



## College Registrar's Office

### INFORMATION FOR NON-DEGREE STUDENTS

**Adding and dropping classes.** Do this through the Registrar's Office (2<sup>nd</sup> fl. Maxwell centre). Deadlines: see <http://prairie.edu/Bible-College/Registrars-Office> under Academic Calendars. Confused? Just ask us.

**Tuition and fees.** Please pay at Student Financial Services (SFS; Maxwell Centre Second Floor) before attending your first class. Over-55 auditors: you pay \$25; for other fees, ask SFS.

**Email account.** Any information about your class will be sent to the email address you listed on the Non-Degree application. If you change your email address, be sure to notify us.

**Meeting place, times, and dates.** Go to <http://prairie.edu/Registrars-Office>. For information about place and time, check under Course Timetables; for dates, check under Academic Calendars. If you need help, please ask us. We can also give you a copy of your schedule.

**Textbooks.** You buy these through the TSR Library (main floor, Founder's Hall). You can find a list on our website: <http://www.prairie.edu/library>.

**Syllabus.** The instructor hands this out in the first class meeting. It will also be on the Info tab in Populi. It includes a class schedule, requirements, &c. If you join late, please ask for a copy.

**Auditing students.** Please attend as many classes as you can. You are not required to do assignments or exams. You are free to take part in class discussions and other in-class activities.

**For-credit students.** The syllabus lists all the requirements for your class. In addition, PC has an Academic Guide (<http://prairie.edu/Bible-College/Registrars-Office> under Basic Academic Info, Guides & Catalogue) which lists academic rules and regulations.

**Student Portal.** An email will be sent to you about setting up your Populi account. The Portal has information about assignments, class announcements, &c. You will find information about the portal at <http://prairie.edu/Registrars-Office> under Student Portal (Populi) Information. If you have any questions about the Portal—or if it gives you trouble!—please ask us.

**Prairie eLearning.** Some classes use resources or activities on [elearning.prairie.edu](http://elearning.prairie.edu). If you need access, you will get a username, password, and instructions for accessing the course page via email. Questions? Please ask Connie Nyman ([connie.nyman@prairie.edu](mailto:connie.nyman@prairie.edu), 403-443-3036).

**Transcript.** The official record of your enrolment and final grade (auditors get an AU grade). If you need a copy, download the Transcript Order form at [www.prairie.edu/registrar](http://www.prairie.edu/registrar).

**Get in touch with us at Maxwell Centre 2<sup>nd</sup> floor/403-443-3044/registrar@prairie.edu**