Registering for Your First Semester
Fall 2019
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.
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.

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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN 501</td>
<td>Art of Ministry I</td>
<td>M</td>
<td>11:00 a.m. - 12:15 p.m.</td>
<td>2h</td>
</tr>
<tr>
<td>BIB 541</td>
<td>Introduction to New Testament</td>
<td>T /Th</td>
<td>9:30 - 10:45 a.m.</td>
<td>3h</td>
</tr>
<tr>
<td>HIS 501</td>
<td>History of Christianity I</td>
<td>M / W</td>
<td>9:30 - 10:45 a.m.</td>
<td>3h</td>
</tr>
<tr>
<td>HIS 591</td>
<td>African-American Religious History</td>
<td>T / Th</td>
<td>12:30 - 1:45 p.m.</td>
<td>3h</td>
</tr>
<tr>
<td>SPI 790</td>
<td>Spirituality and Ministry in Architecture</td>
<td>Wknd</td>
<td>Sept. 13 - 14*</td>
<td>1h</td>
</tr>
</tbody>
</table>

**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.
HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)

You can access WIN from the School of Divinity homepage footer: divinity.wfu.edu

You can also access WIN directly at 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.

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:**

- Hold 1: Description
  - Action Plan
- Hold 2: Description
  - Action Plan
- Hold 3: Description
  - Action Plan
- Hold 4: Description
  - Action Plan
- Hold 5: Description
  - Action Plan
Step 4

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.
HERE ARE WHAT THE OPTIONS LOOK LIKE UNDER ADVANCED SEARCH

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.

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.

### Advice from the Deac:

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

### 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.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Crmp</th>
<th>Title</th>
<th>Days Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
<th>Act</th>
<th>WL</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA 97248 BIB 501 0</td>
<td>ND</td>
<td>3,000 Elementary Hebrew I</td>
<td>MWF 10:00 am-11:10 am</td>
<td>20</td>
<td>7</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Kenneth G. Hoggard (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect</td>
<td></td>
</tr>
<tr>
<td>SA 98277 BIB 513 AD</td>
<td>ND</td>
<td>3,000 Intro to New Testament Greek I</td>
<td>MTW 10:00 am-11:15 am</td>
<td>15</td>
<td>8</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Brian Matthew Warren (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Grad Sch For Lang Req</td>
</tr>
<tr>
<td>SA 98279 BIB 521 AD</td>
<td>ND</td>
<td>3,000 Old Testament Interpretation I</td>
<td>MWF 10:00 am-11:15 am</td>
<td>40</td>
<td>17</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Neel Hugh White (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Grad Sch For Lang Req</td>
<td></td>
</tr>
<tr>
<td>05290 BIB 541 AD</td>
<td>ND</td>
<td>3,000 Introduction to New Testament</td>
<td>MTW 10:00 am-11:15 am</td>
<td>40</td>
<td>22</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Katherine Ann Shanan (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Grad Sch For Lang Req</td>
<td></td>
</tr>
<tr>
<td>SR 92446 BIB 611 AD</td>
<td>ND</td>
<td>1,000 Readings in Koine Greek</td>
<td>TR 01:00 am-02:15 pm</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Katherine Ann Shanan (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Gender &amp; Sexuality</td>
</tr>
<tr>
<td>SR 97283 BIB 666 0</td>
<td>ND</td>
<td>3,000 The Book of Revelation</td>
<td>TR 02:00 pm-03:15 pm</td>
<td>22</td>
<td>5</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Katherine Ann Shanan (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Gender &amp; Sexuality</td>
</tr>
<tr>
<td>SR 90575 BIB 701 AD</td>
<td>ND</td>
<td>1,000 Readings in Hebrew</td>
<td>TBA</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Kenneth C. Hoggard (P)</td>
<td>12/14</td>
<td>Biblical Stud Elect and Gender &amp; Sexuality</td>
</tr>
</tbody>
</table>
What do all of these abbreviations mean?

(understanding each column, left to right)

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

Advice from the Deac:

Course Dates... are important! Some start late, some are on weekends. Double check your course dates!
HOW TO REGISTER FOR CLASSES
Under Virtual Campus select "Register for Classes using Course Reference Numbers (CRN)" under Class Registration and Schedule.

**Class Registration and Schedule**
- Change Class Options
- Check Your Holds & Registration Status
- Dynamic Catalog
- Permission of Instructor Entry Page
- Register for Classes using Class Search
- Register for Classes using Course Reference Numbers (CRN)
- Student Detail Schedule
- Student Schedule by Day & Time
- Term Check-In

list the course reference numbers for the courses you plan to register for below:
Near the bottom of the page, you will find the Add Classes Worksheet which contains several text boxes beneath it.

Enter one CRN per box.

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

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.
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 example above shows a registration error.
Here are some common registration errors:

<table>
<thead>
<tr>
<th>Class Restriction</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course or section is restricted to students in a particular classification (e.g., first-year, second-year, third-year).</td>
<td>Your classification level must be the same as the course at the time you take it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Missing Prerequisite and/or Test Score</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prerequisite is missing or insufficient to register for the course.</td>
<td>Prerequisites are listed in the course description in the School of Divinity bulletin or course descriptions on the Academic Resources web page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Conflict</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course conflicts with another registered class.</td>
<td>Find another class that meets at a different time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duplicate Course</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course is the same as another registered course.</td>
<td>Register for another course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Hours Exceeded</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum hours for that registration round will be exceeded with addition of the class.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Signature</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permission of instructor is required to register for class.</td>
<td>Contact Dr. Canzona for more information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closed Section</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
</tbody>
</table>
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).
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, 336.758.4157

Joshua Canzona, PhD, Assistant Dean of Academic Affairs

Neal Walls, PhD, Associate Dean of Academic Affairs