

wake forest university  
school of divinity

*Registering for Your*

FIRST SEMESTER

*Fall 2019*





## REGISTRATION FOR FALL CLASSES

The reward for all your hard work is about to have its formal beginning as you prepare to register for your first semester of classes. We cannot wait for your presence in the classroom and community conversations. There is so much ahead for you!

The pages that follow will introduce you to the process of registration and guide you through the steps of registering for fall classes. Read carefully, follow along, and you should have a successful first registration!

### *Where do I start?*

Review the requirements for the Master of Divinity (MDiv) degree in the [Programs of Study section of the 2018-2019 Academic Bulletin](#). Also check out the sample course schedule starting on page 5 of this guide!

Courses in the School of Divinity often have heavy reading and writing workloads. Course descriptions in the bulletin or on the [Academic Resources](#) web page of our website can help you plan your tentative course schedule. As you prepare a list of courses to take in the fall, have a number of course options to sign up for since courses tend to fill up quickly. Credit hours per semester for full-time incoming students range from 9 credit hours to a maximum of 14 credit hours. To keep on track with your degree, you need to average at least 13 credit hours per semester. All incoming students will be limited to 13 credit hours during online registration. After pre-registration you can discuss course loads with your faculty advisor when you meet during New Student Orientation on Thursday, August 22.

What should I think about when planning my schedule?

1. What restrictions do you have on your weekly schedule in the following areas:
  - Work commitments off campus?
  - Commuting to Winston-Salem? How far? Parking on or off campus?
2. Our language requirement states that you need to have two semesters (6 credit hours) of coursework in the same foreign language on your college transcript. Did you study a language in college?
  - What language?
  - How many semesters?

If not, plan to enroll in a foreign language at some point during the MDiv degree.





## Wake Forest University

**WIN** The Wake Information Network (WIN) is your one-stop source for accessing Wake online services and resources. Most of your academic services are under Virtual Campus in WIN. Included in these services are: tracking how each of your credits is applied to your degree (DegreeWorks), viewing your final grades, viewing the Schedule of Classes each term, registering for classes and viewing your class schedule.



3. Will you be taking either a biblical language or foreign language for your MDiv or for ordination?

- I will be taking Hebrew and/or I will be taking Greek.

*Note: Sequential biblical languages are offered both fall and spring terms.*

- I would like to take a foreign language in the college.

*Note: There is a process and form to register for these courses that will be explained during New Student Orientation.*

4. Art of Ministry I is a course that is only offered in the fall semester at 11:00am on Mondays and is required in your first year.

5. Look for a balance in your first semester schedule. Think about the courses you are interested in and ones that are required.

## *Questions Prior to Registration*

What courses are available to take this fall? You can find links to our fall course schedule and elective course descriptions on the [Academic Resources](#) web page of our website.

1. In WIN under Virtual Campus, you are able to search our courses to see how many seats are available by clicking "Register for Classes Using Class Search." Our courses are listed under the following headings:

Biblical Studies • Historical Studies • Ministerial Studies  
Spirituality • Theological Studies

2. Please note: Since you are in the School of Divinity, you cannot register for courses that are offered in the college through registration in WIN. There is a process and form to register for these courses that will be explained during an Orientation session.

3. CRNs (Course Reference Numbers) are the numbers you use during registration. Please have a list of all CRNs ready to go when registration opens. Have alternative courses on your list in case your first choice is already full. CRNs are listed on each semester's course offerings on the Academic Resources web page of the Wake Div website.



*Advice from  
the Deac:*

*Before the week of registration:*

**LOGIN TO YOUR WIN ACCOUNT** and get comfortable with the site. Go through the links at the top. Virtual Campus is the link where all things related to your degree are found. Check to see if you have any holds.

VIRTUAL CAMPUS >> CHECK YOUR HOLDS AND REGISTRATION STATUS



## Registration

You will be able to register for classes:



Beginning at 9:00 a.m. on Monday, July 22 you will have access to register for courses. You are encouraged to complete registration by 7:00 p.m. on Wednesday, July 24.



*Advice from  
the Deac:*

Have this guide handy when you start registering!

## *A couple of notes:*

In future semesters you will need a PIN to register for courses (which will be provided during advising sessions). During this registration week, only incoming divinity students will be able to register so a PIN is unnecessary. You will also be able to add and drop courses throughout the registration period.

After you register, look to see if a list of required texts is available for each of your courses. In WIN, under Virtual Campus select "Purchase Course Materials" under "Your Course Materials" to order books directly from the bookstore. You can also search for books on [the Wake Forest University Bookstore website](#) by inputting the required information for each course you have registered for. Comparison tools for pricing are also available.

Watch for registration errors, which usually mean that there is a restriction on the course that you do not meet (e.g., prerequisites, POI - permission of instructor, or full). If the course is POI, email [Dr. Joshua Canzona](#), Assistant Dean of Academic Affairs, for more information.

If a course is full, email [Dr. Canzona](#) and you will be put on a waitlist that will start after the registration week is complete. See waitlist instructions on page 13 of this guide.

# Balancing Your Schedule

## Fall 2019

### First Year Requirement

MIN 501                      Art of Ministry I

### Required Biblical Studies Course (choose 1)

BIB 521                      Old Testament Interpretation  
BIB 541                      Introduction to New Testament

### Required Theological and Historical Studies Course (choose 1)

HIS 501                      History of Christianity I  
THS 501                      Christian Theology

### Electives (pick 2 or 3 for 4-5 credit hours)

#### 3 credit hour electives

HIS 591                      African-American Religious History and Experience (**Area Requirement: RC**)  
MIN 561/THS 561        Faith, Food, and Health in Community (**MIN: Community building; Area Requirement: SE; Concentration Elective: Religious Leadership**)  
MIN 790                      Urban Social Enterprise as Practical Theology (**Weekend; MIN: Community Building; Area Requirement: RC**)  
MIN 658                      Womanist Proclamation: From Jarena Lee to Cardi B (**MIN: Proclamation; Area Requirement: GS**)  
THS 790                      Who Is My Neighbor? Theological Anthropology in an Age of Global Inequity (**Theology Elective**)

#### 1-2 credit hour electives

HIS 790                      The Moravian Experience (**Meets Aug. 30 – Oct. 4**)  
SPI 572                      Quaker Spirituality (**Weekend; MIN: Formation**)  
CDS 512                      Introduction to Research and Writing (**Meets Sept. 13 – Nov. 8**)  
SPI 790                      Spirituality and Ministry in Architecture (**Weekend; MIN: Formation**)  
THS 790                      Sonic Theology (**Weekend**)  
MIN 790                      Theological Leadership for Ecologically Sustainable Congregations (**Weekend; MIN: Community Building**)  
MIN 790                      Faith-Based Advocacy for Gender and LGBTQ Justice (**Weekend; MIN: Community Building; Area Requirement: GS**)  
MIN 790                      Race and Reconciliation: South Africa (**MIN: Community Building; Area Requirement: RC**)

**TOTAL = MINIMUM OF 9 CREDIT HOURS FOR FULL-TIME STATUS**

**13 CREDIT HOURS IS THE RECOMMENDED AVERAGE TO GRADUATE WITH  
78 CREDIT HOURS AFTER 6 SEMESTERS.**

# Sample Course Schedule Fall 2019



*Divinity Deac* (STUDENT NO. #1999)

MIN 501	Art of Ministry I	M	11:00 a.m. - 12:15 p.m.	2h
BIB 541	Introduction to New Testament	T / Th	9:30 - 10:45 a.m.	3h
HIS 501	History of Christianity I	M / W	9:30 - 10:45 a.m.	3h
HIS 591	African-American Religious History	T / Th	12:30 - 1:45 p.m.	3h
SPI 790	Spirituality and Ministry in Architecture	Wknd	Sept. 13 - 14*	1h

**TOTAL: 12h**

## ABOUT HIS 591

Chart black religious history – beginning with West African cultural expression, continuing through the Middle Passage, chattel slavery, the creation of the “Invisible Institution,” and the development of the “Black Church.”

## ABOUT SPI 790

Pursue questions of spirituality and ministry that arise from encounter and engagement with architecture, the creation of space, and the sense of place. Explore the significance of buildings and spaces for spiritual and ministerial practice.

\* Weekend courses typically meet Fridays from 2:30 - 9:30 p.m. and Saturdays from 8:30 a.m. - 4:30 p.m.



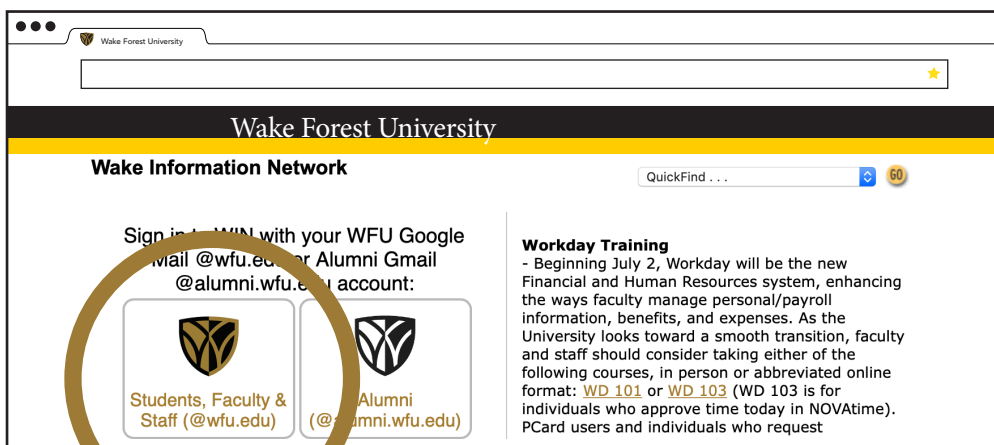
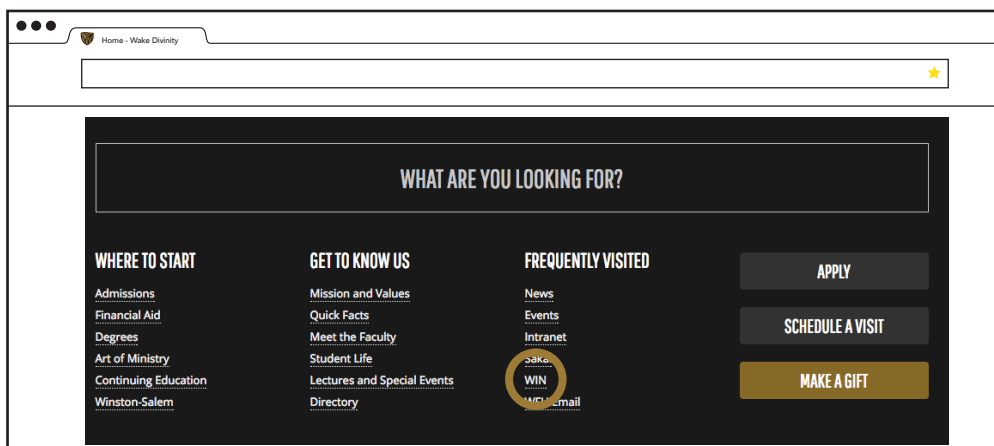
# Step 1

## HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)

You can access WIN from the School of Divinity homepage footer: [divinity.wfu.edu](http://divinity.wfu.edu)

You can also access WIN directly at [win.wfu.edu](http://win.wfu.edu)

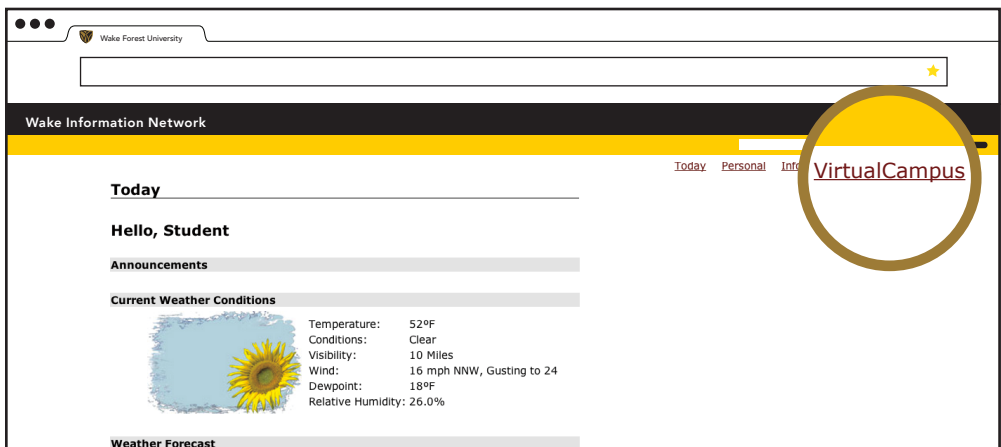
Sign in using your Wake Forest Google account. If you are logged into more than one Google account, you should be prompted which Google account to use to login. If not, be sure to log out of all Google accounts before proceeding.



# Step 2

## HOW TO ACCESS THE REGISTRATION SYSTEM

You can access *Virtual Campus* using the link on the top right-hand corner on your WIN home screen.



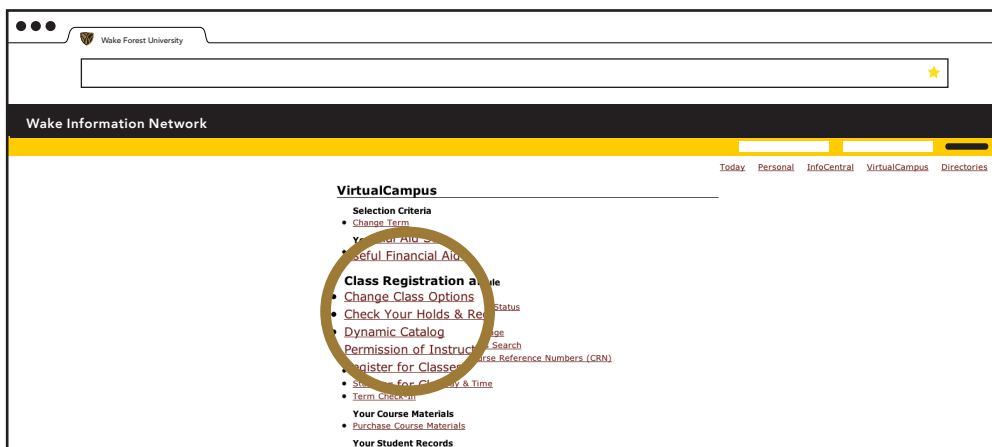
*Advice from  
the Deac:*

*Can't access WIN or having other  
technical problems?*

**CONTACT THE HELP DESK** and get your  
questions answered: (336) 758-HELP

# Step 3

IN VIRTUAL CAMPUS, YOU WILL FIND A SECTION TITLED "CLASS REGISTRATION AND SCHEDULE"



SELECT "CHECK YOUR HOLDS & REGISTRATION STATUS"

Make sure you do not have any holds on your student account. You will not be able to register for courses until all holds have been cleared.

*list your holds here and your plan of action to take care of them:*

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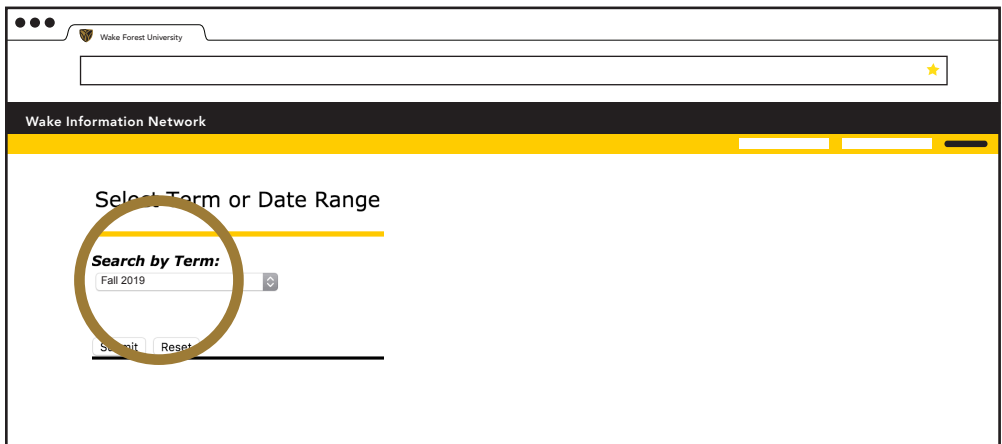
# Step 4

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## HOW TO SEARCH FOR CLASSES

Under Class Registration and Schedule, select the link "Register for Classes Using Class Search."

Please select the appropriate term (Fall 2019) to search for classes offered by using the drop-down menu under "Search by Term."



*Advice from  
the Deac:*

*Remember...*

**PLAN TO REGISTER** during your assigned time (Monday, July 22 beginning at 9:00 a.m. through Wednesday, July 24 at 7:00 p.m.). You can make changes during Orientation on Thursday, August 22.

## THERE ARE TWO WAYS TO SEARCH FOR COURSES:

1. Selecting a department and clicking *Course Search* will produce a list of all courses offered in that department. Select the specific course to see all of the sections offered.
2. Selecting *Advanced Search* from this screen will allow you to search for courses using a variety of parameters/filters. Using Advanced Search is recommended.

Wake Forest University

Wake Information Network

Look-Up Classes to Add:

You must select at least ONE Subject

Subject: Academic Competition Prep  
Accountancy  
African Studies  
American Ethnic Studies  
Anthropology  
Arabic  
Art  
Biblical Studies  
Biochemistry  
Bioethics

Course Search Advanced Search

## HERE ARE WHAT THE OPTIONS LOOK LIKE UNDER ADVANCED SEARCH

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Wake Information Network

### Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

**Subject:** Self Instructional Language  
Sociology  
Spanish  
Spirituality  
Sustainability  
TEST  
Theatre  
Theological Studies  
Translation Interpret Studies  
Urban Studies

**Course Number:**

**Title:**

**Instructional Method:** All

Under *Advanced Search*, you will be able to select subject (Biblical Studies, Historical Studies, Ministerial Studies, Spirituality, and Theological Studies), course number (if you know what specific course you are looking for), term, instructor, etc.

To view all courses available in the School of Divinity, you can select all the subject areas listed above by holding down **Ctrl** (PC) or **Command** (Mac) on your keyboard and clicking on each specific **Subject** in the list.

After you select all the areas, simply click **Section Search** at the bottom of your screen to access the course listings.



## HERE ARE SAMPLE RESULTS OF SEARCHING FOR ALL DIVINITY COURSES IN THE BIBLICAL STUDIES SUBJECT

Wake Forest University

Wake Information Network

Look-Up Classes to Add:

To Register, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.  
 Column Headings Legend:
 

Cap	Capacity	WL	Wait List
Act	Actual Seats taken	Cmp	Campus Code
Rem	Open Seats Remaining	Attribute	Course Fulfills

Overflow: If remaining seats is 0 for a non-general category, and overflow is Y, then general seating is open regardless of student category.

Sections Found

Biblical Studies

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	97248	BIB	501	0	RD	3.000	Elementary Hebrew I	MWF	01:00 pm-01:50 pm	20	7	13	0	0	0	0	0	Kenneth G. Hoglund (P)	08/26-12/14	WING 306	Biblical Stud Elect
SR	80277	BIB	511	AD	RD	3.000	Intro to New Testament Greek I	MW	12:30 pm-01:45 pm	15	8	7	0	0	0	0	0	Brian Matthew Warren (P)	08/26-12/14	WING 301A	Biblical Stud Elect and Grad Sch For Lang Req
SR	80278	BIB	521	AD	RD	3.000	Old Testament Interpretation I	TR	09:30 am-10:45 am	40	17	23	0	0	0	0	0	Neel Hugh Walls (P)	08/26-12/14	WING 302	
SR	80280	BIB	541	AD	RD	3.000	Introduction to New Testament	TR	09:30 am-10:45 am	40	22	18	0	0	0	0	0	Katherine Ann Shaner (P)	08/26-12/14	WING 302	
SR	92446	BIB	611	AD	RD	1.000	Readings in Koine Greek	TBA		5	0	5	0	0	0	0	0	Katherine Ann Shaner (P)	08/26-12/14	TBA	
SR	97263	BIB	666	0	RD	3.000	The Book of Revelation	TR	02:00 pm-03:15 pm	22	5	17	0	0	0	0	0	Katherine Ann Shaner (P)	08/26-12/14	WING 201	Biblical Stud Elect and Gender & Sexuality
SR	90579	BIB	701	AD	RD	1.000	Readings in Hebrew	TBA		5	1	4	0	0	0	0	0	Kenneth G. Hoglund (P)	08/26-12/14	TBA	

[\[ Student Schedule by Day & Time \]](#)
[\[ Student Detail Schedule \]](#)

The CRN number for each course will be in blue text. This is the number you will need in order to register for your courses during the registration process. They are also noted on the Fall 2019 Course Schedule provided on the [Academic Resources](#) web page on the School of Divinity website.

Once the seats available for your specific class are full you will not be able to register for the class. Seats remaining are under the "Rem" column for each course.

A waitlist will be kept for classes that are full. Because of our smaller size, the School of Divinity does not use the University's waitlist program that is available in WIN. To be placed on a waitlist for a class, email your full name, student ID number, and desired CRN, course number and title to [Dr. Joshua Canzona](#), Assistant Dean of Academic Affairs.



Do not... email a professor asking to get into her/his course!

# What do all of these abbreviations mean?

(understanding each column, left to right)

<i>Open Box</i>	<i>Class is potentially open for you to register</i>
"C"	Class is closed
CRN	Course Reference Number. Each class has its own unique number.
Subj	Academic department
CRSE	Course number
Sec	Some courses have multiple sections
Cred	Credit hours
Title	Name of course
Days	Days the class meets. Ex: TR (Tues, Thurs)
Time	Time the class meets
Cap	Total capacity of the class
Act	Number of seats already taken
Rem	Number of seats remaining
Instructor	Name of instructor
Date	Beginning and ending dates of the class
Location	Building and room number
Attribute	List course attributes. This column will list if the course fulfills certain requirements or if it counts towards certain programs.



*Advice from  
the Deac:*

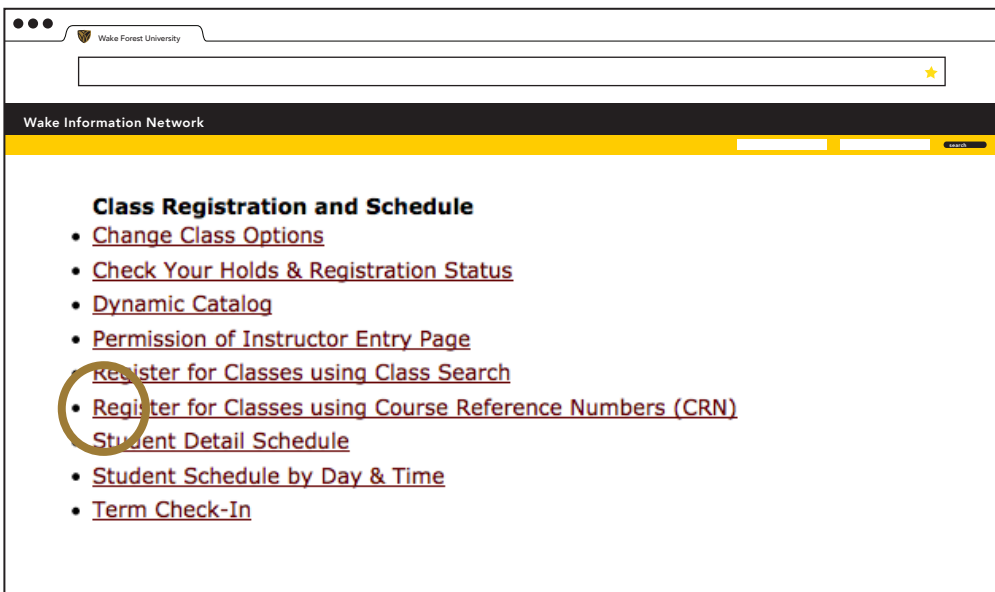
*Course Dates...*

are important! Some start late, some are on weekends. Double check your course dates!

# Step 5

## HOW TO REGISTER FOR CLASSES

Under *Virtual Campus* select "Register for Classes using Course Reference Numbers (CRN)" under Class Registration and Schedule.



*list the course reference numbers for the courses you plan to register for below:*

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Wake Forest University

Wake Information Network

### Register for Classes:

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

**No more than three waitlisted classes can appear on an UNDERGRADUATE student's schedule at any one time.** Although the registration system will accept more than three, any automatically purged each night during the registration period.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
<div> <div>Total Credit Hours:</div> <div>Billing Hours:</div> <div>Minimum Hours:</div> <div>Maximum Hours:</div> <div>Date:</div> </div>										

### Add Classes Worksheet

CRNs
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

When you have entered all CRNs for all classes click **Submit Changes**.

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IF YOU WERE ABLE TO REGISTER SUCCESSFULLY FOR THE CLASS, YOU WILL SEE THE FOLLOWING SCREEN

Wake Forest University

Wake Information Network

Register for Classes:

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**	None									

Total Credit Hours:

Billing Hours:

Minimum Hours:

Maximum Hours:

Date:

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Under Current Schedule, it will say “Web Registered,” and the details of the course you registered for will follow to the right. Make sure to confirm that the classes for which you are registered are the ones you intended.

Advice from  
the Deac:

Why are some courses already full? Our continuing students registered for fall courses during the spring semester. If a course you want is full, there might be openings during the drop/add period, and if not, most classes will be offered again in future semesters. Follow the waitlist instructions earlier in this guide if you wish to be placed on one for a class.

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## HOW TO MAKE CHANGES

If you happened to register for a class by mistake, you change your mind, or you find something else you would like to add instead, you can drop the class from this screen as well.

Wake Forest University

Wake Information Network

### Register for Classes:

To Register, enter your desired Course Reference Numbers (**CRNs**) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

**No more than three waitlisted classes can appear on an UNDERGRADUATE student's schedule at any one time.** Although the registration system will accept more than three, any above three will be automatically purged each night during the registration period.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**	Drop Via WEB									

- 1) Go to the drop-down menu in the Action column on the line of the class you would like to drop.
- 2) Select "Drop Via WEB."
- 3) Make sure to scroll to the bottom of the page and click **Submit Changes**.

*classes I might be interested in taking in the future:*

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## COMMON REGISTRATION ERRORS

As you attempt to register for classes, you might receive messages that are called Registration Add Errors. Registration Add Errors will appear at the bottom of the screen.

The screenshot shows the 'Register for Classes' page on the Wake Forest University website. The page has a yellow header bar with the text 'Wake Information Network'. Below the header, there is a section titled 'Register for Classes:'. Under this section, there is a paragraph of instructions: 'To Register, enter your desired Course Reference Numbers (CRNs) in the Add Classes Worksheet and click Submit Changes. Classes in the Current Schedule below are in the University database and are final unless you drop the class from your schedule.'

Below the instructions, there is a table with the following columns: Status, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The 'Status' column contains a red error icon and the text 'Registration Add Errors'. This row is circled in brown.

Below the table, there is a section titled 'Add Classes Worksheet'. This section contains a row of input fields for CRNs. At the bottom of the worksheet, there are three buttons: 'Submit Changes', 'Class Search', and 'Reset'.

The example above shows a registration error.

*Here are some  
common registration  
errors:*

	Definition	What Do I Do?
<b>Class Restriction</b>	Course or section is restricted to students in a particular classification (e.g., first-year, second-year, third-year).	Your classification level must be the same as the course at the time you take it.
<b>Missing Prerequisite and/or Test Score</b>	Prerequisite is missing or insufficient to register for the course.	Prerequisites are listed in the course description in the School of Divinity bulletin or course descriptions on the Academic Resources web page.
<b>Time Conflict</b>	Course conflicts with another registered class.	Find another class that meets at a different time.
<b>Duplicate Course</b>	Course is the same as another registered course.	Register for another course.
<b>Maximum Hours Exceeded</b>	Maximum hours for that registration round will be exceeded with addition of the class.	Make adjustments to schedule. You cannot exceed the limit established for the registration round. You can request permission to exceed the limit after meeting with your advisor during orientation.
<b>Instructor Signature</b>	Permission of instructor is required to register for class.	Contact Dr. Canzona for more information.
<b>Closed Section</b>	Section is at maximum capacity.	Register for another course.

# Step 6

## CONFIRM REGISTRATION

Finally, confirm that you are registered for the classes that you intended.

For a list of your registered classes:

- 1) Select *Virtual Campus*.
- 2) Look under Class Registration and Schedule.
- 3) Select Student Detail Schedule (see below).

The screenshot shows a web browser window with the Wake Forest University logo in the top left. The page title is "Wake Information Network". Below this, the section "Student Detail Schedule:" is highlighted with a yellow bar. The page displays details for two classes:

**Total Credit Hours:**

**Introduction to New Testament - BIB 541 - AD**

**Associated Term:** Fall 2019  
**CRN:** 80280  
**Status:** \*\*Web Registered\*\* on Apr 02, 2019  
**Assigned Instructor:** Katherine A. Shaner (P)

**Grade Mode:** Standard Letter  
**Credits:** 3.000  
**Level:** Divinity  
**Campus:** Reynolda Campus-Divinity Sch

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	Wingate Hall 302	Aug 26, 2019 - Dec 14, 2019	Lecture	Katherine Ann Shaner (P)

**Muslims in America; Muslims are America - HIS 790 - BD**

**Associated Term:** Fall 2019  
**CRN:** 97250  
**Status:** \*\*Web Registered\*\* on Apr 02, 2019  
**Assigned Instructor:** Joshua S. Canzona (P)

**Grade Mode:** Standard Letter  
**Credits:** 3.000  
**Level:** Divinity  
**Campus:** Reynolda Campus-Divinity Sch

## WHAT'S NEXT?

### Thursday, August 22

You will meet with a faculty advisor during New Student Orientation and have the opportunity to make changes to your schedule.

### Monday, August 26

The drop/add period begins on the first day of class. You will be able to make changes to your schedule by using add and drop forms, available on the [Forms web page](#) under Academic Resources or in the Office of Academic Affairs.

### Monday, September 9

Last day to add a course with instructor's permission.

### Monday, September 30

Last day to drop a course with instructor's permission.

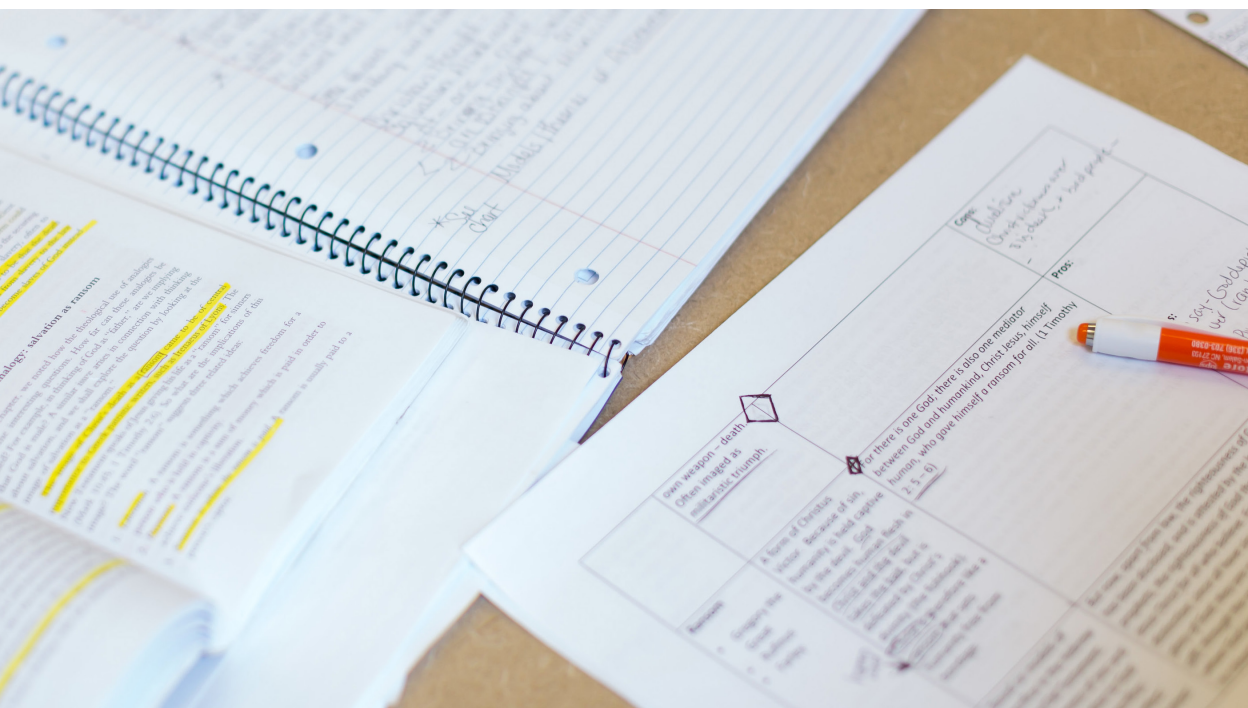
## THE OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is available to assist you with registration, degree requirements, and best practices for a successful start to your academic journey.

If you have questions about credit hours, wait lists, registering for a course in another School at Wake Forest, transfer credit, language requirements, or any other academic concern, please reach out to our office at any time: [acadiv@wfu.edu](mailto:acadiv@wfu.edu), 336.758.4157

**Joshua Canzona, PhD**, Assistant Dean of Academic Affairs

**Neal Walls, PhD**, Associate Dean of Academic Affairs







WAKE FOREST  
UNIVERSITY

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SCHOOL *of* DIVINITY