

UNDERGRADUATE CLASS SCHEDULE

SPRING SEMESTER
JANUARY 9 – APRIL 28, 2023

Multnomah University

Online Campus

CALENDAR

Continuing Student Registration begins Tues - Fri, November 1-11
New Student Registration (online)..... November 14-January 6
Late registration begins Mon, January 9
Classes begin for Session 01A Mon, January 9
Last day to add classes Fri, January 13
Last day to late register Fri, January 13
Last day to withdraw from a course without responsibility for grade
 Session 01A Fri, February 17
 Session 01B Fri, April 14
Classes end for Session 01A Sun, March 5
Classes begin for Session 01B Mon, March 6
Commencement Fri, April 28
Classes end for Session 01B and Semester ends Sun, April 30

CONTACT INFORMATION

Advising:

Linette Bethurum 503.251.6444

Office of the Registrar:

Amy Stephens 503.251.5371

Barb Fetters 503.251.5374

Student Accounts:

503.251.5345

IT Help Desk:

503.251.6555

helpdesk@multnomah.edu

MU Online

503-251-6517

Financial Aid:

503.251.5335

BEFORE YOU REGISTER

Current Students: Your account must be current in order 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 the following item is outstanding, you will not be cleared to register:

Admissions related documents if provisionally admitted (contact Office of the Registrar)

Work with your advisor to 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 92 or more credits	November 1, 7:00 a.m. (PDT)
Students who have completed 60 or more credits	November 4, 7:00 a.m. (PDT)
Students who have completed 30 or more credits	November 8, 7:00 a.m. (PST)
Students who have completed 29 or fewer credits	November 10, 7:00 a.m. (PST)

Online registration will close for all students on January 6 at 5:00 p.m. Late Registration will open on Monday, January 9 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 November 14 and January 6 after they are admitted and have paid their enrollment deposit. 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 November 7 and January 6. Returning students need to contact the Admissions office to complete the re-enrollment process prior to being able to register.

HOW YOU REGISTER

Work with your advisor to plan your schedule for next semester. Access Self-Service and register for your classes (Follow the directions on the attached 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 MyMU under Registrar, Advising, Course Plans (use this link <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, January 9 for session 01A and on Monday, March 6 for session 01B.

Add/Drop

Students may add or drop courses Jan. 9 – 13 online or by contacting the Office of the Registrar at 503-251-5372. After Jan. 13 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 Jan. 13. (Veterans and students receiving financial aid note limitations on Progress Standards.)

Late Registration

Late registration begins on Monday, January 9. January 13 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 January 6, but a student may enroll in session 01B classes up until March 3 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-hand 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., BIB112 or ENG120) 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 each 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 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						
BIB112 Gospel, Acts, Revelation	3	03	Online 01B 03/06/23-04/30/23	TBA		Terveen, J
BIB306 Text and Canon	3	02	Online 01A 01/09/23-03/05/23	TBA		Lubeck, R
BIB308 Isaiah through Malachi	3	03	Online 01A 01/09/23-03/05/23	TBA		Dyk, D
BIB348 Hermeneutics	3	02	Online 01B 03/06/23-04/30/23	TBA		Lubeck, R
THEOLOGY & APOLOGETICS						
TH 318 Theology II	3	02	Online 01A 01/09/23-03/05/23	TBA		
TH 408 Senior Theology: Hist of Th & Doctrine	3	02	Online 01B 03/06/23-04/30/23	TBA		
BIBLICAL LANGUAGES						
GRK112 Greek Grammar II	4	01	Online 01 01/09/23-04/28/23	TBA		Owings, A
GRK456 Greek Exegesis Seminar II	3	01	3:30-5:00 PM	TTH	Online	
HEB322 Hebrew Reading and Exegesis	3	02	Online 01 01/09/23-04/28/23	TBA		Josberger, R
BUSINESS						
BU 300D Innovation & Entrepreneurship	3	01	Online 01B 03/06/23-04/30/23	TBA		Vrancila, A
BU 400D Marketing & Sales	3	01	Online 01B 03/06/23-04/30/23	TBA		Nauman, M
BU 410D Managing Human Resources	3	01	Online 01A 01/09/23-03/05/23	TBA		Hoffman, I
BU 415D Leading Organizations	3	01	Online 01B 03/06/23-04/30/23	TBA		Kugler, C
HRM342 HR Risk Managment	3	01	Online 01 01/09/23-04/28/23	TBA		Lohmolder, H
HRM435 Training & Development	3	01	Online 01 01/09/23-04/28/23	TBA		Lohmolder, H
SAL212 Negotiation in Business and Sales	3	01	Online 01 01/09/23-04/28/23	TBA		Lohmolder, H
SCM302 Supply Chain in Action	3	01	Online 01 01/09/23-04/28/23	TBA		Lohmolder, H
SCM322 Sourcing and Operations	3	01	Online 01 01/09/23-04/28/23	TBA		Lohmolder, H
COMMUNICATION STUDIES						
COM206 Interpersonal Communication	3	02	Online 01A 01/09/23-03/05/23	TBA		Whiting, E
ECONOMICS						
ECN234 Macroeconomics	3	03	Online 01B 03/06/23-04/30/23	TBA		Martin, R
ENGLISH						
ENG220 Critical Reading & Writing	3	02	Online 01A 01/09/23-03/05/23	TBA		De Soto, J
ENG234B CS Lewis	3	01	Online 01A 01/09/23-03/05/23	TBA		Richman, K
GLOBAL STUDIES						
GLS412 Biblical Theology of Missions	3	01	Online 01B 03/06/23-04/30/23	TBA		Burch, G
GLS442 Theology of Cultural Engagement	3	01	Online 01A 01/09/23-03/05/23	TBA		Metzger, P
HISTORY						
HST202 US History 1865-present	3	02	Online 01B 03/06/23-04/30/23	TBA		Schneider, W
HUMANITIES						
HUM103 Music Appreciation	3	01	Online 01A 01/09/23-03/05/23	TBA		Kinzer, D
MATH						
MTH110 Contemporary Math	3	02	Online 01A 01/09/23-03/05/23	TBA		Taft, B
PHILOSOPHY						
PHL102 Intro to Philosophy & Christian Thought	3	03	Online 01B 03/06/23-04/30/23	TBA		Meek, R
PHL302 Introduction to Ethics	3	02	Online 01A 01/09/23-03/05/23	TBA		Cassidy-Moffatt, H
PSYCHOLOGY						
PSYC304D Health Psychology	3	01	Online 01B 03/06/23-04/30/23	TBA		Campo, J
PSYC308D Applied Social Psychology	3	01	Online 01A 01/09/23-03/05/23	TBA		Spromberg, C
PSYC312 Psychology of Religion and Spirituality	3	01	Online 01A 01/09/23-03/05/23	TBA		Campo, J
PSYC316 Behavioral Neuroscience	3	01	Online 01A 01/09/23-03/05/23	TBA		Peck, J
PSYC401D Personality Theories	3	01	Online 01B 03/06/23-04/30/23	TBA		Coleman, C
PSYC402D Foundations of Counseling	3	01	Online 01B 03/06/23-04/30/23	TBA		Render Turmaud, D
SCIENCE						
SCI202 Principles of Food Science	3	01	Online 01B 03/06/23-04/30/23	TBA		Cato, J