

**2018 SPRING**

**Traditional Undergraduate Education  
Course Offerings and Registration**



**LANCASTER BIBLE COLLEGE**

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## Messages from the Registrar's Office



### Are you graduating in May?

Please fill out your graduation application online at <http://www.lbc.edu/graduation>. The form is now available for May graduates, and must be filled out prior to Wednesday, February 15, 2018 to avoid incurring a late fee. For more information on graduation procedures, see page 18.

### First Day of Classes

Classes will begin on Monday, January 15 at 7:00 AM.

### Spring Break

Spring Break begins on March 10 at 5:00 pm, and classes will resume at 7:00 AM on Monday, March 19.

### Contact Us

If you have any questions or problems regarding registration, course selection, transfer credits or graduation, please contact our office:

Hours:	M-R	8:00 AM—5:00 PM
	F	8:00 AM—4:00 PM
Phone:	717-560-8254	
Email:	registrar@lbc.edu	
Location:	Lower Level of Esbenshade	

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### Codes

M	Monday	*	Prerequisite Required (see LBC Catalog for Details)
T	Tuesday	<	Teacher Education Students only
W	Wednesday	#	Writing Intensive course
R	Thursday	=	By audition only
F	Friday	+	Blended course. A blended course meets 2/3 in the classroom and 1/3 online.
S	Saturday	!	Meets various dates
		%	Meets off-campus
		SWI	Schedule w/Instructor
		TBA	To Be Announced

# SCHEDULE AND ACADEMIC RESOURCES

## Spring 2018 Schedule

January 8-15	Online Registration Verification Week
January 13	New Student Arrival
January 13-14	Orientation
January 15	First Day of Classes**
January 16	First Full Day of Classes*
October 2017-January 22, 2017	Add/Drop Period
January 23-March 20, 2018	Withdrawal Period
January 15	Martin Luther King, Jr. Day** (no classes—service day)
February 13-15	Missions Conference**
March 10-18	Spring Break
March 30-April 2	Easter Break
May 7-10	Final Exams
May 11	May Commencement Ceremony
May 15	Summer 2018 Term Begins

\* Classes begin at 7:00 AM.

\*\* Classes resume at 5:00 PM.

### Add/Drop Period

Students may add or drop a course, or change sections in a course, by submitting an add/drop form. These forms are available at the Solutions Center in the Esbenshade lobby. A \$15 fee applies and for each form processed after January 17th, 2018. The last day to add or drop a class is January 22, 2018.

### Withdrawal Period

Students may withdraw from a course by submitting the appropriate form. Copies of this form will be available at the Solutions Center in the Esbenshade lobby on January 19. A \$15 fee applies and will be added to the student's bill for each form processed. Students are not permitted to withdraw after March 20, 2018.

## Disability Services Office (DSO)

Students seeking accommodations for a disability must submit documentation to the Director of Disability Services, Sean Dougherty. Appointments can be made by calling 717-560-8200, ext. 5383. Timely submission is important so that reasonable accommodations can be arranged before the semester begins. The DSO is located in the Ally Center on the fifth level of the Teague Learning Commons. Turn LEFT as you exit the elevator to walk directly into the DSO.

## Academic Mentoring Services (AMS)

Academic Mentoring Services (AMS) are available without cost to all currently enrolled LBC students. Common services include assistance with assignments and projects, time management and organization, test taking skills and study strategies. Individual tutoring appointments can be made by calling 717-560-8200, ext. 5389 or emailing [ams@lbc.edu](mailto:ams@lbc.edu). AMS is located in Ally Center on the fifth level of the Teague Learning Commons. Turn RIGHT as you exit the elevator and follow the signs which guide you to the first door on your right; when you walk through it you will be facing the AMS doorway.

## Selected Topics Courses

### What are Selected Topics Courses?

Selected Topics courses provide you with the opportunity to study subjects not offered in the college catalog. The course codes for these courses include the numbers 280, 380, or 480. These 280/380/480 courses are offered in Spring 2018:

#### [HIS 280—World Wars](#)

#### [LIT 280—Contemporary American Literature: Broken Identities](#)

#### [MAT 280 A—Integrated Math I](#)

This is the first course in a two-course sequence designed to develop future teachers' conceptual understanding of mathematics. Through study of arithmetic, ratios, proportions, real numbers, algebra, and functions, students will strengthen their quantitative reasoning and logical thinking. Emphasis will be placed on problem solving and effective communication of mathematics. (3 credits)

#### [CRJ 380/POI 380—Preparing for Law School](#)

This course is designed specifically for upperclassmen who may have some interest in the law. Following a curriculum regularly used in the first year of law school, the course introduces students to the ideas and concepts that underlie the legal system in the United States. Drawing on basic legal doctrines and principles, the course will examine the minimal social expectations embodied in the law, and discuss the nature of individual obligation and professional accountability in society. Finally, the course will explore broader moral responsibilities by drawing upon biblical norms and values necessary for a vibrant, flourishing community.

#### [BIB 480—Parables of Jesus](#)

In this course, we investigate the interpretation, application, and communication of Jesus' lengthier parables in the Synoptic Gospels. Our interpretive investigation begins with a classification of the genre, a description of the Biblical context, an examination of the biblical content, and a comparison with synoptic parallels. It concludes with a formulation of the propositional teaching of the parable. In the application phase, we formulate contemporary applications, which are both valid and relevant. We will also compile a variety of ways to communicate the parables to a contemporary audience. (3 credits)

#### [COM 480 A—Introduction to Studio Production](#)

#### [COM 480 B—Professional Performance Skills](#)

#### [HUM 480—World Music](#)

This course is an exploration of several global cultural soundscapes from an ethnomusicological perspective, emphasizing the role of music in culture, specifically how music both reflects and affects cultural identities. The goal is to understand each tradition in terms of its ways of organizing musical sound and its place both within its own culture and in the larger story of world music. Students should develop not just knowledge about music, but knowledge of music, together with an appreciation for the different but equally valid ways in which various cultures meet the God-given human need for music. This course also views culture's use of music as a means of theological reflection and as a missiological tool. (3 credits)

#### [ICS 480—Christian Engagement with Muslims](#)

This course, presented through The Lilius Trotter Center, will provide students with the historical, theological, missiological and practical understanding needed to sensitively befriended Muslims. The first half of the course sets the stage by surveying the history of Christian encounter and engagement with Islam and with Muslims, and then introducing the variety of ways that Muslims actually experience their faith in their daily lives. Then, against a backdrop of a survey of contemporary global approaches to ministry among Muslims, students will begin to develop their own theology of world religions and formulate their own informed Christian understanding of Islam and Muslims. This course will equip students to both assess a wide variety of Christian approaches to Muslims and to Islam, and to thoughtfully engage in personal and corporate ministry to Muslims.

#### [LAN 480—Grammar for Language Teachers](#)

This course addresses foundational concepts and terminology used to describe English Grammar. Students will explore the current role and methods of grammar instruction within a variety of second and foreign language contexts. Students will develop skills in diagnosing and correcting language-learner errors. (3 credits)

#### [LIT 280—Contemporary American Literature—Broken Identities](#)

#### [PCN480 A—Structured Family Systems](#)

This course will present students with an introduction to Structural Family Therapy, and examine the theory and practical interventions of Structural Family Therapy. Understanding application of structural family therapy interventions from a biblical perspective will provide a foundation for understanding and supporting healthy family relational changes. The class will incorporate case studies, ethical issues and core social work values for helping families. (1 credit)

#### [PCN 480 B—Sandtray Therapy](#)

This course presents students with an introduction to the history, development, and use of Sandtray Therapy. The course will actively engage students in the benefits, use of, and processing of Sandtray Therapy. Students will be able to create and develop their own sandtray for future use with client. (1 credit)

#### [SCI 480—Forensics](#)

#### [THE 480 A—Theology of Competition & Sport](#)

This course will examine the scriptural principles that influence competition in normal life and in sport specifically. Students will participate in "lab" sessions to discover biblical principles of competition. The course is designed to examine scripture to develop a sound theology and philosophy of competition and sport. (3 credits)

#### [THE 480 B—Theology of Suffering](#)

Students preparing to minister in a fallen world need a solid theological understanding of the causes and consequences of personal suffering. This course is designed to surface the reality and scope of human suffering in the world, particularly as a result of illness, poverty, and individual and corporate evil, and to explore and evaluate various responses to this reality. Key biblical passages on sin, suffering, and evil are studied using exegetical techniques and are synthesized to develop an evangelical biblical theology of suffering. Finally, conclusions concerning the meaning and proper response to suffering based on this theological foundation are compared to classic Christian perspectives and current Christian and secular approaches. (3 credits)

#### [THE 480 C—Christian Political Engagement](#)

Since Jesus' proclamation that "the Kingdom of God is at hand," Christians have had to consider their relation as citizens of that kingdom to the kingdoms of this world. The American experiment in representative democracy makes this issue particularly pertinent to American Christians. In recent decades, disagreements over the relationship between American politics and Christianity have inspired various groups, Christian and secular alike, to rethink the traditional models. This class will read relevant texts related to ancient and contemporary thinking about theological and practical aspects of the issue and travel to Washington, DC, to participate in the National Association of Evangelical's Christian Student Leadership Conference. Students will listen to social and political leaders discuss key issues and policies that relate to Christian thought and culture, and will engage in seminar-style discussions of the various perspectives they encounter in their reading and conference sessions. (3 credits)

#### [THE 480 D—Reformation Theology](#)

#### [THE 480 E—Creativity by Design](#)

A study of how human creativity reflects God's creativity, this course explores a theologically-based design model to better understand the principles that govern the creative process and our unique role as image-bearers of the Creator. Both individual and team-based creativity are considered for application in home, marketplace, and ministry environments. (3 credits)

#### [THE 480 F—Advanced Issues in Systematic Theology](#)

## Writing Intensive Courses

HIS 224	History of Christian Song
LAN 305	Inquiry-Based College Research and Writing
LIT 101	Poetry, Fiction, and Drama
LIT 240	Literature for Children & Young Adults
LIT 280	Contemporary American Literature: Broken Identities

# COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
<b>Christian Service/Interdepartmental</b>						
BSI 301		Biblical Studies Internship I	0	Clark	Online	Online
BSI 302		Biblical Studies Internship I	0	Clark	Online	Online
BSI 401		Biblical Studies Internship I	0	Clark	Online	Online
BSI 402		Biblical Studies Internship I	0	Clark	Online	Online
CSS 062		College Success	2	Netz	MW	8:00 AM
CSV 201		Christian Service I	0	Clark	Online	Online
CSV 202		Christian Service II	0	Clark	Online	Online
FYE 102		First Year Experience II	0	Clark	Online	Online
FYE 103		First Year Experience III	0	Clark	Online	Online
LBC 101		Engaging Faith & Life	3	Gregory	TR	7:30 AM

## Bible & Theology Department

### Bible

*BIB 103		Creation & Covenants: OT I	3	Shetter	TR	12:20 PM
*BIB 104	A	Israel's Life & Literature: OT II	3	Spender	Online	Online
*+BIB 104	B	Israel's Life & Literature: OT II	3	Shetter	MW	10:10 AM
*BIB 104	C	Israel's Life & Literature: OT II	3	Carver	TR	12:20 PM
*BIB 104	D	Israel's Life & Literature: OT II	3	Carver	MWF	1:00 PM
*BIB 104	E	Israel's Life & Literature: OT II	3	Soden	TR	10:10 AM
*BIB 104	F	Israel's Life & Literature: OT II	3	Soden	TR	2:00 PM
*BIB 105	A	Biblical Hermeneutics	3	H. Kime	Online	Online
*+BIB 105	B	Biblical Hermeneutics	3	Nicholls	MW	10:10 AM
*+BIB 105	C	Biblical Hermeneutics	3	Nicholls	MW	8:00 AM
*+BIB 105	D	Biblical Hermeneutics	3	Nicholls	MW	11:20 AM
*BIB 105	E	Biblical Hermeneutics	3	S. Harbin	TR	10:10 AM
*BIB 105	F	Biblical Hermeneutics	3	Finkbeiner	TR	10:10 AM
*BIB 105	G	Biblical Hermeneutics	3	V. Jacobs	MWF	10:10 AM
*BIB 105	H	Biblical Hermeneutics	3	Shetter	TR	2:00 PM
*BIB 203	A	Life of Christ: NT I	3	Nicholls	Online	Online
*BIB 203	B	Life of Christ: NT I	3	Jacobs	MWF	8:00 AM
*BIB 204	A	Early Church: NT II	3	Jacobs	Online	Online
*BIB 204	B	Early Church: NT II	3	Finkbeiner	TR	12:20 PM
*+BIB 220	A	Christian Ethics	3	Farnham	MW	1:00 PM
*+BIB 220	B	Christian Ethics	3	Farnham	TR	8:00 AM
*BIB 372		New Testament in Cultural Context	3	Bertolet	MW	2:10 PM
*+BIB 480		Parables of Jesus	3	Finkbeiner	MW	10:10 AM
*BNT 210		Pastoral Epistles	3	S. Harbin	Online	Online
*BNT 310	A	Romans	3	Fry	Online	Online
*+BNT 310	B	Romans	3	Bozung	R	3:40 pm—5:40 pm
*BNT 311		1 & 2 Corinthians	3	Ar. Woods	MW	1:00 PM
*+BNT 321		Greek Exegesis II	3	H. Kime	MW	10:10 AM
*BNT 330		General Epistles	3	Reid	TR	2:00 PM
*BNT 350		Gospel of John	3	Shelley	TR	2:00 PM
*BNT 352		Hebrews	3	H. Kime	Online	Online
*BOT 210	A	Psalms	3	Soden	MW	2:10 PM
*BOT 210	B	Psalms	3	Carver	MWF	11:20 AM
*+BOT 330		Wisdom Literature	3	Soden	MW	1:00 PM
*+BOT 331		Jeremiah & Ezekiel	3	Carver	MWF	10:10 AM
*+BOT 351		Apocalyptic Literature	3	Shetter	MW	1:00 PM

### Theology

THE 105		Prelude to Biblical & Theological Studies	3	Fry	TR	2:00 PM
THE 223	A	Christian Narrative I: Creation & Fall	3	Gregory	Online	Online
*THE 223	B	Christian Narrative I: Creation & Fall	3	Gregory	TR	10:10 AM
*THE 223	C	Christian Narrative I: Creation & Fall	3	Gregory	TR	12:20 PM
*THE 223	D	Christian Narrative I: Creation & Fall	3	Kim	TR	7:30 AM
*THE 223	E	Christian Narrative I: Creation & Fall	3	Kim	MW	7:30 AM
*THE 223	F	Christian Narrative I: Creation & Fall	3	Ar. Woods	MW	2:10 PM
*THE 224	A	Christian Narrative II: Redemption	3	Deckard	Online	Online
*THE 224	B	Christian Narrative II: Redemption	3	Gundrum	R	6:00 PM
*THE 224	C	Christian Narrative II: Redemption	3	Gregory	Online	Online
*THE/WOR 302		Biblical & Theological Issues in Worship Arts	3	R. Shenk	T	6:00 PM
*THE/ICS 304		Drawing Near to God	3	Hull	TR	10:10 AM
*+THE 323		Christianity & Culture I	3	Brandt	TR	3:40 PM
*THE 324	A	Christianity & Culture II	3	Fry	Online	Online
*THE 324	B	Christianity & Culture II	3	An. Woods	MW	2:10 PM
*THE 324	C	Christianity & Culture II	3	Wilkinson	MW	3:50 PM
*+THE 324	D	Christianity & Culture II	3	Brandt	Online	Online
*+THE 324	E	Christianity & Culture II	3	Deckard	MW	8:00 AM



# COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
<b>Bible &amp; Theology Department (continued)</b>						
<i>Theology</i>						
* THE/CML 360		Apologetics for the Church	3	Farnham	MW	2:10 PM
*+ THE/CML 411		Role of Women in the Church	3	Hinkel	R	3:40 PM—5:40 PM
THE 480	A	Theology of Competition and Sport	3	P. Beers	TR	12:20 PM
* THE 480	B	Theology of Suffering	3	Kim/Dinse	MW	2:10 PM
* THE 480	C	Christian Political Engagement (along with DC Trip)	3	Kim/Spanjer	MW	11:20 AM
* THE 480	D	Reformation Theology	3	Kim	TR	2:00 PM
* THE 480	E	Creativity by Design	3	S. Harbin/Sell	T	6:00 PM
* THE 480	F	Advanced Issues in Systematic Theology	3	Farnham	TR	10:10 AM—11:40 AM

## Arts & Science Department

<i>History</i>						
HIS 201	A	US History I	3	Petersheim	MWF	8:00 AM
HIS 201	B	US History I	3	Petersheim	MWF	10:10 AM
*# HIS 224		History of Christian Song (Writing Intensive)	3	Sidebothom	TR	2:00 PM
HIS 280		World Wars	3	Petersheim	MWF	1:00 PM
HIS 301		Arab-Israeli Conflict	3	Spanjer	TR	10:10 AM
<i>Humanities</i>						
HUM/COM 210		Redemptive Cinema	3	Menga	R	6:00 PM
HUM/COM 212		Media: Conveyor of Cultural Ideas	3	M. Freeman	TR	12:20 PM
HUM 240		Music History I	3	Sidebothom	MWF	1:00 PM
HUM 422	A	Christian Perspectives: Rise and Fall of the Modern Age	3	Spanjer	MWF	1:00 PM
HUM 422	B	Christian Perspectives: Sin and Culture	3	M. Freeman	TR	10:10 AM
HUM 422	C	Christian Perspectives: Race and Criminal Justice	3	Churchville	TR	10:10 AM
HUM 440		Music History III	3	Sidebothom	MWF	2:10 PM
HUM 480		World Music	3	Sidebothom	TR	10:10 AM
<i>Language Arts</i>						
LAN 101	A	College Composition and Research	3	Castor	MW	10:10 AM
LAN 101	B	College Composition and Research	3	Castor	MW	2:10 PM
LAN 101	C	College Composition and Research	3	Castor	TR	10:10 AM
LAN 104	A	Public Speaking	3	Toews	W	6:00 PM
LAN 104	B	Public Speaking	3	Toews	TR	10:10 AM
LAN 104	C	Public Speaking	3	Toews	TR	2:00 PM
LAN 104	D	Public Speaking	3	S. Churchville	MWF	11:20 AM
LAN 104	E	Public Speaking	3	Jeffers	MW	2:10 PM
LAN 104	F	Public Speaking	3	Cialini	TR	10:10 AM
LAN 104	G	Public Speaking	3	Jeffers	MW	12:30 PM
LAN 202		Creative Writing	3	Williams	Online	Online
LAN 212		Greek Grammar II	3	Jacobs	MWF	11:20 AM
LAN 217		Elementary Hebrew II	3	Carver	MWF	8:00 AM
# LAN 305		Inquiry-Based College Research and Writing	3	Castor	TR	12:20 PM
LAN 480		Grammar for Language Teachers	3	Mosser	Online	Lab on F 11:20 AM
<i>Literature</i>						
# LIT 101	A	Poetry, Fiction, and Drama (Writing Intensive)	3	S. Churchville	MWF	10:10 AM
# LIT 101	B	Poetry, Fiction, and Drama (Writing Intensive)	3	Cialini	TR	12:20 PM
+ # LIT 240	A	Literature for Children and Young Adults (Writing Intensive)	3	Urquhart	M	6:00 PM—8:00 PM
+ # LIT 240	B	Literature for Children and Young Adults (Writing Intensive)	3	J. Martin	W	2:10—4:10 PM
+ # LIT 280		Contemporary American Literature: Broken Identities (Writing Intensive)	3	Cialini	TR	2:00 PM
<i>Mathematics</i>						
MAT 060		Basic Math Skills	3	Bomberger	TR	12:20 PM
MAT 113	A	Foundations of Accounting	3	Shertzer	MWF	10:10 AM
MAT 113	B	Foundations of Accounting	3	Shertzer	TR	12:20 PM
MAT 113	C	Foundations of Accounting	3	Shertzer	MWF	1:00 PM
MAT 113	D	Foundations of Accounting	3	Shertzer	R	6:00 PM
MAT 201		Introduction to College Math	3	Bomberger	TR	10:10 AM
MAT 203		Geometry	3	Barto	TR	12:20 PM
+ MAT 212	A	Fundamentals of Math with Modern Applications	3	Barto	MW	10:10 AM
+ MAT 212	B	Fundamentals of Math with Modern Applications	3	Barto	MW	11:20 AM
+ MAT 212	C	Fundamentals of Math with Modern Applications	3	Barto	MW	2:10 PM
+ MAT 216		Statistics for the Social Sciences	3	Troxell/Rudra	MW	2:10 PM
MAT 218	A	Applied Business Math	3	Sauer	TR	10:10 AM
MAT 218	B	Applied Business Math	3	Harris	TR	12:20 PM
MAT 218	C	Applied Business Math	3	Sauer	TR	3:40 PM
+ MAT 220		Introduction to Accounting	3	O'Brien	WF	8:00 AM
MAT 280	A	Integrated Math I	3	Forry	TR	10:10 AM
MAT 280	B	Integrated Math I	3	Forry	TR	12:20 PM

# COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
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## Arts & Science Department (continued)

### Philosophy

PHI 201	A	Introduction to Philosophy	3	Cleary	MWF	10:10 AM
PHI 201	B	Introduction to Philosophy	3	Farnham	TR	2:00 PM
PHI 301		Philosophy of Religion	3	Cleary	MWF	11:20 AM

### Political Science

POL 202		Introduction to American Government	3	Jones	W	6:00 PM
POL 211		American Government (TravelLearn)	3	Spanjer	F	10:10 AM
POL 380/CRJ 380		Law School 101	3	Churchville	MW	10:10 AM—11:40 AM

### Science

SCI 201		General Biology	3	Kouterick	MWF	10:10 AM
SCI 201 L		General Biology Lab	0	Kouterick	W	2:10 - 4:10pm
SCI 302		Integrated Science II	3	Kouterick	MWF	1:00 PM
SCI 302 L		Integrated Science II Lab	0	Kouterick	F	2:00 - 4:00pm
SCI 320	A	Human Anatomy and Physiology	3	Kouterick	TR	10:10 AM
SCI 320	B	Human Anatomy and Physiology	3	Kouterick	TR	12:20 PM
SCI 320 L	A	Human Anatomy and Physiology	0	Kouterick	M	2:10-4:10pm
SCI 320 L	B	Human Anatomy and Physiology	0	Kouterick	T	2:00-4:00pm
SCI 422		Exercise Physiology	3	Horst	MWF	11:20 AM
SCI 480		Forensics	3	King	W	6:00 PM

Students registering for any lab science course must also sign up for the accompanying lab.

### Social Science

SOC 101	A	General Psychology	3	Chakara	MWF	8:00 AM
SOC 101	B	General Psychology	3	Chakara	TR	7:30 AM
+ SOC 203		Principles of Sociology	3	Keiser	W	5:30 PM—7:30 PM
+ SOC 224		World Regional Geography	3	Keiser	TR	8:00 AM
SOC 305		Sport Psychology	3	Beers	TR	7:30 AM
SOC 325		Human Growth and Development	3	Dick	MW	2:10 PM
SOC 326	A	Educational Psychology	3	Dick	TR	12:20 PM
SOC 326	B	Educational Psychology	3	Dick	TR	2:00 PM
SOC 412		Sociology of Sport	3	Dowhen	MWF	1:00 PM

## Physical Education

PHE 123	A	Strength Training	1	Randolph	Online	Online
PHE 123	B	Strength Training	1	Randolph	T	8:00 AM
PHE 125		Physical Fitness	1	Abel	W	1:00 PM
PHE 127		Golf/Exercise Walking	1	G. Shenk	M	1:00 PM
PHE 129		Rhythmic Movement	1	Grayburg	T	8:00 AM
					W	2:10 PM—4:00 pm (after Spring Break)
PHE 135		Lawn Games	1	Abel		
PHE 150		Intercollegiate Sport	1	P. Beers	SWI	SWI
PHE 180		Sports and Games	2	G. Shenk	MW	11:20 AM
PHE 245		Lifelong Wellness and Fitness	3	Randolph	Online	Online

## Major Departments

### Business Administration

BUS 102		Intro to Business	3	Mavraganis	M	6:00 PM
BUS 222		Business Workshop II	2	Erb	F	8:00 AM—10:00 AM
BUS 230		Leadership	3	Gentzler	MWF	1:00 PM
BUS 305	A	Operations Management	3	Gentzler	MWF	10:10 AM
BUS 305	B	Operations Management	3	Gentzler	MWF	11:20 AM
BUS 305	C	Operations Management	3	Gentzler	Online	Online
BUS 306	A	Entrepreneurship	3	Rohrer	TR	10:10 AM
BUS 350		Business Internship I	3	A. Bender	SWI	SWI
BUS 351		Business Internship II	3	A. Bender	SWI	SWI
BUS 352		Business Internship III	3	A. Bender	SWI	SWI
BUS 400		Cross-Cultural Experience	3	Sauer	SWI	SWI
BUS 402	A	International Business	3	A. Bender	TR	10:10 AM
BUS 402	B	International Business	3	A. Bender	TR	12:20 PM
+ BUS 403		Negotiations	3	Conroy	M	8:00 AM
BUS 415	A	Managerial Economics	3	Sauer	TR	12:20 PM
BUS 415	C	Managerial Economics	3	Sauer	W	6:00 PM
BUS 425		Personal Finance and Investment	3	Rohrer	TR	7:30 AM
BUS 480		Procurement	3	Sauer	W	2:10 PM—5:10 PM



Num	Sec	Course Title	Cr.	Professor	Day	Time
<b>Major Departments (continued)</b>						
<i>Church &amp; Ministry Leadership</i>						
CFM 323		Pastoral Care of Children and Families	3	E. Zimmerman	TR	10:10 AM
CFM 334		Discipleship of Children	3	E. Zimmerman	T	6:00 PM
CFM 350	B	CFM Internship	3	E. Zimmerman	Online	Online
+ CFM 450	B	CFM Practicum	3	E. Zimmerman	W	8:00 AM
CML 102		Foundations of Ministry	3	Brown/E. Zimmerman	TR	12:20 PM
CML 210		Fundamentals of Leadership	3	Scheuerman/Belsterling	TR	12:20 PM
CML 320		Leadership Dynamics in Camping Ministry	3	Myers		3/16-3/18, 4/6-4/8, 4/13-4/14
CML 350	A	Pastoral Ministry Internship	3	Lynskey	SWI	SWI
CML 350	C	Student Ministry Internship	3	Belsterling	SWI	SWI
CML 350	D	ICS Internship	3	Scheuerman	M	3:50 PM
CML 350	E	TESOL Internship	3	D. Menga	SWI	SWI
CML 350	F	Spiritual Formation and Discipleship Internship	3	Brown	SWI	SWI
CML 399		TravelLearn Seminar	0	Ayers/Rhoads		9:00 –10:00 AM; 1/19, 2/9, 3/9, 4/13
CML 424		The Christian Home	3	Scheuerman	M	6:00 PM
CML 450	A	Pastoral Ministry Practicum	3	Lynskey	SWI	SWI
CML 450	C	Student Ministry Practicum	3	Brown	SWI	SWI
CML 450	D	ICS Practicum	3	Scheuerman	M	3:50 PM
CML 450	E	TESOL Practicum	3	D. Menga	SWI	SWI
CML 450	F	Spiritual Formation and Discipleship Practicum	3	Brown	SWI	SWI
CML/THE360		Apologetics for the Church	3	Farnham	MW	2:10 PM
+ CML/THE411		Role of Women in the Church	3	Hinkel	R	3:40 PM–5:40 PM
ELT 105		Teaching, Speaking & Listening	3	D. Menga	MW	2:10 PM
ELT 302		Contexts, Cultures, & Values in TESOL	3	D. Menga	TR	2:00 PM
ELT 310		Professional Development in TESOL	3	D. Menga		3/27-3/30
ELT 440		Course Design	3	D. Menga	T	6:00 PM
ICS 210		Perspectives on the World Christian Movement	3	Scheuerman	T	6:30 PM
ICS 222		Case Studies in Missions History	3	Weardon	TR	2:00 PM
ICS 240		Wayumi	3	Scheuerman		Spring Break 3/11-3/17
ICS/THE 304		Drawing Near to God	3	Hull	TR	10:10 AM
ICS 331		Cross-Cultural Communication	3	Scheuerman	MW	2:10 PM
ICS 480		Christian Engagement with Muslims	3	Little		1/26-1/27, 2/23-2/24, 3/23-3/24, 4/27-4/28
PAS 201		Biblical Preaching	3	Lynskey	TR	12:20 PM
PAS 331		Pastoral Counseling	3	Bomgardner	MW	2:10 PM
+ PAS 402		Pastoral Care	3	Lynskey	MW	10:10 AM-11:10 AM
STM 311		Foundations of Student Ministry	3	Brown	TR	10:10 AM
WML 121		Survey of Women's Ministries	3	Zimmerman	TR	2:00 PM
WML 221		Discipleship Counseling for Women	3	Hinkel	T	6:00 PM
WML 350	B	WML Internship	3	Zimmerman	Online	Online
+ WML 450	B	WML Practicum	3	Zimmerman	W	8:00 AM
YMN 201		Teaching Youth & Young Adults	3	Coryell	M	1:00 PM-4:00 PM
YMN 320		Counseling Adolescents	3	Belsterling	TR	2:00 PM

### *Communication (these courses may not be used as Arts & Science electives)*

COM 202		Principles and Practices	3	J. Whitmore	MW	2:10 PM
COM/HUM 210		Redemptive Cinema	3	Menga	R	6:00 PM
COM/HUM 212		Media: Conveyor of Cultural Ideas	3	M. Freeman	TR	12:20 PM
COM 221		Co-Curricular Credit	0	M. Freeman	TBA	N/A
COM 222		Co-Curricular Credit	0	M. Freeman	TBA	N/A
COM 223		Co-Curricular Credit	0	M. Freeman	TBA	N/A
COM 224		Co-Curricular Credit	0	M. Freeman	TBA	N/A
COM 330		Survey of Web Design	3	C. VanBuskirk	MW	1:00 PM
COM 400		Cross-cultural Experience	0	M. Freeman	TBA	N/A
COM 450		Communication Internship	0	M. Freeman	TBA	N/A
COM 470		Communication Senior Project	3	M. Freeman	TBA	N/A
COM 480	A	Introduction to Studio Production	3	M. Bly	TR	10:10 AM

# COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
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## Major Departments (continued)

### *Counseling & Social Work*

+ HSV 306		HSV Practicum II	1	Slabaugh	1/22, 2/12, 3/5, 3/26, & 4/16	10:10 AM—11:10 AM
+ HSV 406		HSV Internship II	2	Slabaugh	1/17, 2/7, 2/28, 3/21, & 4/11	10:10 AM—11:10 AM
PCN 201		Systems of Counseling I	3	Keefer	TR	10:10 AM
PCN 301		Couples Therapy	1	LeCrone	Sa—3/3 & 3/24	8:00 AM—2:00 PM
PCN 302		Sexual Addiction	1	Keefer	F—2/16, 2/23, & 3/2	12:30 PM—4:30 PM
PCN 309		Bereavement	1	D. Clark	F—4/20, 4/27, 5/4	12:30 PM—4:30 PM
PCN 332		Abnormal Psychology	3	Chakara	TR	10:10 AM
PCN 351		Therapy Lab I	1	Buckwalter	SWI	SWI
PCN 352		Therapy Lab II	1	Buckwalter	SWI	SWI
PCN 422		Intercultural Counseling Experience	3	Buckwalter	Sa-Sa	5/12-5/19
PCN 456		PCN Field Service	2	Shacklett	F	9:00 AM—10:00 AM
PCN 457		PCN Field Seminar	3	Shacklett	F	9:00 AM—10:00 AM
PCN 458		5-Year PCN Field Seminar	3	Shacklett	F	9:00 AM—10:00 AM
PCN 480	A	Structured Family Systems	1	Slade	R—1/18, 1/25, & 2/1	6:00 PM—10:00 PM
PCN 480	B	Sandtray Therapy	1	Buckwalter	F—3/23,	12:30 PM—4:30 PM
+ SWK 102		Intro to Social Work	3	C. Kouterick	MW	11:20 AM
SWK 202		Social Work Policy & Practice	3	Yager	MWF	10:10 AM
SWK 204		Diversity and the Social Environment	3	Dinse	TR	10:10 AM
SWK 206		Human Behavior in the Social Environment I	3	C. Kouterick	MWF	1:00 PM
SWK 207		Human Behavior in the Social Environment II	3	Dinse	TR	12:20 PM
SWK 212		Social Work and Child Welfare	3	Miller	TR	2:00 PM
SWK 303	A	Practice II: Social Work with Families and Groups	3	Witmer	TR	10:10 AM
SWK 303	B	Practice II: Social Work with Families and Groups	3	Witmer	TR	12:20 PM
SWK 401		Practice III: Social Work with Communities and Organizations	3	Miller	TR	3:40 PM—5:10 PM
SWK 410		Research Design	3	Dinse	TR	2:00 PM
SWK 461	A	SW Field Seminar	3	Yager	TR	10:10 AM
SWK 461	B	SW Field Seminar	3	Yager	TR	12:20 PM
SWK 461F	A	SW Field Internship	3	Yager	SWI	SWI
SWK 461F	B	SW Field Internship	3	Yager	SWI	SWI

### *Criminal Justice*

CRJ 102		Introduction to Law Enforcement	3	Schmalhofer	W	6:00 PM
CRJ 311		Ethics for the Criminal Justice Professional	3	Churchville	MW	12:30 PM—2:00pm
CRJ 380/POL 380		Law School 101	3	Churchville	MW	10:10 AM—11:40 AM

### *Education*

EDU 301	A	Teacher Ed. Internship I	1	Hershey	SWI	SWI
EDU 301	B	Teacher Ed. Internship I	1	Randolph	SWI	SWI
EDU 301	C	Teacher Ed. Internship I	1	R. Sidebothom	SWI	SWI
EDU 302	A	Teacher Ed. Internship II	1	Hershey	SWI	SWI
EDU 302	B	Teacher Ed. Internship II	1	Randolph	SWI	SWI
EDU 302	C	Teacher Ed. Internship II	1	R. Sidebothom	SWI	SWI
EDU 333	A	The Exceptional Child	3	Dodson	MWF	8:00 AM
EDU 333	B	The Exceptional Child	3	Dodson	MWF	11:20 AM
+ EDU 335		Inclusionary Practices	3	Schmucker	T	6:00 PM
EDU 401	A	Teacher Ed. Internship III	1	Hershey	SWI	SWI
EDU 401	B	Teacher Ed. Internship III	1	Randolph	SWI	SWI
EDU 401	C	Teacher Ed. Internship III	1	R. Sidebothom	SWI	SWI
EDU 402	A	Teacher Ed. Internship IV	1	Hershey	SWI	SWI
EDU 402	B	Teacher Ed. Internship IV	1	Randolph	SWI	SWI
EDU 402	C	Teacher Ed. Internship IV	1	R. Sidebothom	SWI	SWI
EDU 450		Teacher Ed. Practicum	3	Dodson	T	3:45-5:15 PM
EDU 460		Studies in Multicultural Education	3	Dodson	SWI	SWI
EDU 461		Cross-Cultural Experience	1	Dodson	SWI	SWI
EDU 492		Student Teaching Seminar	2	Hershey	M	4:30-7:00 PM
EDU 499		Student Teaching	12	Hershey	SWI	SWI
ELE 103		The Education of Children	3	Fiscus	T	2:00 PM -5:00 PM
ELE 201		Math Instruction for the Young Child	3	S. Martin	MW	2:10-3:40 PM
ELE 352		Social Studies in Elem School	3	Dick	MWF	10:10 AM
ELE 426		Solving Literacy Difficulties	3	S. Martin	MWF	8:00 AM
ELM 302		Intro to Middle Grades	3	Hershey	TR	2:00 PM
ELM 426		Solving Literacy Difficulties	3	S. Martin	MWF	8:00 AM

Num	Sec	Course Title	Cr.	Professor	Day	Time
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**Major Departments (continued)**

*Health & PE*

HPE 100		HPE Seminar	0	Randolph	F	9:10 AM
HPE 105		Intro to HPE Professional	3	Randolph	MWF	8:00 AM
+ HPE 359		School Health II	3	Randolph	MW	1:00 PM
HPE 411		Secondary Methods	3	Byler	MWF	10:10 AM
+ HPE 200		Concepts of Major Sports	3	G. Shenk	MW	10:10 AM
SPM 100		Seminar	0	Dowhen/Byler	F	9:10 AM
SPM 130		Sport Communication	3	Z. Freeman	MWF	10:10 AM
SPM 175		Field Exploration	1	Byler	F	9:10 AM
SPM 190		Team Sports	2	Dowhen	TR	12:20 PM-1:20 PM
+ SPM 205		Video Production in Sports	3	Smucker	R	7:00 PM-9:00 PM
SPM 315		Administration of Athletics	3	Byler	MWF	1:00 PM
+ SPM 325		Fundamentals of Coaching	3	Randolph	TR	10:10 AM-11:10 AM
SPM 355		Internship	2	Byler	SWI	SWI
SPM 400		Cross Cultural	0	Dowhen	SWI	SWI
SPM 450		Practicum	3	Dowhen	SWI	SWI
SPM 470		Sport Law and Ethics	3	Byler	TR	10:10 AM
SPM 475		Facility and Event Mgmt	3	Dowhen	MWF	11:20 AM

*Worship & Performing Arts*

ENS 101		Chorale	1 or 0	R. Bigley	MWF	11:20 AM
ENS 102		Orchestra	1 or 0	Offered through F&M	SWI	SWI
ENS 103		Jazz Lab	1 or 0	Pavelko	M	7:30 PM—9:00 PM
ENS 104		Chapel Guild	1 or 0	R. Shenk	M	4:00 PM-5:30 PM
ENS 105		Handbell Ensemble	1 or 0	Yoder	F	3:20 PM—4:20 PM
ENS 121		Women's Chorus	1 or 0	R. Bigley	TR	3:30 PM -4:15 PM
ENS 122		Chamber Singers	1 or 0	R. Bigley	TR	4:15 PM- 5:30 PM
ENS 129		Percussion Ensemble	1 or 0	Behrenshausen	R	10:30 AM—11:30 AM
ENS 130		Wind Ensemble	1 or 0	Gerlach	M	6:00 PM -7:30 PM
ENS 132		Musical Theatre Production	1	Felty	SWI	Audition Only
ENS 137		Instrumental Chamber Ensemble	1 or 0	Thorlakson	R	3:30 PM -4:30 PM
ENS 202		Opera Workshop	1 or 0	Wieand	MW	10:10 AM-11:10 AM
MAP 201	A	Applied Voice	1	McLaurin	SWI	SWI
MAP 201	B	Applied Voice	1	Shannon	SWI	SWI
MAP 201	C	Applied Voice	1	R. Bigley	SWI	SWI
MAP 201	D	Applied Voice	1	McKeever	SWI	SWI
MAP 201	E	Applied Voice	1	Dey Miller	SWI	SWI
MAP 211	A	Applied Piano	1	Thorlakson	SWI	SWI
MAP 211	B	Applied Piano	1	K. Bigley	SWI	SWI
MAP 211	C	Applied Piano	1	Yoder	SWI	SWI
MAP 211	D	Applied Piano	1	Foster	SWI	SWI
MAP 213		Applied Organ	1	Yoder	SWI	SWI
MAP 221		Applied Flute	1	Barraclough	SWI	SWI
MAP 222		Applied Oboe	1	R. Sidebothom	SWI	SWI
MAP 223		Applied Clarinet	1	Hall-Gulati	SWI	SWI
MAP 224		Applied Bassoon	1	TBA	SWI	SWI
MAP 225		Applied Saxophone	1	Pavelko	SWI	SWI
MAP 231		Applied French Horn	1	Nye	SWI	SWI
MAP 232		Applied Trumpet	1	TBA	SWI	SWI
MAP 233		Applied Trombone	1	Lemke	SWI	SWI
MAP 234		Applied Tuba	1	TBA	SWI	SWI
MAP 235		Applied Euphonium	1	TBA	SWI	SWI
MAP 236		Applied Baritone	1	TBA	SWI	SWI
MAP 241		Applied Drum Kit	1	Behrenshausen	SWI	SWI
MAP 242		Applied Percussion	1	Behrenshausen	SWI	SWI
MAP 244		Applied Electric Bass Guitar	1	Yellak	SWI	SWI

# COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
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## Major Departments (continued)

### *Worship & Performing Arts (continued)*

MAP 251	A	Applied Guitar	1	Yellak	SWI	SWI
MAP 251	B	Applied Guitar	1	Mowatt	SWI	SWI
MAP 252		Applied Viola	1	Sullivan	SWI	SWI
MAP 253		Applied Violin	1	TBA	SWI	SWI
MAP 254		Applied Cello	1	Male	SWI	SWI
MAP 257		Applied Harp	1	Sullivan	SWI	SWI
MAP 302		Applied Composition	1	Folkestad Grant	SWI	SWI
MPR 312	A	Instrumental Repertoire II (Guitar)	3	Yellak	SWI	SWI
MPR 312	B	Instrumental Repertoire II (Percussion)	3	Behrenshausen	SWI	SWI
MPR 312	C	Instrumental Repertoire II (Piano)	3	K. Bigley	SWI	SWI
MPR 312	D	Instrumental Repertoire II (Harp)	3	Sullivan	SWI	SWI
MPR 399		Junior Recital	0	WPA Faculty	SWI	SWI
MPR 401		Performance Career Seminar	1	Felty	M	3:45 PM—4:45 PM
MPR 499		Senior Recital	0	WPA Faculty	SWI	SWI
MUL 101		Piano Lab I	1	Yoder	F	1:00 PM
MUL 102	A	Piano Lab II	1	Yoder	F	2:10 PM
MUL 102	B	Piano Lab II	1	Yoder	W	1:00 PM
MUL 111		Guitar Lab I	1	Yellak	W	3:20 PM
MUL 222		Brass Lab	1	R. Sidebothom	M	1:00 PM
MUE 221		Art of Teaching General Music II	2	R. Sidebothom	MW	10:10 AM
MUE 302		Music Learning and Development	3	R. Sidebothom	TR	12:20 PM
MUE 320		Art of Teaching Choral Music	3	TBA	W	3:00 PM— 6:00 PM
MUS 101		Music Theory I	2	Thorlakson	MF	1:00 PM
MUS 101L	A	Musicianship Lab I	1	Gerlach	W	1:00 PM
MUS 101L	B	Musicianship Lab I	1	Gerlach	W	2:10 PM
MUS 102		Music Theory II	2	Folkestad Grant	WF	2:10 PM
MUS 102L		Musicianship Lab II	1	Gerlach	M	2:10 PM
MUS 201		Music Theory III	3	Folkestad Grant	TR	2:00 PM
MUS 201L		Musicianship Lab III	1	Gerlach	M	3:20 PM—4:20 PM
MUS 211		Introduction to Composition	3	Folkestad Grant	TR	10:10 AM
MUS 221		Conducting I	3	R. Bigley	MWF	10:10 AM
+ MUS 231		Songwriting	3	Folkestad Grant	F	1:00 PM—2:00 PM
MUS 332		Orchestration	3	Folkestad Grant	TR	12:20 PM
PRO 220		Live Sound II	3	Guyer	T	3:00 PM—6:00 PM
				J. Bender	MF	M 3:30 PM -5:30, PM, F 9:10 AM- 10:00 AM
PRO 221		Chapel Guild Technician	1 or 0			
PRO 301		Live Production Internship I	0	R. Shenk	SWI	SWI
PRO 302		Live Production Internship II	0	R. Shenk	SWI	SWI
PRO 305		Live Video	3	Geesaman	W	3:20-6:20pm
PRO 311		Electronic Media Devices	3	Formanek	R	6:00-9:00pm
PRO 430		Acoustics	3	TBD	TBA	TBA
PRO 450		Live Production Practicum	0	R. Shenk	SWI	SWI
PRO 480		Selected Topics in Live Production	3	TBA	SWI	SWI
PRO 499		Live Production Senior Project	1	R. Shenk	SWI	SWI
THR 201		Acting II	3	Felty	W	3:20-6:20pm
THR 230		Ballet II	1	D. Bigley	MWF	8:00 AM
THR 240		Jazz II	1	Grayburg	TR	12:20 PM
THR 251		Tap	1	Calderon	WF	1:00 PM—2:00 PM
THR 262		Stage Combat	1	Cuer	F	10:10-11:10 AM
THR 270		Musical Theatre Styles II	1	Grayburg	W	8 :00 AM
THR 401		Acting IV	2	J. Russell	T	6:00 PM-8:00 PM
THR 420		Stage Technology	3	K. Moser	SWI	SWI
THR 430		Ballet IV	1	D. Bigley	TR	12:20 PM
THR 440		Jazz IV	1	Grayburg	TR	10:10 AM
WOR/THE 302		Biblical & Theological Issues in Worship Arts	3	R. Shenk	T	6:00 PM—8:00 PM
WOR 401		Communicating Biblical Truth through Worship	3	R. Shenk	T	3:00 PM—6:00 PM
WOR 402		Administrative Processes in Worship Arts	3	Yoder	W	3:15 PM—6:15 PM
WOR 499		Worship Arts Senior Project	1	R. Shenk	SWI	SWI
WPA 100		W&PA Forum	0	Thorlakson	F	9:10 AM

Num	Sec	Course Title	Cr.	Professor	Day	Time
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## Major Departments (continued)

### *Worship & Performing Arts (continued)*

WPA 301	A	WPA Internship I (Worship Arts)	0	R. Shenk	SWI	SWI
WPA 301	B	WPA Internship I (Live Production)	0	R. Shenk	SWI	SWI
WPA 301	C	WPA Internship I (Performance)	0	T. Sidebothom	SWI	SWI
WPA 301	D	WPA Internship I (Musical Theatre)	0	T. Sidebothom	SWI	SWI
WPA 302	A	WPA Internship II (Worship Arts)	0	R. Shenk	SWI	SWI
WPA 302	B	WPA Internship II (Live Production)	0	R. Shenk	SWI	SWI
WPA 302	C	WPA Internship II (Performance)	0	T. Sidebothom	SWI	SWI
WPA 302	D	WPA Internship II (Musical Theatre)	0	T. Sidebothom	SWI	SWI
WPA 400		W&PA Cross-Cultural Externship	0	R. Sidebothom	SWI	SWI
WPA 450	A	WPA Practicum	1	R. Shenk	SWI	SWI
WPA 450	B	WPA Practicum	1	T. Sidebothom	SWI	SWI

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### Codes

M	Monday	*	Prerequisite Required (see LBC Catalog for Details)
T	Tuesday	<	Teacher Education Students only
W	Wednesday	#	Writing Intensive course
R	Thursday	=	By audition only
F	Friday	+	Blended course. A blended course meets 2/3 in the classroom and 1/3 online.
S	Saturday	!	Meets various dates
		%	Meets off-campus
		SWI	Schedule w/Instructor
		TBA	To Be Announced

## What do I need to do to register?

Meet with your advisor to set up your schedule. Your advisor must approve your schedule to take you off of your registration hold.

Associate's in Biblical Studies	Gregory
Biblical Studies 2 yr/Undecided	Registrar's Office
Biblical Studies (60+ cr)	Minor Advisor
Business	A. Bender/Gentzer/Sauer
Certificates: LBC and CBC	Gregory
Church & Min Leadership	
Children & Family Ministry	Zimmerman
Intercultural Studies	Scheuerman
Pastoral Ministry	Farnham
Pre-Seminary	Farnham
TESOL	D. Menga
Women in Ministry Leadership	Zimmerman
Youth & Young Adult Ministry	Belsterling/Brown
Communication	M. Freeman
Counseling & Social Work	
Human Services	C. Kouterick
Professional Counseling (BS,MA, & MEd)	Buckwalter/Chakara/Starr/Troxell
Social Work	Dinse/Miller/Yager
Criminal Justice	Churchville
Education	Dick/Dodson/Hershey/S. Martin
HPE & Sport Management	Dowhen/Randolph/Beiler
WPA	Felty/Grant/R. Shenk/R. Sidebothom/T. Sidebothom

Once your advisor approves your schedule and removes your online registration hold, you may register online (registration will be open based on your earned credits):

90+ earned credits	Monday, October 16, 2017
60-89 earned credits	Monday, October 23, 2017
30-59 earned credits	Monday, October 30, 2017
0-29 earned credits	Monday, November 6, 2017

**\*\*Registration will open at 8:00 AM.\*\***

**Follow the instructions on the following page to register online.**



## What do I need to do to register? (cont'd)

### Step 1

- Go to the "My Community" link found under the "Gateways for Students" on the lbc.edu home page. \*NOTE: (You will need to use Microsoft® Internet Explorer® or Google Chrome® and NOT Mozilla Firefox®.) This will take you to the online student information system page.
- Use your LBC student login and password.
- Once logged in you will see your information at the top right hand corner. If you have problems logging into the system, please contact the Registrar's Office.

### Step 2

- From your information page, click on the "Academics" link on the left hand side of the page.
- Click the "Online Registration" link. This will allow you to begin the registration process, as long as all holds are removed and it is your assigned time to register.
- On the bottom of the page are two links: "Begin Online Registration" and "View Online Registration Tutorial." If this is your first time using online registration, go through the tutorial to help you with the registration process. Once you are done the tutorial, close the tutorial window and go to online registration using the "Begin Online Registration" link. Again, a separate window will open.

### Step 3

- Once the window opens you may search for the courses your advisor has approved. Remember to select "All Courses" when searching for the course you want to register for.
- Once you find the approved courses you may add them to the selected courses list.
- ***You can also add the courses directly to the selected courses list by typing in the course number and section in the "Quick Add" text box found on the bottom left hand corner of the screen.***
- Once you have selected all your approved courses, you may now register for these courses by clicking on the "Register Courses" button found on the bottom right hand corner of the web page.

*\*Note: If you are not able to find a course that your advisor has approved in the course listings of the online registration module, the course is closed. Finish registering for the remaining courses by following the rest of the directions below. You must go back to your advisor to have another course approved for registration. Your advisor will approve a new course and you may return to online registration and add the course.*

*If you would like to add or drop a course after January 15, 2018, you must have your advisor sign an add/drop form, and return that form to the Solution Center in Esbenshade.*

### Step 4

- You will now see a list of the courses you have selected. Please take a moment to verify that you have the correct courses and sections of courses that your advisor has approved.
- Once you have verified that the courses are correct you may now finalize your registration by clicking the button "**Register/Drop Courses Above.**"
- This will take you to a new screen that shows the courses you have registered for. You will notice that the courses now have a status of "**Registered.**" (Previous screens the course status read "Selected.")
- You are now registered for these courses and can now print your schedule.

## What do I need to do to register? (continued)

### Step 5

By registering online, you are agreeing to abide by all regulations contained in the Student Handbook and in other college publications. See Student Services for your housing assignment. You will need a printed copy of your schedule to serve as confirmation of your registration to proceed with this step.

### Step 6

*Still have questions about registration? Please stop by the Registrar's Office—we would be glad to help you out!*

### Late Registration

Late registration runs from January 5—January 22, 2018. Late registration is not recommended due to a limited selection, class cuts and a \$150 late registration fee.

### Schedule Revision

There will be an add/drop period, October 2016—January 22, 2018. Add/drop forms are available at the Front Desk in Esbenshade. Schedule changes may affect your bill; notification will come from the Solution Center. A \$15 fee will apply after January 16, 2018.

### Course Withdrawals

Course withdrawals may be made from January 23—March 20, 2018 with the student receiving a grade of "W". Course withdrawals do not entitle the student to a refund. Forms are available in the Solution Center. A \$15 fee will apply.

### College Withdrawal

Please see the Student Handbook or College Catalog for the policy regarding withdrawing from the college.

### Repeating Courses

Students may only repeat courses in which they have received a "D" or "F". Please indicate repeated courses on the Registration Form.

### Payment of Bills

All bills must be paid or satisfactory arrangements must be made with the Solution Center prior to January 5, 2018.

All Non-Degree students should see page 19 for registration information and page 20 for the correct Registration Form.

# SCHEDULE PLANNING FORM

Schedule Planning Form									
MWF Times	Monday	TR Times	Tuesday	Wednesday	Thursday	Friday			
7-7:55		7:30-9							
8-9									
9:10-10		9:10-10	Chapel	Chapel	Chapel				
10:10-11:10									
11:20-12:20		10:10-11:40							
12:20-1	Lunch	11:40-12:20	Lunch	Lunch	Lunch	Lunch			
1-2		12:20-1:50							
2:10-3:40		2-3:30							
3:50-5:20									
6-9		6-9							

## A Message from Financial Aid

Please remember that most LBC scholarships require you to be enrolled as a full-time student (12+ credits).

If you have any questions about your eligibility for financial aid for the Spring term, please stop by the Solution Center in Esbenshade, call 717-560-8254 during business hours, or email [financialaid@lbc.edu](mailto:financialaid@lbc.edu).

### Important NEW Updates from the Financial Aid Office:

For students who receive the Pennsylvania State Grant (PHEAA), please be careful when scheduling courses that are online. Students utilizing an enrollment pattern of less than 50% classroom instruction are ineligible for the Pennsylvania State Grant.

\*Reminder: If you need to complete the **2017/2018** FAFSA, please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## A Message from the Solution Center

### SPRING 2018 PAYMENT TERMS:

Your Spring balance must be paid in full or a payment plan set up by January 5, 2018. Payment plan enrollment is for 5 months – January through May.

### PAYMENT OPTIONS:

- You may set up a secure payment plan (to pay in full or monthly) using your bank account (savings or checking) or credit card with Nelnet Business Solutions (NBS). Enrollment and service fees may apply. Visit the Student Portal at [students.lbc.edu](http://students.lbc.edu) and go to "Payment Options". NBS's 24/7 help line: 800-609-8056.
- You may also pay by check, made payable to *Lancaster Bible College* and mailed to: LBC Solution Center, 901 Eden Road, Lancaster, PA 17601.

Late fees: A one-time \$125 Account Fee applies to any unpaid balance over \$500 for each term. A Monthly Fee applies to any unpaid balance over \$100.

### Spring 2018 Block Rate:

Tuition for *students who started prior to Fall 2015* for 12-18 credits is \$10,555.

Tuition for *students who started in Fall 2015–Spring 2017* for 12-18 credits is \$11,085.

Tuition for *students who started prior to Fall 2017 or later* for 12-18 credits is \$11,210.

## Graduation Application

You now have to fill out your graduation application online. Go to <http://www.lbc.edu/graduation>. The form is now available for May graduates and must be filled out prior to Wednesday, February 15, 2018 to avoid incurring a late fee.

**Failure to complete an Application for Graduation upon the stated deadline will jeopardize your participation in graduation and will delay the receipt of your diploma.**

## Commencement Information

For details, check out [www.lbc.edu/graduation](http://www.lbc.edu/graduation).

### Checklist

Am I ready to graduate?

- Check with my advisor to confirm I have met all academic requirements.
- Complete the Application for Graduation.
- Schedule Financial Aid Exit Interview with the Financial Aid Office.
- Confirm with the LBC Solution Center that all financial obligations are met.
- Confirm with the Solution Center that all holds on my account are removed.

### Application for Graduation

All students who are finishing their academic requirements need to apply for graduation, even if they do not intend on participating in a commencement ceremony. The Application for Graduation initiates the official audit of your transcript, the official approval for graduation, the conferring of your degree, your actual diploma, the opportunity to participate in the commencement ceremony, and other related services and keepsakes.

## May 2018 Commencement Ceremony

Friday, May 11, 2:00 PM

Itinerary:

**8:00 am** - Alumni Induction/Awards Breakfast (RSVP required)

**10:00 am** - Rehearsal (Required) in the Good Shepherd Chapel

**After rehearsal** - President's Reception in the Teague Learning Commons (RSVP required)

**1:00 pm** - All students dressed and ready for line-up in Good Shepherd Chapel

**1:45** - Processional March begins

**2:00** - Commencement Ceremony

**3:30-4:30** - Pick up diploma, turn in robe in Good Shepherd Chapel

## Commencement Ceremony Participation

You are expected to participate in graduation practice and the commencement ceremony.

Specific dates and times are listed above. See [www.lbc.edu/graduation](http://www.lbc.edu/graduation) for further information.

## Finances

Your college bill must be paid in full prior to the graduation date. If there is **ANY** balance owed on your account, your diploma will be held and you will not receive it at Commencement. All financial arrangements are handled through the Solution Center. Please call them at 717-560-8254 if you have questions about your bill.

## What does “Non-Degree” mean?

LBC offers college-level courses to members of the community who are not formally admitted as degree-seeking students. Anyone desiring to study the Bible or a general arts course from a biblical perspective can take non-degree courses.

Non-degree students include: Adults in the community, LBC Alumni, audit-only students, employees of LBC, spouses of students or employees, adult community members, or others approved to attend through this program.

## What classes can I take?

LBC offers a wide variety of classes daily between 7:30 AM—9:30 PM. Courses requiring a prerequisite are noted as such on the roster at the beginning of this booklet. A non-degree student may not take more than 9 credits per semester.

## How do I sign up for a course?

Simply complete the Registration Form on page 20 and return it to the Registrar’s Office: 901 Eden Road, Lancaster PA 17601.

## How do I know my schedule is approved?

- 1 All Registration forms are processed on a first-come, first-served basis. If the section of a course for which you registered is not available, we will contact you to help you choose an alternative section.
- 2 Some courses require a placement test. Should this apply in your case, we will contact you immediately upon receiving your application.
- 3 Once your application and registration is approved, you will receive a confirmation email. It will include information on Registration check-in for the Spring semester.

*Still have questions? Need help with course selection? Please stop by the Registrar’s Office in Esbenshade. We would be glad to help you out!*

## Program Costs

### Fees:

Application: one time fee	\$25
Student Service Fee	
per credit	\$35
per block of 12-18 credits	\$340

*Some courses involve an additional fee for labs, materials, etc.*

### Tuition Rates:

*Students who started prior to Fall 2015*

1-11 credits	\$740 per credit
Audit Rate	\$130 per credit

*LBC graduates may audit one class tuition free per semester. Other fees still apply.*

*Students who started Fall 2015—Spring 2017*

1-11 credits	\$755 per credit
Audit Rate	\$135 per credit

*LBC graduates may audit one class tuition free per semester. Other fees still apply.*

*Students who started Fall 2017 or later*

1-11 credits	\$765 per credit
Audit Rate	\$135 per credit

*LBC graduates may audit one class tuition free per semester. Other fees still apply.*

Full-time employees	\$0
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*Limited to two tuition-free courses per semester.*

Spouses of full-time employees	\$0
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*Limited to two tuition-free courses per semester.*

**All students must pay the student service fee and course fees in addition to tuition.**

## Miscellaneous Information

### Late Registration

Late registration runs from January 5 through January 22, 2018. However, late registration is **not** recommended due to a limited course selection, automatic class cuts, & a fee of \$150.

### Schedule Revision

You may change your course selection during the add/drop period (October 2017-January 22, 2018). Please pick up an add/drop form from the Solution Center. You can pay the \$15 fee at the Solution Center; otherwise, it will be added to your bill if you make a change once classes begin.

### Course Withdrawals

Please contact the Solution Center if you plan to withdraw from a Spring 2018 course.

### Payment of Bills

All bills must be paid or satisfactory arrangements must be made with the Solution Center by January 5, 2018. Failure to make arrangements will delay your registration process.



# NON-DEGREE STUDENTS—Registration Information

PLEASE PRINT

## PERSONAL INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

SS# (for 1098T form) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

GENDER \_\_\_\_\_

HAVE YOU ACCEPTED JESUS CHRIST AS YOUR  
PERSONAL SAVIOR? \_\_\_\_\_

## ACADEMIC INFORMATION

HOME CHURCH \_\_\_\_\_

HIGH SCHOOL ATTENDED \_\_\_\_\_  
\_\_\_\_\_

HIGH SCHOOL ADDRESS (CITY, STATE) \_\_\_\_\_

HIGH SCHOOL GRAD DATE \_\_\_\_\_

LIST ANY COLLEGES ATTENDED AND DATES:  
\_\_\_\_\_  
\_\_\_\_\_

I AGREE TO ABIDE BY THE STANDARDS SET FORTH IN THE TRADITIONAL UNDERGRADUATE STUDENT HANDBOOK.

## COURSE SELECTION:

Course #	Section	Course Name	Day & Time	Credits	Audit?
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## COST WORKSHEET:

Please check which of the following applies to you (choose only one):

- Community Member
- LBC Alumnus
- FT LBC Employee
- Spouse of FT LBC Employee

## To determine your total bill, complete the following:

- 1 Application Fee \_\_\_\_\_  
First LBC Course? Enter \$25  
Already taken a course here? Enter \$0
  - 2 Student Service Fee \_\_\_\_\_  
Multiply total number of credits by \$35  
Fee applies for credit and audit students
  - 3 Tuition/Audit Rate \_\_\_\_\_  
Choose the appropriate tuition or audit rate from the table to the left.
- If you are taking more than one course, or if you need help tabulating your tuition amount, please contact the Registrar's Office at 717.569.7071.
- 4 Total \_\_\_\_\_

Please enclose your check payable to "Lancaster Bible College" or contact the Business Office to set up a payment plan.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

detach here

Undergraduate Education

## What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, certain rights with respect to your educational record once you are admitted as a student to the college.

## What are my rights under FERPA?

As a college student you have four rights under FERPA: (Forms to exercise rights #1-3 are available in the Registrar's Office.)

- 1 To inspect and review your educational record within 45 days of your request.
- 2 To request amendment of your educational record.
- 3 To have some control over the disclosure of personally identifiable information from your educational record, except in the areas that FERPA authorizes disclosure without student consent.
- 4 To file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

## What documents are included in my educational record?

Student educational records are specifically defined as all paper and computer records, files, documents, and other materials that contain information directly related to you, the student, and maintained by LBC or someone acting for the college according to policy. Excluded from student educational records are records of instructional, supervisory, and administrative personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except a substitute. Additionally, notes of a professor or staff member intended for his/her own use are not part of the educational record, nor are campus security records, parents' financial statements, application records of students not admitted to the college, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals.

Educational records are maintained by, but are not limited to the following offices, departments, and/or individuals: Registrar's Office, Financial Aid Office, Business Office, Student Services Department, Adult Learner Services Office, Graduate School Office, and Academic Advisors.

## What is Directory Information?

Some information about students is considered "Directory Information."

Directory Information may be publicly shared by the institution without student consent unless the student has taken formal action to restrict its release.

"Directory Information" at LBC includes: Name, Address (current, local, home, and electronic mail), Telephone number (current, local, and home), Date of birth, Parent/Spouse contact information (address and phone number), Photo, Major/Program, Weight and height (athletic teams), Date(s) of attendance, Enrollment status (full-time, part-time, not enrolled), Date(s) of graduation, Degrees and awards received, and Participation in officially recognized activities and sports.

## Can I control the release of Directory Information?

Yes, you can restrict the public release of Directory Information by completing a form available in the Registrar's Office. You should carefully consider imposing a restriction on the Directory Information. The limits of the college's student information system make it an all or nothing option. For example, your friends would not be able to obtain your directory information nor would the college be able to use it in graduation programs and news releases. This restriction should be reserved for extreme circumstances or on the advice of a legal or medical professional.

## **Who and under what circumstances can someone access my educational record?**

According to FERPA regulations, no one has access to your educational record (other than directory information) without your written permission, except: (1) a school official (defined as: administrators, faculty, professional staff, staff, student workers, and students serving on official college committees) who has a legitimate education interest (defined as: the information or records requested are relevant and necessary to the accomplishment of some task or determination related to the inquirer's employment responsibilities/committee responsibilities or are acting within the course and scope of their employment and/or authority). (2) a parent or guardian who presents a certified copy of the most recent federal income tax form that reports you as a dependent. Other, less common individuals who may access your educational record without your consent include: (3) authorized representatives of accrediting agencies, as well as federal, state, and local government offices, persons or organizations providing financial aid to a student, (4) persons in compliance with a judicial order or subpoena, (5) persons in an emergency if the protected information is needed to protect the safety of the student or other persons, (6) parents regarding the student's violation of any federal, state, or local law, or any college policy or rule governing the use of alcohol or a controlled substance as long as the institution has determined that there has been a violation and the student is under the age of 21 at the time of disclosure, (7) the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense (limited to the final results of the disciplinary proceeding conducted by the college), and (8) the public in relation to a determined crime of violence or non-forcible sex offense that violates college policy or rule (disclosure limited to the student's name, the violation, and any sanctions imposed by the institution against the student).

## **Am I required to use my social security number as a personal identifier?**

A Federal court ruling upheld the use of the social security number as a personal identifier for administrative purposes in higher education. We protect the privacy of the social security number as required by FERPA. However, you may request (form available in the Registrar's Office) the assignment of an alternate identification number. Effective January 2002, any new students admitted to LBC will no longer have a social security number as a personal identifier for administrative LBC purposes.

## **Which College Officer is responsible for administering the FERPA guidelines?**

The Office of the Registrar is responsible for the institutional compliance with the FERPA guidelines and maintenance and release of the educational record. Questions, interpretations, further explanations, or concerns about FERPA and the college's FERPA policy are to be directed to the Registrar.

## **How do I file a complaint with the U.S. Department of Education?**

Complaints are to be filed with the:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605



**LANCASTER BIBLE COLLEGE**

901 Eden Road | Lancaster PA 17601-5036 [www.lbc.edu](http://www.lbc.edu)