



On the Taylor website (www.taylor-edu.ca) look for the Student Links section on the left corner. Click on “Registrar’s Office” for current information on courses and registration forms. The Catalogue provides ALL of the essential information you need.

1. **REGISTRATION.** You must complete your Registration Form in full. Your Faculty Advisor will provide valuable insight and guidance; however, it is ultimately the student’s responsibility to register for courses that meet graduation requirements. Your Faculty Advisor’s signature is required **before** the registration is processed.
 - a. **Registration Forms** are available on the seminary website (Student Links, Registrar’s Office). Paper copies are available in the front foyer beside the General Office.
 - b. Completed **Registration Forms** (including your faculty Advisor’s signature) can be submitted to the General Office, emailed to janine.cooper@taylor-edu.ca or registrar@taylor-edu.ca or faxed to 780-436-9416.
 - c. Your student account must be paid in full before you can be registered.
2. **REGISTRATION REVISION.** Once you are registered, changes can be made by adding or dropping course(s) until the Registration Revision deadline. You must complete and submit a **Registration Revision Form**. This form is available on the seminary website (Student Links, Documents and Forms). Paper copies are available in the front foyer beside the General Office. Failure to do so could result in being charged for a course(s) you are not attending and/or receive a final grade of “F” in the course(s).
3. **WITHDRAWAL.**
 - a. To withdraw from a course after the Registration Revision deadline, you must complete and submit the Course Withdrawal Form, available in the front foyer beside the General Office.
 - b. To withdraw from your program during the course of a semester, you must complete and submit the Notification of Withdrawal Form. This form is available through the General Office. Failure to do so could result in being charged for the course(s) and receive a final grade of “F” in the course(s).
4. **PROGRAM CHANGE.** To change your program, you must complete and submit the **Program Change Form**. This form is available in the front foyer beside the General Office.
5. **REQUEST FOR AN INCOMPLETE.** The Academic Committee must receive a completed **Request for an Incomplete Form** from the student on or before the last day of classes of the semester. **No requests will be considered after this date.** The Academic Committee will notify the student of their decision. This form is available through the General Office and on the website (Student Links, Documents and Forms).
6. **CATALOGUE.** All important dates have been listed by semester in the Academic Catalogue, available on the seminary website or at the front foyer beside the General Office. Registration, Fees and Academic policies are outlined in the Catalogue. Next to your Bible, this is a student’s best friend!

7. **TIMETABLE AND COURSE SYLLABI.** The Timetable and course syllabi are posted on the Taylor Seminary website (Student Links, Timetable, or Syllabi). The timetable is also available in front of the General Office and posted on the seminary bulletin board. Please note that the timetable and syllabi are subject to change.
8. **STUDENT SCHEDULES.** Your student schedule is a **confirmation of registration**. When any changes are made to a student's schedule (REGISTRATION REVISION course/s) during the academic year, an updated student schedule will be **emailed** directly to the student. It is **vital** that the Registrar's Office has your current, active email address.
9. **FULL-TIME STUDENT STATUS.** Students taking nine (9) or more credits per semester are considered full-time students. When calculating full-time status, courses taken in the January Intersession are added to courses taken in the Fall Semester and courses taken in the Spring Session are added to the Winter Semester.
10. **REGISTRAR'S OFFICE.** Check out the Taylor Seminary website www.taylor-edu.ca and you will find important information and forms under the "Student Links" section. Registrations and requests are processed in order by date of submission. For registrations and requests, appropriate forms must be completed and submitted to the Registrar's Office either in person, PDF document via email, fax or mail. Forms with missing information will not be processed until all required information is received. **Verbal requests and email messages are not considered to be formal requests.**

If you have any questions regarding registration, please contact:
Janine Cooper, Registration Clerk (janine.cooper@taylor-edu.ca) OR,
Josiah Black, Registrar (registrar@taylor-edu.ca)

For an appointment with the Registrar, please email registrar@taylor-edu.ca.