

UNDERGRADUATE CLASS SCHEDULE

FALL SEMESTER

August 29 – December 16, 2022

Multnomah University

Online Campus

CALENDAR

Continuing Student Registration begins Tue - Fri, March 29- April 8
New Student Registration (online)..... May 16-August 26
Late registration begins Mon, August 29
Classes begin
 Session 01A..... Mon, August 29
 Session 01B..... Mon, October 24
Last day to add classes..... Fri, September 2
Last day to late register..... Fri, September 2
Last day to withdraw from a course without responsibility for grade
 Session 01A..... Fri, September 9
 Session 01B..... Fri, November 4
Last day to withdraw from a course
 Session 01A..... Fri, October 7
 Session 01B..... Fri, December 2
Fall Graduation..... Fri, December 16
Semester ends..... Sun, December 18

CONTACT INFORMATION

Advising:

Linette Bethurum 503.251.6444

Registrar's Office:

Amy Stephens 503.251.5371

Barb Feters 503.251.5374

Student Accounts:

503.251.5345

IT Help Desk:

503.251.6555

helpdesk@multnomah.edu

Distance Education Department

503-251-6517

Financial Aid:

503.251.5335

BEFORE YOU REGISTER

Current Students: Your account must be current to register. Log on to Self-Service to check the status of your account. If you have a stop that says Student Accounts or Payment, then contact Student Accounts to take care of your account.

If any of the following items are outstanding, you will not be cleared to register:

- Admissions related documents if provisionally admitted (contact Office of the Registrar)
- Incomplete orientation when you enrolled (contact Office of the Registrar)

Plan your schedule. Refer to this schedule or Self-Service for a class list.

SCHEDULE FOR REGISTRATION

Web registration will start at the times listed below for each group. Your registration time is based on your earned credits; it does not include credits that you are currently enrolled in. If you do not know how many credits you have earned you can find out by viewing your “unofficial transcript” in Self-Service.

Current Students

Students who have completed 93 or more credits	March 29, 7:00 a.m.
Students who have completed 61 or more credits	March 30, 7:00 a.m.
Students who have completed 31 or more credits	April 4, 7:00 a.m.
Students who have completed 30 or fewer credits	April 5, 7:00 a.m.

Online registration will close for all students on August 26 at 5:00 p.m. Late Registration will open on Monday, August 29 for students who are not registered for classes. Late registration cannot be done online. Contact the Office of the Registrar at 503-251-5370 for late registration.

New Students

New students will be able to register between May 16 and August 26 after they are admitted. Detailed instructions will be sent with your acceptance letter.

Returning Students

Former students who are returning after an absence will be able to register between April 11 and August 26. Returning students need to contact the Admissions office to complete the re-enrollment process prior to being able to register.

HOW YOU REGISTER

Plan your schedule for next semester. Access Self-Service and register for classes (Follow the directions on the next page for web registration). The system will check to make sure that all pre-requisites are met and that you do not have any schedule conflicts. During late registration contact the Office of the Registrar to register.

IMPORTANT ITEMS TO NOTE (related to online registration)

It is strongly recommended that you follow the course sequence as laid out on the four-year layouts for your program. These can be found at

<https://multnomahuniversity.sharepoint.com/sites/MyMU/SitePages/Course-Plans.aspx>.

Complete all first-year courses before taking second-year courses, etc. This will prevent you from having scheduling difficulties in later semesters. Contact the Office of the Registrar if you have questions about this.

If you get an error message on one or more classes that you have selected to take, remove that class from your selections and save your other classes. If you believe that you should be able to take the class, contact the Office of the Registrar. We will review your situation and add the class if you qualify to take it.

If you want to audit a class, you can register for the class and then contact the Office of the Registrar and request that the class be taken as an audit. You will not be able to change a class from audit to credit after the semester starts. You can change a class from credit to audit up until the course withdrawal deadline if you are passing the class at the time that you request the change.

AFTER YOU REGISTER

Classes begin on Monday, August 29 for session 01A and on Monday, October 24 for session 01B.

Add/Drop

Students may add or drop courses Aug. 29 – Sept. 2 online or by contacting the Office of the Registrar at 503-251-5370. After Sept. 2 you may still withdraw from classes, but you must contact the Office of the Registrar to take care of this. In addition, there is a \$5.00 per course fee for registration changes after Sept. 2. You may withdraw from session 01A classes until October 7 and session 01B classes until December 2. (Veterans and students receiving financial aid note limitations on Progress Standards.)

Late Registration

Late registration begins on Monday, August 29. September 2 is the last date to register. Late registration must be completed by contacting the Office of the Registrar. You cannot do late registration online. Students are encouraged to register for the entire semester prior to August 26, but a student may enroll in session 01B classes up until October 21 by contacting the Office of the Registrar.

DIRECTORY INFORMATION INCLUDES NAME, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS, DATES OF ATTENDANCE, DEGREE AND AWARDS, HONOR ROLL, MAJOR OR MINOR, FULL-TIME/PART-TIME ENROLLMENT STATUS, CLASS STANDING, SPOUSE NAME, PHOTOGRAPH, AND WEIGHT AND HEIGHT OF ATHLETIC TEAM MEMBERS. THIS INFORMATION MAY BE RELEASED TO LEGITIMATE INQUIRERS. SEE REGISTRAR IF QUESTIONS.

Web Registration Instructions for Self-Service

1. Log in to Self-Service.

New Students – use the same user ID and password that you just created to access the Multnomah network.

Continuing Students – contact IT (503.251.6555 or helpdesk@multnomah.edu) if you can't remember your password.

New students only complete step 2, **continuing students** skip to step 3.

2. Select your profile icon in the upper right corner of the screen and then select the *Addresses* section. A campus box number has been assigned if you are living on campus. Review your permanent address and verify that it is correct. If not, make changes and submit change. If you are not living in the residence halls, student apartments or at your permanent address, please create a secondary address and supply your current local address. If there are addresses displayed that are no longer valid, please delete them.
3. Select *Registration* and then *Courses*.
4. Use Search to find your courses. You can enter your course id or course title in the Search bar (i.e., BIB107 or HST101) or select Advanced Search and utilize the filters. Add the course that you want to your cart by clicking on the *add* button. Repeat this step for each course.
5. After you have selected your courses and they are in your cart, you need to register for them. Do this by clicking on *Register*. If all goes well, you will be registered for your courses, and you can print out the page showing your schedule.

If you get a "Registration failed" message when you are registering your courses, you will need to correct the problem and then re-register your courses by clicking on *Register*. The system checks for time conflicts, pre-requisites, and co-requisites. If you believe you should be able to enroll in a course that the computer is not allowing, please register for all your other courses and then talk with one of the registrar's staff about the course that you could not register for.

6. **Logout when you are done.**

Subject	Hrs	Sec	Time	Days	Rm	Professor
BIBLE						
BIB104 Bible Study Methods	3	01	Online 01 08/29/22-12/16/22	TBA		Lubeck, R
BIB107 Genesis through Song of Solomon	3	04	Online 01A 08/29/22-10/23/22	TBA		Dyk, D
BIB315 Pauline & General Epistles	3	03	Online 01B 10/24/22-12/18/22	TBA		Terveen, J
BIB341 Psalms	3	02	Online 01B 10/24/22-12/18/22	TBA		de Lijster, R
THEOLOGY & APOLOGETICS						
TH 310 Survey of Theology	3	01	Online 01B 10/24/22-12/18/22	TBA		Metzger, P
TH 317 Theology I	3	03	Online 01A 08/29/22-10/23/22	TBA		Alvarado, R
TH 450 Survey of Patristic Theology	3	01	Online 01A 08/29/22-10/23/22	TBA		Slavin, J
BIBLICAL LANGUAGES						
GRK111 Greek Grammar I	4	02	Online 01 08/29/22-12/16/22	TBA		Owings, A
GRK455 Greek Exegesis Seminar I	3	02	2:25-3:40 PM	TTH	Online	
HEB321 Hebrew Reading	3	02	Online 01 08/29/22-12/16/22	TBA		Josberger, R
AVIATION						
AVS110 Survey of Aviation	3	01	Online 01B 10/24/22-12/18/22	TBA		Fouch, A
AVS132 Private Pilot Theory	3	01	Online 01A 08/29/22-10/23/22	TBA		Michel, R
AVS134 Private Pilot Flight I	3	01	Arranged	TBA		Michel, R
BUSINESS						
BU 206D Essentials of Management	3	01	Online 01A 08/29/22-10/23/22	TBA		Wright-Babb, D
BU 306D Accounting for Managers	3	01	Online 01B 10/24/22-12/18/22	TBA		Klinger, W
BU 312D Introduction to Project Management	3	01	Online 01B 10/24/22-12/18/22	TBA		Schoen, R
BU 325D Finance for Non-Financial Managers	3	01	Online 01A 08/29/22-10/23/22	TBA		Klinger, W
HRM332 Total Compensation Management	3	01	Online 01 08/29/22-12/16/22	TBA		Lohmolder, H
MKT221 Email Marketing	3	01	Online 01 08/29/22-12/16/22	TBA		Lohmolder, H
SAL205 Relationship-Driven Professional Selling	3	01	Online 01 08/29/22-12/16/22	TBA		Lohmolder, H
SCM315 Forecasting & Logistics	3	01	Online 01 08/29/22-12/16/22	TBA		Lohmolder, H
COMMUNICATION STUDIES						
COM206 Interpersonal Communication	3	01	Online 01A 08/29/22-10/23/22	TBA		Whiting, E
ECONOMICS						
ECN233 Microeconomics	3	02	Online 01B 10/24/22-12/18/22	TBA		Martin, R
ENGLISH						
ENG120 College Writing	3	03	Online 01A 08/29/22-10/23/22	TBA		Richman, K
ENG215 American Literature	3	02	Online 01B 10/24/22-12/18/22	TBA		De Soto, J
ENG220 Critical Reading and Writing	3	02	Online 01B 10/24/22-12/18/22	TBA		Richman, K
HISTORY						
HST101 History of Western Civilization	3	02	Online 01A 08/29/22-10/23/22	TBA		Humphrey, R
HUMANITIES						
HUM101 Introduction to Fine Arts	3	02	Online 01B 10/24/22-12/18/22	TBA		Graves, T
TESOL						
LIN415 Introduction to Linguistics	3	01	5:00-6:15 PM	MW	Online	French, K
LIN455 Course and Curriculum Development	3	01	2:00-3:15 PM	MW	Online	Kidney, K
MATH						
MTH110 Contemporary Math	3	02	Online 01A 08/29/22-10/23/22	TBA		Alberti, A
PSYCHOLOGY						
PSY100 General Psychology	3	03	Online 01B 10/24/22-12/18/22	TBA		
PSYC301D Human Development	3	01	Online 01A 08/29/22-10/23/22	TBA		Campo, J
PSYC303D Research Methods & Stat Techniques	3	01	Online 01B 10/24/22-12/18/22	TBA		Campo, J
PSYC305D Intro to Psychopathology	3	01	Online 01A 08/29/22-10/23/22	TBA		Spromberg, C
PSYC307D Cultural Psychology	3	01	Online 01B 10/24/22-12/18/22	TBA		List, E
SCIENCE						
SCI201 Concepts of Fitness & Wellness	3	01	Online 01A 08/29/22-10/23/22	TBA		Cato, J
SCI202 Principles of Food Science	3	01	Online 01B 10/24/22-12/18/22	TBA		Cato, J