

2017 SPRING

**Traditional Undergraduate Education
Course Offerings and Registration**



LANCASTER BIBLE COLLEGE

Contents

3	Schedule and Academic Resources
5	Spring Course Roster
13	Registration Info—Degree Students
14	Online Registration Directions
16	Schedule Planning Form
17	Business Office/Financial Aid
18	Graduation Information
19	Registration—Non-Degree Students
21	FERPA Notice

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, 2016 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 16 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 20.

Contact Us

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

Hours: M-F 8:00 AM—5:00 PM
Phone: 717-569-7071
Email: registrar@lbc.edu
Location: Lower Level of Esbenshade

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
S	Saturday	!	Meets various dates
		%	Meets off-campus
		SWI	Schedule w/Instructor
		TBA	To Be Announced

SCHEDULE AND ACADEMIC RESOURCES

Spring 2017 Schedule

January 9-16	Online Registration Verification Week
January 14	New Student Arrival
January 14-15	Orientation
January 16	First Day of Classes**
January 17	First Full Day of Classes*
October 2016-January 24, 2017	Add/Drop Period
January 25-March 21, 2017	Withdrawal Period
January 16	Martin Luther King, Jr. Day** (no classes—service day)
February 14-16	Missions Conference**
March 11-19	Spring Break
April 14-17	Easter Break
May 8-11	Final Exams
May 12	May Commencement Ceremony
May 15	Summer 2017 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 will be added to the student's bill for each form processed after the Enrollment Verification week ends on January 24. The last day to add or drop a class is January 24, 2017.

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 25. A \$15 fee applies and will be added to the student's bill for each form processed. Tuition refunds will not be granted after March 22, 2016. Students are not permitted to withdraw after March 21.

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. 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.

Experience the Innovation...

What are 480 courses?

480 courses provide you with the opportunity to study subjects not offered in the college catalog. These 480 courses are offered in Spring 2017:

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)

COM480—Introduction to Studio Production

This course presents an introduction to the field of broadcast studio production with a hands-on approach. In exploring all aspects of television studio production, planning, and collaborative implementation, this course will introduce industry standards covering equipment operation, crew responsibilities, producing, directing, leadership, and organization. Through this course, students are encouraged and expected to incorporate their own creative and aesthetic ideas within the parameters of various video segments, programs, and FCC regulations. This course will also explore the importance of audience engagement, service to the community, and the range of employment opportunities from Non-Profit to Commercial Broadcast. (3 credits)

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)

LAN 480A—Advanced Public Speaking

This course is designed to help students advance beyond fundamental speech skills already obtained through LAN 104 by expanding length of speeches, broadening use of rhetorical devices, adapting speeches to different audiences, critiquing professional speeches and developing/refining a speech particular to each student's field of study. Students will be given frequent opportunities to speak and receive feedback in order to acquire those skills (3 credits)

LAN480B—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)

PCN480—Equine Assisted Therapy

The equine assisted therapy course is designed to introduce students to the fundamentals of counseling using horses. This experiential and interactive course will be held off-site at an equine assisted therapy facility. The course will address the history, development, and current views of this unique and growing field, as well as the diverse therapeutic applications of equine assisted therapy as Christian counselors. Students will receive hands-on opportunities to learn and explore individual and group equine assisted therapy methods, in addition to assigned reading, research, and presentations. (1 Credit)

SCI 480—Cosmology

Cosmology involves the study of the origin, nature, components and development of the universe. The course will introduce concepts about the nature of light, forces, fundamental particles, scientific models, and observational tools. Study of the initial creation event, expansion of the universe, the Cosmic Microwave Background radiation, and other information from astronomy will aid in understanding the data and its interpretation from Naturalistic, Christian, & Far-Eastern positions. This is a non-lab course offered for Arts & Sciences elective credit and does not fulfill credit for the core science requirement. (3 credits)

SCI 480 - Forensics

The application of science to the legal process is explored. Forensic science is a multidisciplinary course drawing from students' prior acquired knowledge in biology, chemistry, physics, algebra, and English classes. Students will participate in hands-on activities related to common crime scene evidence such as blood and DNA analysis, fingerprint evidence, and ballistics reports in the process of solving crimes and mysteries with the use of their acquired science skills and will explore from a biblical perspective how scientists play a role in the judicial system. This is an elective credit and does not fulfill credit for the core science requirement. (3 credits)

THE 480A—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 480B—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 Evangelicals' 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 480C—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)

Writing Intensive Courses

COM/SOC 340	Writing on Social Issues
HIS 224	History of Christian Song
LAN 305	Inquiry-Based College Research and Writing
LAN 340	Business Writing
LAN 480	Advanced Public Speaking
LIT 101	Poetry, Fiction, and Drama
LIT229	The Short Story and Novella
LIT 240	Literature for Children & Young Adults

COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
Christian Service/Interdepartmental						
CSS062		College Success	2	Netz	MW	8:00 AM
CSV201		Christian Service I	0	Clark/Ross		
CSV202		Christian Service II	0	Clark/Ross		
FYE101		First Year Experience I	0	Clark/Weaver		
FYE102		First Year Experience II	0	Clark/Weaver		
LBC 101		Engaging Faith & Life	3	Gregory	TR	7:30 AM

Bible & Theology Department

Bible

*BIB 103	A	Creation & Covenants: OT I	3	An. Woods	MW	2:10 PM
*BIB 103	B	Creation & Covenants: OT I	3	Shetter	MWF	11:20 AM
*+BIB 104		Israel's Life & Literature: OT II	3	Shetter	MW	1:00 PM
*BIB 105	A	Biblical Hermeneutics	3	S. Harbin	Online	Online
*+BIB 105	B	Biblical Hermeneutics	3	Nicholls	MW	8:00 AM
*+BIB 105	C	Biblical Hermeneutics	3	Nicholls	MW	10:10 AM
*BIB 105	D	Biblical Hermeneutics	3	Jacobs	MWF	8:00 AM
*BIB 105	E	Biblical Hermeneutics	3	Finkbeiner	TR	10:10 AM
*BIB 105	F	Biblical Hermeneutics	3	Harbin	TR	10:10 AM
*BIB 105	G	Biblical Hermeneutics	3	Carver	MWF	1:00 PM
*BIB 203		Life of Christ: NT I	3	Jacobs	MWF	10:10 AM
*BIB 204	A	Early Church: NT II	3	J. Kime	Online	Online
*+BIB 204	B	Early Church: NT II	3	Nicholls	MW	11:20 AM
*+BIB 204	C	Early Church: NT II	3	Nicholls	MW	1:00 PM
*BIB 204	D	Early Church: NT II	3	G. Guest	MW	2:10 PM
*BIB 204	E	Early Church: NT II	3	Finkbeiner	TR	12:20 PM
*BIB 204	F	Early Church: NT II	3	Shelley	TR	2:00 PM
*BIB 371		Old Testament in Cultural Context	3	Shetter	TR	2:00 PM
*BIB 372		New Testament in Cultural Context	3	Jacobs	MWF	1:00 PM
*+BIB 480		Parables of Jesus	3	Finkbeiner	MW	10:10 AM
*BNT 350		Gospel of John	3	Shelley	TR	10:10 AM
*BNT 310	A	Romans	3	H. Kime	Online	Online
*BNT 310	B	Romans	3	Fry	TR	2:00 PM
*BNT 311		1 & 2 Corinthians	3	J. Kime	Online	Online
*+BNT 321		Greek Exegesis II	3	H. Kime	MW	10:10 AM
*BNT 330		General Epistles	3	Reid	TR	2:00 PM
*BNT 210		Pastoral Epistles	3	S. Harbin	Online	Online
*BNT 352		Hebrews	3	Fry	TR	3:40 PM
*+BOT 351		Apocalyptic Literature	3	Ar. Woods	MW	1:00 PM
*BOT 210		Psalms	3	Carver	MWF	8:00 AM
*BOT 331		Jeremiah & Ezekiel	3	Carver	MWF	11:20 AM

Theology

THE 105		Prelude to Bib. & Theo. Studies	3	Deckard	MW	2:10 PM
* THE 223	A	Christian Narrative I: Creation & Fall	3	Fry	Online	Online
* THE 223	B	Christian Narrative I: Creation & Fall	3	Stott	TR	10:10 AM
* THE 224	A	Christian Narrative II: Redemption	3	Gregory	Online	Online
* THE 224	B	Christian Narrative II: Redemption	3	Gregory	TR	10:10 AM
* THE 224	C	Christian Narrative II: Redemption	3	Gregory	TR	12:20 PM
* THE 224	D	Christian Narrative II: Redemption	3	Kim	MW	7:30 AM
* THE 224	E	Christian Narrative II: Redemption	3	Kim	MW	2:10 PM
* THE 224	F	Christian Narrative II: Redemption	3	Gundrum	R	6:00 PM
* THE 323		Christianity & Culture I	3	Deckard	Online	Online
* THE 324	A	Christianity & Culture II	3	Deckard	Online	Online
* THE 324	B	Christianity & Culture II	3	Kim	TR	10:10 AM
* THE 324	C	Christianity & Culture II	3	Kim	TR	2:00 PM
* THE 324	D	Christianity & Culture II	3	Wilkinson	MW	3:50 PM
*+ THE 324	E	Christianity & Culture II	3	Farnham	TR	8:00 AM
* 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
* THE 480	A	Theology of Competition & Sport	3	P. Beers	TR	7:30 AM
* THE 480	B	Christian Political Engagement (Along with DC Trip)	3	Kim/Spanjer	M	1:00 PM
* THE 480	C	Theology of Suffering	3	Kim/Dinse	T	6:00 PM

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Arts & Science Department

History

HIS 201	A	U.S. History I	3	Petersheim	MWF	8:00 AM
HIS 201	B	U.S. History I	3	Petersheim	MWF	10:10 AM
HIS 204		The Modern World: WWI to Present	3	Spanjer	MWF	8:00 AM
*# HIS 224		History of Christian Song	3	Sidebothom	TR	12:20 PM
HIS 301	A	Arab–Israeli Conflict	3	Spanjer	MWF	11:20 AM
HIS 301	B	Arab–Israeli Conflict	3	Burgett	T	6:00 PM

Humanities

HUM 204		Fundamentals of Art	3	Dale	W	6:00 PM
HUM 212		Media: Conveyor of Cultural Ideas	3	M. Freeman	TR	12:20 PM
HUM 240		Music History I	3	T. Sidebothom	MWF	1:00 PM
HUM 422	A	Christian Perspectives: Christianity & American Culture	3	J. Harbin	MW	2:10 PM
+ HUM 422	B	Christian Perspectives: Connecting Faith and Society	3	Pyle	M	6:30 PM-8:30 PM
HUM 422	C	Christian Perspectives: Sin and Culture	3	M. Freeman	TR	10:10 AM
HUM 440		Music History III	3	T. Sidebothom	MWF	2:10 PM
HUM 480		World Music	3	T. Sidebothom	TR	10:10 AM

Language Arts

LAN 061		Intro to English Composition Lab	3	Geist	W	11:20 AM-12:20 PM
LAN 101	A	College Composition & Research	3	Geist	MWF	10:10 AM
+ LAN 101	B	College Composition & Research	3	Hawley	MW	1:00 PM
LAN 101	C	College Composition & Research	3	Castor	TR	12:20 PM
LAN 104	A	Public Speaking	3	Woelkers	MWF	8:00 AM
LAN 104	B	Public Speaking	3	Woelkers	MWF	10:10 AM
LAN 104	C	Public Speaking	3	Woelkers	MWF	11:20 AM
LAN 104	D	Public Speaking	3	Toews	MW	2:10 PM
LAN 104	E	Public Speaking	3	Hawley	MW	2:10 PM
LAN 104	F	Public Speaking	3	Toews	TR	10:10 AM
LAN 104	G	Public Speaking	3	Garvey	TR	12:20 PM
LAN 202		Creative Writing	3	Williams	Online	Online
LAN 212		Greek Grammar II	3	Jacobs	MWF	11:20 AM
*#+ LAN 305	A	Inquiry-Based College Research and Writing	3	Geist	MW	8:00 AM
*#+ LAN 305	B	Inquiry-Based College Research and Writing	3	Geist	TR	8:00 AM
LAN 325		German	3	Mumma	T	6:00 PM
# LAN 340		Business Writing	3	Castor	TR	2:00 PM
# LAN 480	A	Advanced Public Speaking	3	Toews	W	6:00 PM
LAN 480	B	Grammar for Language Teachers	3	Mosser	Online	Online

Literature

*# LIT 101	A	Poetry, Fiction, and Drama	3	Zias	MW	2:10 PM
*# LIT 101	B	Poetry, Fiction, and Drama	3	Zias	TR	3:40 PM
*# LIT 229		The Short Story and Novella	3	Keuthan	MW	2:10 PM
*#+ LIT 240	A	Literature for Children and Young Adults	3	Urquhart	M	6:00 PM
*#+ LIT 240	B	Literature for Children and Young Adults	3	Martin	W	2:10 PM–4:10 PM
LIT 327		Major English Writers	3	Zias	TR	2:00 PM
LIT 330		Women Writers	3	Zias	MW	3:50 PM

Mathematics

MAT 060		Basic Math Skills	3	Bomberger	TR	10:10 AM
MAT 113	A	Foundations of Accounting	3	TBA	TR	10:10 AM
MAT 113	B	Foundations of Accounting	3	TBA	TR	12:20 PM
MAT 113	C	Foundations of Accounting	3	TBA	W	6:00 PM
+ MAT 201	A	Introduction to College Math	3	Barto	MW	1:00 PM
MAT 201	B	Introduction to College Math	3	Thompson	TR	10:10 AM
MAT 201	C	Introduction to College Math	3	Thompson	TR	12:20 PM
MAT 201	D	Introduction to College Math	3	Bomberger	TR	12:20 PM
MAT 203		Geometry	3	Barto	TR	2:00 PM
+ MAT 212	A	Foundations of Math with Modern Applications	3	Barto	MW	10:10 AM
+ MAT 212	B	Foundations of Math with Modern Applications	3	Barto	MW	11:20 AM
MAT 216		Statistics in the Social Sciences	3	Troxell	MW	2:10 PM
MAT 218	A	Applied Business Math	3	Sauer	MWF	10:10 AM
MAT 218	B	Applied Business Math	3	Sauer	MWF	11:20 AM
MAT 218	C	Applied Business Math	3	Sauer	MWF	1:00 PM
MAT 220		Introduction to Accounting	3	Woods	MW	2:10 PM

COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Arts & Science Department (continued)

Philosophy

PHI 201	A	Introduction to Philosophy	3	Cleary	MWF	8:00 AM
PHI 201	B	Introduction to Philosophy	3	Cleary	MWF	10:10 AM
PHI 301		Philosophy of Religion	3	Cleary	MWF	11:20 AM

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 129		Rhythmic Movement	1	TBA	M	8:00-9:00 AM
PHE 129		Rhythmic Movement	1	TBA	W	8:00-9:00 AM
PHE 135		Lawn Games	1	Abel	W	2:10 PM (starting after Spring Break)
PHE 150		Intercollegiate Sport	1	P. Beers	SWI	SWI
PHE 180	A	Sports and Games	2	G. Shenk	MW	8:00 AM
PHE 180	B	Sports and Games	2	G. Shenk	MW	11:20 AM
PHE 245		Lifelong Wellness/Fitness	3	Randolph	Online	Online
SNC 200		Sport Nutrition Certificate	3	B. Horst	MW	8:00 AM

Political Science

POL 202		Introduction to American Government	3	Jones	W	6:00 PM
POL 411		American Government	3	Spanjer	TravelLearn	

Science

SCI 201		General Biology	3	Kouterick	MWF	10:10 AM
SCI 201 L		General Biology Lab	0	Kouterick	W	2:10 PM
< SCI 302		Integrated Science II	3	Kouterick	MWF	1:00 PM
< SCI 302L		Integrated Science II Lab	0	Kouterick	F	2:00 PM
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 Lab	0	Kouterick	M	2:10 PM
SCI 320 L	B	Human Anatomy and Physiology Lab	0	Kouterick	T	2:00 PM
SCI 327		Exercise Physiology	3	C. Horst	MWF	11:20 AM
SCI 480	A	Forensics	3	King	W	6:00 PM
SCI 480	B	Cosmology	3	DeVries	TR	2:00 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	TR	7:30 AM
SOC 305		Sport Psychology	3	P. Beers	MWF	10:10 AM
SOC 325		Human Growth & 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/COM 340		Writing on Social Issues	3	Barnes	M	6:00 PM
SOC412		Sociology of Sport	3	Dowhen	MWF	1:00 PM

Major Departments

Business Administration

BUS 100		Business Forum	0	TBA	SWI	SWI
BUS 201	A	Business Ethics	3	Gentzler	MWF	10:10 AM
BUS 201	B	Business Ethics	3	Gentzler	MW	2:10 PM
BUS 201	C	Business Ethics	3	Frey	W	6:00 PM
BUS 204		Managerial Economics	3	Frey	R	6:00 PM
BUS 222		Workshop II	2	Sauer	T	6:00 PM
BUS 305	A	Operations Management	3	Gentzler	MWF	11:20 AM
BUS 305	B	Operations Management	3	Gentzler	R	6:00 PM
BUS 306		Entrepreneurship	3	Sauer	TR	10:10 AM
BUS 350		Internship I	0	Bender		
BUS 351		Internship II	0	Bender		
BUS 352		Internship III	0	Bender		
BUS 402	A	International Business	3	Bender	MWF	10:10 AM
BUS 402	B	International Business	3	Bender	MWF	11:20 AM
BUS 403		Negotiations	3	TBD	M	8:00 AM-10:00 AM
BUS 425		Personal Finance and Investment	3	Sauer	TR	12:20 PM

Num	Sec	Course Title	Cr.	Professor	Day	Time
Major Departments (continued)						
<i>Church & Ministry Leadership</i>						
CFM 104		Theology of Children and Family Ministry	3	Zimmerman	TR	10:10 AM
CFM 332		Discipleship of Children and Families	3	Zimmerman	R	6:00 PM
CML 102		Foundations of Ministry and Discipleship	3	Brown, 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		3/17-19, 4/7-9, 4/21-22
CML 340		Organic Community	3	Belsterling	M	6:00 PM
CML 350	A	Pastoral Ministry Internship	3	Farnham	SWI	
CML 350	B	Christian Education Internship	3	Zimmerman	SWI	
CML 350	C	Student Ministry Internship	3	Belsterling	M	3:50 PM
CML 350	D	ICS Internship	3	Scheuerman	M	3:50 PM
CML 350	E	TESOL Internship	3	D.Menga	SWI	
CML 350	F	Spiritual Formation and Discipleship Internship	3	Brown	SWI	
CML/THE 360		Apologetics for the Church	3	Farnham	MW	2:10 PM
*+ CML/THE 411		Role of Women in the Church	3	Hinkel	R	3:40-5:40 PM
CML 424		The Christian Home	3	Scheuerman	R	6:00 PM
CML 450	A	Pastoral Ministry Practicum	3	Farnham	SWI	
CML 450	B	Christian Education Practicum	3	Zimmerman	M	10:10 AM
CML 450	C	Student Ministry Practicum	3	Brown	M	3:50 PM
CML 450	D	ICS Practicum	3	Scheuerman	M	3:50 PM
CML 450	E	TESOL Practicum	3	D.Menga	SWI	
CML 450	F	Spiritual Formation and Discipleship Practicum	3	Brown	SWI	
ELT 105		Teaching Speaking & Listening	3	D. Menga	TR	2:00 PM
ELT 302		Contexts, Cultures & Values in TESOL	3	D. Menga	MW	2:10 PM
ELT 310		Professional Development in TESOL: TravelLearn	3	D. Menga	3/21-24	
ELT 440		Course Design	3	D.Menga	M	6:00 PM
ICS 104		Drawing Near to God	3	Hull	TR	10:10 AM
ICS 210		Perspectives on the World Christian Movement	3	Scheuerman	T	6:30 PM
ICS 240		Wayumi	3	Scheuerman	3/12-18	
ICS 331		Cross-cultural Communication	3	Scheuerman	TR	3:40 PM
ICS 340		World Religions	3	Scheuerman	MW	2:10 PM
*+ PAS 201		Biblical Preaching	3	Farnham	TR	10:10 AM
PAS 331		Pastoral Counseling	3	Bomgardner	MW	2:10 PM
PAS 402		Pastoral Care	3	Farnham	MW	10:10 AM
+ SPF 210		Personal Spiritual Formation	3	Stefano		1/26-27, 2/23-24, 3/23-24, 4/27-28 R 6 PM-8 PM; F 8 AM-12 PM
STM 102		Student Development & Culture	3	Belsterling	TR	10:10 AM
STM 201		Teaching Skills for Student Ministry	3	Coryell	MW	2:10 PM
STM 311		Foundations of Student Ministry	3	Brown	TR	10:10 AM
STM 315		Student and Family Counseling	3	Belsterling	TR	2:00 PM
STM 402		Discipleship and Prayer	3	Brown	MW	2:10 PM
WCM 201		Survey of Women's Ministries	3	Zimmerman	TR	2:00 PM
WCM 312		Discipleship Counseling of Women	3	Hinkel	M	6:00 PM
Communication (these courses may not be used as Arts & Science electives)						
COM 202		Principles and Practices	3	Garvey	TR	2:00 PM
COM 212/ HUM212		Media: Conveyor of Cultural Ideas	3	M. Freeman	TR	12:20 PM
COM 221		Co-Curricular Credit	1	McElwee	SWI	SWI
COM 222		Co-Curricular Credit	1	McElwee	SWI	SWI
COM 223		Co-Curricular Credit	1	McElwee	SWI	SWI
COM 224		Co-Curricular Credit	1	McElwee	SWI	SWI
+ COM 330		Survey of Web Design	3	C. Vanbuskirk	MW	1:00 PM
# COM 340/ SOC 340		Writing on Social Issues	3	Barnes	M	6:00 PM
COM 350		Writing for Publication	3	Windle	T	6:00 PM
COM 400		Cross-Cultural Experience	0	M. Freeman	TBD	TBD
COM 450		Communication Internship	3	M. Freeman	TBD	TBD
COM 470		Communication Senior Project	1	M. Freeman	TBD	TBD
COM 480		Introduction to Studio Production	3	Garvey	TR	10:10 AM

COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Major Departments (continued)

Counseling & Social Work

PCN 201		Systems of Counseling I	3	Buckwalter	TR	7:30 AM
PCN 301		Couples Therapy	1	TBA	SA-3/4	8:00 AM
PCN 302		Sexual Addiction	1	Keefer	F-1/27, 2/3,	12:30 PM
PCN 306		Expressive Therapies	1	Rowe	T-2/21, 2/28, 3/7	5:30 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	5/13 - 5/20	Week-long Intercultural Trip
PCN 456		PCN Field Service	2	Shacklett	F	9:00 AM
PCN 457		PCN Field Seminar	3	Shacklett	F	9:00 AM
PCN 458		5-Year PCN Field Seminar	3	Shacklett	F	9:00 AM
# PCN 480		Equine Assisted Therapy	1	TBA	Sa-4/7 &	8:00 AM-2:00 PM
SWK 102		Intro to Social Work	3	Kouterick	MW	1:00 PM
* SWK 202		Social Work Policy & Practice	3	Yager	MWF	11:20 AM
SWK 204		Cultural Diversity	3	Dinse	TR	10:10 AM
SWK 207		Human Behavior in the Social Environment II	3	Dinse	TR	12:20 PM
* SWK 212		Social Work and Child Welfare	3	Miller	T	3:40-5:40 PM
* SWK 216		Social Work and Older Adults	3	Potts	R	6:00-8:00 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 304		Practice III: Social Work with Communities and Organizations	3	Miller	T	6:00 PM
SWK 335		Research Design	3	Dinse	TR	2:00 PM
SWK 461	A	SW Field Seminar	3	Yager	TR	12:20 PM
SWK 461	B	SW Field Seminar	3	Yager	TR	2:00 PM
SWK 461F	A	SW Field Internship	3	Yager	SWI	SWI
SWK 461F	B	SW Field Internship	3	Yager	SWI	SWI

Education

EDU 301	A	Teacher Ed. Internship I	1	Hershey	SWI	SWI
EDU 301	B	Teacher Ed. Internship I	1	Randolph	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 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	TBA	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 402	A	Teacher Ed. Internship IV	1	Hershey	SWI	SWI
EDU 402	B	Teacher Ed. Internship IV	1	Randolph	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 492		Student Teaching Seminar	2	Hershey	M	4:30-7:00 PM
EDU 499		Student Teaching	12	Hershey	SWI	SWI
ELE 103	A	The Education of Children	3	Hershey	MWF	8:00 AM
ELE 103	B	The Education of Children	3	Fiscus	R	2:00 PM
ELE 201	A	Math Instruction for the Young Child	3	Martin	TR	12:20 PM
ELE 201	B	Math Instruction for the Young Child	3	Martin	TR	2:00 PM
ELE 352		Social Studies in Elem School	3	Dick	MWF	10:10 AM
ELE 426		Solving Literacy Difficulties	3	Martin	MWF	8:00 AM
ELM 302		Intro to Middle Grades	3	Hershey	TR	2:00 PM
ELM 313		Teaching Math in Middle Grades	3	Martin	TR	2:00 PM
ELM 426		Solving Literacy Difficulties	3	Martin	MWF	8:00 AM

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Major Departments (continued)

Health & PE

HPE 100		Seminar	0	Randolph	F	9:10 AM
HPE 105		The HPE Professional	3	Randolph	MWF	8:00 AM
HPE 160		Outdoor Education	2	Randolph/Dowhen	6/1-4	
HPE 170		Aquatics	2	Randolph	SWI	SWI
+ HPE 200		Concepts of Major Sports	3	G. Shenk	MW	10:10 AM
+ HPE 359		School Health II	3	Randolph	MW	10:10 AM
HPE 411		Secondary Methods	3	Byler	MWF	1:00 PM
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/Randolph	TR	12:20 PM
SPM 315		Administration of Athletics	3	Byler	MWF	8:00 AM
SPM 322		First Aid and Athletic Training	3	Dowhen	TR	10:10 AM
+ SPM 325		Fundamentals of Coaching	3	Randolph	MW	11:20 PM
SPM 345		Sport Club Management	3	Byler	TR	10:10 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	7:30 AM
SPM 475		Facility and Event Management	3	Dowhen	MWF	11:20 AM

Worship & Performing Arts

ENS 101		Chorale	1 or 0	R. Bigley	MWF	11:20-12:20 PM
ENS 102		Orchestra	1 or 0	Thorlakson	M	TBD
ENS 103		Jazz Lab	1 or 0	Pavelko	M	7:30-9:00 PM
ENS 104		Chapel Guild	1 or 0	R. Shenk	M	6:00-7:30 PM
ENS 122		Chamber Singers	1 or 0	R. Bigley	TR	3:40-5:00 PM
ENS 129		Percussion Ensemble	1 or 0	Behrenshausen	R	10:30-11:30 AM
ENS 130		Wind Ensemble	1 or 0	Gerlach	M	6:00-7:30 PM
= ENS 132		Musical Theatre Production	1 or 0	Felty	SWI	By Audition
ENS 136		Dance Ensemble	1 or 0	Sanders	R	8:00-9:00 AM
ENS 137		Instrumental Chamber Ensembles	1 or 0	Thorlakson	R	3:40-4:40 PM
ENS 202		Opera Workshop	1	Shannon	R	12:00-2:00 PM
MAP 201	A	Applied Voice	1	Yacoviello	SWI	SWI
MAP 201	B	Applied Voice	1	Shannon	SWI	SWI
MAP 201	C	Applied Voice	1	McLaurin	SWI	SWI
MAP 211	A	Applied Piano	1	K. Bigley	SWI	SWI
MAP 211	B	Applied Piano	1	Thorlakson	SWI	SWI
MAP 211	C	Applied Piano	1	Yoder	SWI	SWI
MAP 212		Applied Keyboard	1	WPA Faculty	SWI	SWI
MAP 213		Applied Organ	1	WPA Faculty	SWI	SWI
MAP 214		Applied Jazz Piano	1	WPA Faculty	SWI	SWI
MAP 221		Applied Flute	1	Barracough	SWI	SWI
MAP 222		Applied Oboe	1	WPA Faculty	SWI	SWI
MAP 223		Applied Clarinet	1	Hall-Gulati	SWI	SWI
MAP 224		Applied Bassoon	1	WPA Faculty	SWI	SWI
MAP 225		Applied Saxophone	1	WPA Faculty	SWI	SWI
MAP 231		Applied French Horn	1	WPA Faculty	SWI	SWI
MAP 232		Applied Trumpet	1	WPA Faculty	SWI	SWI
MAP 233		Applied Trombone	1	WPA Faculty	SWI	SWI

COURSE ROSTER

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Major Departments (continued)

Worship & Performing Arts (continued)

MAP 234		Applied Tuba	1	WPA Faculty	SWI	SWI
MAP 235		Applied Euphonium	1	WPA Faculty	SWI	SWI
MAP 236		Applied Baritone	1	WPA Faculty	SWI	SWI
MAP 241		Applied Drum Kit	1	Behrenshausen	SWI	SWI
MAP 242		Applied Percussion	1	Behrenshausen	SWI	SWI
MAP 243		Applied Electric Guitar	1	WPA Faculty	SWI	SWI
MAP 244		Applied Electric Bass	1	WPA Faculty	SWI	SWI
MAP 251		Applied Guitar	1	Yellak	SWI	SWI
MAP 252		Applied Violin	1	Sullivan	SWI	SWI
MAP 253		Applied Viola	1	WPA Faculty	SWI	SWI
MAP 254		Applied Cello	1	WPA Faculty	SWI	SWI
MAP 255		Applied Double Bass	1	WPA Faculty	SWI	SWI
MAP 302		Applied Composition	1	Grant	SWI	SWI
MPD 401		Business Practice for Music Entrep.	3	Blome	TBD	TBD
MPR 302		Vocal Repertoire and Diction II	3	McLaurin	TR	10:10-11:40 AM
MPR 312	A	Instrumental Repertoire II (Guitar)	3	Perlis	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 399		Junior Recital	0	WPA Faculty	SWI	SWI
MPR 401		Performance Career Seminar	1	Felty	W	3:20-4:20 PM
MPR 499		Senior Recital	1	WPA Faculty	SWI	SWI
MUL 101		Piano Lab I	1	Yoder	F	1:00-2:00 PM
MUL 102		Piano Lab II	1	Yoder	F	2:10-3:10 PM
MUL 111		Guitar Lab I	1	Yellak	W	3:20-4:20 PM
MUS 101		Music Theory I	2	Grant	MW	1:00 PM
MUS 101L		Musicianship Lab I	1	Grant	T	2:00-3:00 PM
MUS 102		Music Theory II	2	Grant	MW	2:10 PM
MUS 102L		Musicianship Lab II	1	Grant	R	2:00-3:00 PM
MUS 201		Music Theory III	3	Thorlakson	TR	2:00 PM
MUS 201L		Musicianship Lab III	1	Gerlach	M	1:00-2:00 PM
MUS 211		Introduction to Composition	3	Grant	TR	10:10 AM
MUS 212		Contemporary Theory and Arranging	3	Gerlach	MWF	10:10 AM
MUS 221		Conducting I	3	R. Bigley	MWF	10:10 AM
MUS 231		Songwriting	3	Grant	MWF	10:10 AM
MUS 335		Composition with Electronic Media	3	Gerlach	MW	2:00 PM
PRO 101		Introduction to Electronic Media	3	Geesaman	W	3:20-6:20 PM
PRO 220		Live Sound II	3	Guyer	T	3:00-6:00 PM
PRO 221		Chapel Guild Tech	1 or 0	Formanek	M	3:30-5:30 PM
PRO 301		Live Production Internship I	0	R. Shenk	SWI	SWI
PRO 302		Live Production Internship II	0	R. Shenk	SWI	SWI
PRO 311		Electronic Media Devices	3	Formanek	M	6:00—9:00 PM
PRO 336		Video Editing	3	TBA	TBD	TBD
PRO 430		Acoustics	3	TBA	TBD	TBD
PRO 450		Live Production Practicum	1	R. Shenk	SWI	SWI
PRO 499		Live Production Senior Project	1	R. Shenk	SWI	SWI
THR 201		Acting II	3	Felty	TR	12:20 PM
THR 230		Ballet II	1	Sanders	T	8:00-9:00 AM

Num	Sec	Course Title	Cr.	Professor	Day	Time
-----	-----	--------------	-----	-----------	-----	------

Major Departments (continued)

Worship & Performing Arts (continued)

THR 240		Jazz II	1	Sanders	W	8:00-9:00 AM
THR 250		Tap II	1	Sanders	M	8:00-9:00 AM
THR 261		Stage Combat II	1	Cuer	F	8:00-9:00 AM
THR 401		Acting IV	2	Felty	T	6:00-8:00pm
WOR/THE 302		Biblical and Theological Issues in Worship Arts	3	R. Shenk	TR	12:20-1:50 PM
WOR 401		Communicating Biblical Truth through Worship	3	R. Shenk	T	3:00-6:00 PM
* WOR 402		Administrative Processes in Worship Arts	3	Yoder	W	3:00-5:00 PM
WOR 499		Worship Arts Senior Project	1	R. Shenk	SWI	SWI
WPA 100		W&PA Forum	0	Thorlakson	F	9:10-10:00 AM
WPA 301	A	WPA Internship I	0	R. Shenk	SWI	SWI
WPA 301	B	WPA Internship I	0	T. Sidebothom	SWI	SWI
WPA 302	A	WPA Internship II	0	Shenk, Ryan	SWI	SWI
WPA 302	B	WPA Internship II	0	T. Sidebothom	SWI	SWI
WPA 400		WPA 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

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
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.

Business	Sauer
Church & Min Leadership	
Children & Family Ministry	Zimmerman
Intercultural Studies	Scheuerman
Pastoral Ministry	Farnham
Pre-Seminary	Farnham
Student Ministry	Belsterling/Brown
Spiritual Formation	Brown
TESOL	D. Menga
Women in Christian Ministry	Zimmerman
Education	Dick/Dodson/Hershey/S. Martin
HPE & Sport Management	Dowhen/Randolph/Beiler
Counseling & Social Work	
Marriage & Family Counseling (BS/MA)	Buckwalter
Mental Health Counseling (BS/MA)	Buckwalter
Professional Counseling	Buckwalter/Chakara
School Counseling (BS/MEd)	Troxell
Social Work	Dinse/Miller/Yager
WPA	Felty/Grant/R. Shenk/R. Sidebothom/T. Sidebothom/Thorlakson
LBC and CBC	Gregory
Bible Associates	Gregory
Biblical Studies 2 yr/Undecided	Registrar's Office
Biblical Studies (60+ cr)	Minor Advisor
Communication	M. Freeman

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 17, 2016
60-89 earned credits	Monday, October 24, 2016
30-59 earned credits	Monday, October 31, 2016
0-29 earned credits	Monday, November 7, 2016

****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 17, 2017, 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 16-January 23, 2017. Late registration is not recommended due to a limited selection, class cuts and a \$50 late registration fee.

Schedule Revision

There will be an add/drop period, October 2016-January 24, 2017. Add/drop forms are available at the Front Desk in Esbenshade. Schedule changes may affect your bill; notification will come from the Business Office. A \$15 fee will apply after January 17, 2017.

Course Withdrawals

Course withdrawals may be made from January 25-March 21, 2017, 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, 2017.

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		Tuesday		Wednesday		Thursday		Friday	
	TR Times		TR Times		TR Times		TR Times		TR Times	
7-7:55			7:30-9							
8-9										
9:10-10			9:10-10 Chapel		9:10-10 Chapel		9:10-10 Chapel			
10:10-11:10			10:10-11:40							
11:20-12:20										
12:20-1		Lunch	11:40-12:20 Lunch		11:40-12:20 Lunch		11:40-12:20 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 Financial Aid Office in Esbenshade, call 717-560-8254 during business hours, or email 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 **2016/2017** FAFSA, please go to www.fafsa.ed.gov.

A Message from the Solution Center

SPRING 2017 PAYMENT TERMS:

Your Spring balance must be paid in full or a payment plan set up by January 5, 2017. Payment plan enrollment is open now (5-month plans run from 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 www.lbc.edu & click on the student portal; review the information at "Paying Your Bill". 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 2017 Block Rate:

Tuition for *students who started prior to Fall 2015* for 12-18 credits is \$10,250. Tuition for *students who started in Fall 2015 or after* for 12-18 credits is \$10,750.

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, 2016 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.

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 2017 Commencement Ceremony

Friday, May 12, 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 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 in Fall 2015 or after
 1-11 credits \$710 per credit
 Audit Rate \$125 per credit
LBC graduates may audit one class tuition free per semester. Other fees still apply.

Students who started prior to Fall 2015
 1-11 credits \$695 per credit
 Audit Rate \$115 per credit
LBC graduates may audit one class tuition free per semester. Other fees still apply.

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

Spouses of full-time employees \$0
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 16 through January 23, 2017. However, late registration is **not** recommended due to a limited course selection and automatic class cuts.

Schedule Revision

You may change your course selection during the add/drop period (October 2016-January 24, 2017). Please pick up an add/drop form from the Solution Center. You can also 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 2017 course.

Payment of Bills

All bills must be paid or satisfactory arrangements must be made with the Solution Center by January 5, 2017. 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