



Office of the Registrar  
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 PHONE 202-885-8650 • FAX 202-885-8605  
 EMAIL registrar@wesleyseminary.edu

# D.MIN. REGISTRATION FORM

**Instructions:**

- Once you have registered for D.Min. courses on WesleyWeb, changes to your registration must be made in writing via this form. (Master's level courses have a separate registration process and form that must be used, which is available at <http://www.wesleyseminary.edu/Registrar/StudentForms.aspx>.)
- Please refer to the add/drop schedule in the current Wesley Catalog for important registration dates, tuition and fee schedule, and late drop penalty information. The Catalog is available online at <http://www.wesleyseminary.edu/Catalog.aspx>.

**ADD:** D.Min. courses in an INTENSIVE TERM (January or May) may be added using this form if submitted by 4:30 PM on the first day of the TERM. Late penalty may apply to courses added after the first day of the intensive term. Online courses that meet on a regular semester schedule (Fall or Spring) must be registered for via WesleyWeb NO LATER THAN one week before the first class session. This form may NOT be used to register for online courses. Contact the Registrar's Office at the phone number above for help with WesleyWeb.

**DROP:** D.Min. courses in an INTENSIVE TERM (January or May) may be dropped using this form if submitted by 4:30 PM on the first day of the course. Failure to submit this Registration Form by the deadline will result in a \$100 late withdrawal fee being assessed to the student account. **Non-attendance does not constitute a registration cancellation.** Online courses may be dropped using this form through the end of the second full week after the class has begun, but will also incur a \$100 late withdrawal fee.

**CONSORTIUM COURSE:** D.Min. students wishing to add or drop a CONSORTIUM COURSE taken at a member institution of the Washington Theological Consortium must fill out the consortium cross-registration form available WesleyWeb. This paper form may NOT be used to process registration changes for Consortium courses.

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<input type="checkbox"/> <b>New registration</b>	<input type="checkbox"/> <b>Change to Existing Registration</b>
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**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

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**Date of Birth** (mm/dd/yyyy)

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**Wesley ID #**

**Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_ **Degree Program** \_\_\_\_\_

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**Semester** (Fall, January, Spring, May)

**Academic Year**

Indicate Action Here (Add, Drop)	Course Number (DM - X###)	Course Title	Course Beginning & End Dates (month/day - month/day)	Instructor Name
	DM -		____/____ - ____/____	
	DM -		____/____ - ____/____	
	DM -		____/____ - ____/____	

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

OFFICE USE ONLY: Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_