.

**Confirmation of your registration** will be through the “Henry” on-line portal following your registration. You will be able to print your schedule from Henry.

**Late registration** is possible with payment of a $50 late fee until the late registration (drop/add) deadline. However, note any requirements that may exist for advance reading or preparation, which is common especially for short-term courses.
Non-Degree, Continuing Education, and Audit Registration

This is the information and registration page for students who have not been formally admitted as LTSP students. If you have been admitted to the seminary, go to the main registration page and select a different category.

If you have not been admitted to the roll of the Lutheran Theological Seminary but wish to register for regular Seminary courses, you may do so in one of three special categories:

- **“Non-Degree”** students take courses for full academic credit with grades (normally letter grades). Such courses are then eligible for transfer to appropriate degree programs at this institution or elsewhere according to the prevailing standards. Courses are available at three different levels for non-degree students:
  - Students holding only a bachelor’s degree or non-theological graduate degrees are eligible to register for courses at the 100-to-400 levels, so long as any prerequisites are met or instructor permission is granted. You will need to provide evidence, by official transcript sent directly from the granting institution, of a bachelor’s degree.
    - You may complete **up to six units** (one unit is equivalent to three semester hours) at this level before needing to apply to the Seminary's MDiv, MAR, MAPL or Special/Certificate programs.
  - Students holding a first theological degree (MDiv or equivalent) are eligible to register for courses through the 600 level. 600-level courses are transferable to STM and DMin programs here or elsewhere, as are “upgraded” first theological degree-level courses (see information on upgrading under **Policies**). You will need to provide evidence, by official transcript sent directly from the granting institution, of an MDiv degree or equivalent. (Note that DMin credit is normally granted only for courses taken at least three years post-MDiv.)
    - You may complete **up to two units** at the advanced before needing to apply to the STM, DMin, or Advanced Graduate Certificate programs.
  - Students enrolled in PhD/ThD programs at other institutions are eligible to register for courses at the 600 and 800/900 levels. Enrollment requires evidence of satisfactory standing in the program and permission from that institution to take the course.

- **“Continuing Education”** is for personal or professional enrichment only. You may, upon request, receive Continuing Education Units for doing so (4 CEUs per 1-unit course). You will participate fully in the course, doing all reading and assignments and receiving a grade (normally a letter grade). However, you will not earn transferable academic credit. Courses available for continuing education generally include all those through the 400 level, subject to any enrollment restrictions. If you have earned a first theological degree (MDiv or equivalent), you are additionally eligible to take 500–600-level courses. You will need to provide evidence, by official transcript sent directly from the granting institution, of your bachelor's degree or first theological degree, depending on your level (see above under nondegree students); exceptions can be made with the permission of the course instructor.
  - If you choose later to seek transfer of the course into a degree program here or elsewhere, you may do so by petitioning the Registrar and remunerating the cost differential between the continuing education rate paid with registration and the then-current applicable degree rate. An appropriate qualifying transcript, as described above, must be on file in the Registrar’s office.
"Auditors" take courses for non-credited continuing education or for personal enrichment and receive no grades. Auditor enrollment generally assumes an educational background commensurate with the course level, per above, but does not require official documentation unless the Registrar requests it. Typically, the responsibilities of an auditor include regular attendance and completion of reading assignments; auditors do not write papers or take examinations. All auditor enrollments are subject to the approval of the course instructor. A limit of one audited course per term applies, but there is no limit to the cumulative number of courses that may be audited. (A special Senior Citizen audit rate applies to auditors who are age 60 or older by the first day of the term. This rate is also available to spouses of students in LTSP degree programs.)

Registration Procedures

What you will need:

- Enrollment/Registration Form
- Financial Information Form
- Course schedule (available at http://ltsp.edu/course-schedule)

Additional documents you may need (also available at http://ltsp.edu/nonmatric-audit):

- Detailed prospecti or syllabi for any one-week intensive courses (http://ltsp.edu/course-prospecti). These documents will generally convey daily schedules and advance preparation requirements.
- Credit Card Charge Authorization Form

To register, return the enrollment/registration and financial information forms to the Registrar's Office with payment in full. Registrations must be postmarked by the published registration deadline to avoid assessment of the late registration fee. Late registrations will be accepted, space available, until the first day of the course.

Send to: Registrar, LTSP
7301 Germantown Avenue
Philadelphia, PA 19119
Fax 215-248-7315

All students taking distance learning courses must pay a $75 student services fee in addition to their applicable tuition. For both non-matriculant and audit enrollment, payment of tuition and all applicable fees must be made in full at the time of registration for courses.

Confirmation of your registration will be through the “Henry” on-line portal following your registration. You will be able to print your schedule from Henry.

Late registration is possible with payment of a $50 late fee until 4:00 pm on the late registration (drop/add) deadline. However, note any requirements that may exist for advance reading or preparation, which is common especially for short-term courses.

Registration Changes
Once your initial registration has been filed, you may add or change courses (or switch between credit and audit) at any time through the late registration (drop/add) deadline without penalty. You may drop a course (if not adding another) through the late registration deadline with
payment of a **$20 course cancellation fee**. Notify the Registrar’s Office *in writing* via fax, mail, e-mail, or the Change of Registration form available under **Forms** on the Registrar home page.

Note that adding an intensive course after the registration deadline is contingent upon your ability to complete any specified advance preparation requirements.

The registration change (drop/add) deadline is prior to the second class meeting of all short-term courses. For the Fall and Spring Semesters the deadline is one week after the semester begins.

Dropping a course after the drop/add deadline is subject to the rules of the **Withdrawal Policy** (see **Policies**).