

# 正道福音神學院 2022 年秋季學期註冊須知

## 1. 註冊日期：

舊生註冊：4/4 ~ 4/8 Populi “registration” open period (9:00am~5:00pm) 註冊系統開啟

舊生遲註冊 (4/9 起遲註冊費 \$30)

舊生加/ 退課/ 旁聽：8/1 ~ 8/12 Populi “registration” open period (旁聽有名額限制)

新生註冊：8/8 ~ 8/12 Populi “registration” open period (新生先通過 Populi 線上新生訓練才註冊) (9:00am~5:00pm)

校友旁聽：開學前一週 8/15 ~ 8/19, email 登記與繳行政費 (by email only, 名額限制)

(學生有責任在註冊前詳讀註冊須知，繳交學費和加退選課各項條款，詳情請上網下載學院概覽)

## 2. 註冊方式：註冊前先看學校網站並下載：教務資訊/ 課程時間表和 註冊須知

<https://www.les.edu/academics-zh/class-schedule-zh/>

## 3. 付款日期：4/4 ~ 8/19/22 或任何加退選課當天付清。

(選課後 1-2 天內金額才會顯示，學生可以在 Populi 個人帳號中付款，沒有顯示金額表示您的註冊操作錯誤 (忘了 save)，需要重新操作) 儘早完程選課，準時在 Populi 線上付費 (逾期有罰款)；其他付款方式/繳費疑問/學費報稅單/退款等，直接聯絡會計部同工。

## 4. Populi 中的註冊系統 “Registration” 只有在註冊日或加退選日期開放給學生使用，一般時間是關閉不顯示

## 5. 加課或退課：8/1 ~ 8/12 Populi “registration” open period

自 8/13/22 起，任何加/退選課/換課/遲註冊 (手續費 \$30)。註冊系統關閉後，學生需自行上網下載 加退選單/註冊單

E-Mail to: [registration@les.edu](mailto:registration@les.edu)，開課後自第三週起不得加課或退旁聽課。退課退費按百分比計算，密集課程退費以天計算

## 6. 由於各項未可預料之因素，學院每學期開設之科目，課室和時間表難免更改，請自行密切注意：Populi 課程中的 Meeting Times，教務公告或授課老師所發出的課前通知 The content of this schedule may be revised without prior notice.

明白並遵守各項教務規則和註冊須知是學生的責任 (請自行上網下載 學院概覽 和每年的 教務院曆)

<https://www.les.edu/academics-zh/academic-resources-zh/overview-zh/>

## 7. Populi 線上註冊和繳費：舊生已明白註冊須知各條款者可立即登入 [http://www.les.edu/academics-zh/populi\\_zh/](http://www.les.edu/academics-zh/populi_zh/)

(網上註冊僅供正式生 current student 在註冊日開放辦理) 無法登入/忘記密碼請和 IT 部門聯絡 [Logosithelp@les.edu](mailto:Logosithelp@les.edu)

遲註冊：8/13 起，填寫註冊單，請到學校網站 <https://www.les.edu/academics-zh/> 教務資訊/ 課程表/ 下載：

註冊單 Student Enrollment Agreement (註明學號，選讀的科目，學分數，學生簽名)，email to [registration@les.edu](mailto:registration@les.edu)

## 8. 退課學籍記錄：第1-7週沒紀錄，第8週起登陸以「成績可以」或「成績不行」(WP or WF)永久記錄，沒有學分，不影響GPA。自第九週起不得退課並為永久記錄；不交作業；沒有退課或成績不及格者以「F」為永久記錄，沒有學分，影響GPA(平均積分)下降。(學院概覽/ 教務規則/學制規定)

## 9. 碩士科學生選課原則：必須按自己所屬科系和年級之科目為選讀範圍和優先考慮，查看各科系的必修科目/畢業學分和要求 (學院概覽/ 學位學制)。選修學分超過16學分需寫申請書 (17學分給選課指導老師簽名 (Academic Advisor)，選修18或超過18學分者必須先向教務處申請填寫申請書通過才可超修學分。註冊前若需選課指導請先預約。

## 10. 旁聽：旁聽人數有限每人至多可先預選一門旁聽，其餘可登記候補。(旁聽以在校生優先，名額限制先到先得，有行政費)

## 11. 網路碩士課程/遠距教學：

a. 修讀資格：必須為正式碩士生 (不包括持有 F-1 簽證的國際學生) 方能修讀。此外，該生必須是居住離校本部二十哩以外的學生，或者本身有全時間的工作 (每週超過三十小時)，方能註冊網路的碩士課程。 b. 基督教研究碩士科和道學碩士科皆可全程透過網路課程來完成。 c. 所有網路學生皆必須在畢業前參加學前靈修營至少一次。 d. 本院的遠程教學均在網路上進行，所有學員與授課教授的課程相關文件往來並無時間上的延誤

### 同步線上課程 (Synchronous class)

請同學先下載 Bluejeans (<https://www.bluejeans.com/downloads>)，課程同步連結的 Link，上課前會放在 Populi 各課程中 (Access Online Meeting Room)。若有技術問題請於上課日前儘早詢問 IT 部門專員

## 12. 國際學生：每學期必須是全時間學生，否則註冊日前必須事先向 Becky 申報填表 (分機128) [beckyperng@les.edu](mailto:beckyperng@les.edu)。

全時間學生定義：碩士科校本部12學分 (不包括LTI課程)，神碩6學分，哲學博士科8學分。國際學生健康保險由學院統一替學生先購買，學生必須於開學前在個人Populi 帳戶繳交健康保險費。國際道碩學生若在美國實習 (須自行尋找實習機會)，每學期註冊實習科目後，並向Becky辦理CPT手續以便合法實習，沒有辦理CPT申請者，視同非法打工，中斷實習者也需通報，違法者後果自負。

## 13. 保留學籍：學生若無法繼續註冊，且想保留您的學籍者，請向教務處註冊組辦妥『保留學籍』手續：請在「Student Enrollment Agreement」表格中的 Continuation/Semester 項目下註明『保留學籍』並在其表格下方簽名，寄回註冊處收即可。

## 14. 您的地址、電話、生日、email、服務機構.....等，學生有權利並主動向學校提出不顯示您個人資料的要求。

## 15. 入學後個人資料/身份或地址更改，需主動email通知教務處或其他部門同工。 Change/ update student personal information

## 16. 學費和雜費：碩士科每學分\$347，旁聽每學分\$104，神學碩士科每學分\$421，哲學博士科每學分\$697，行政雜費\$50/\$100...

All fees are in U.S. dollars. Logos Seminary reserves the right to change rates. 學費，退款，其他費用詳情請看每學期註冊單 Student Enrollment Agreement 和 學院概覽/費用規則，學費及其他費用若調整恕不另行通知 Tuition and Fees are subject to change without notice. 每一個學期的註冊選課，除了學費之外，都必附加行政雜項費用。For any reason of complete withdrawal, you are still responsible of \$50. This applies to everyone.

行政雜項費用(註冊後行政雜費恕不退還) 每學期行政雜費 \$ 50 (0~5 學分); 行政雜費 \$ 100 (6 或 6 學分以上)

**Administration Fee - Less than 6 credits (0~5credits) :** an administration fee of \$50 will be charged per student per semester.

6 credits and above : an administration fee of \$100 will be charged per student per semester. Administration fee is not refund after registration period however Administration fee will adjust accordingly if credit increased.

倘若因故退掉所有的課程, 任何學生(正式選課或旁聽, 校友或同工)都至少須要自行承擔行政雜費 US \$50

**學生有責任在註冊前詳讀: 註冊須知, 註冊手續, 繳交學費和加退選課各項條款**

#### 其他須知:

\* 註冊後課程大綱: 上課前該月份可從Populi教務系統課程中下載, 請隨時上網查看更新資料。

\* 學生宿舍: 需上網申請, 請在預定入住日期前 30 天提出申請 <https://www.les.edu/dorm-apply/>

\* 獎助學金請上網查詢 Logos 網站/ 學生生活/ 獎助學金 <https://www.les.edu/student-life-zh/financial-aid/scholarships-zh/>

教務規則或註冊事項可上網查詢學院概覽 <https://www.les.edu/academics-zh/academic-resources-zh/overview-zh/>

**繳費方式 Payment Methods:** 現金、信用卡 (Master card or VISA card)、其他或online payment 線上付款 (Populi SSO)

- **線上付款 (Populi)**, 請進入神學院網址 [www.les.edu](http://www.les.edu), 點擊 單點登入(SSO) 入口, 使用神學院給您的 User ID 登入, 當您登入 Populi SSO 之後, 請您根據屏幕指示(Financial)進行付費。 **Populi** 線上付款 (可用美國支票帳號 U.S. Electronic Check account, 若使用 Master 或 Visa 信用卡會有 extra % 手續費)

- **其他方式付款:** 銀行帳號/ 匯款或其他方式等, 請直接聯絡行政部會計同工 Diana Chen . Tel : 626-571-5110 x 159, 需提供學生 ID # 學號, \$ (學費金額/付款金額), 信用卡號和截止日 (card no. and expiration date) 給會計同工。

- **郵寄美金支票** 付款 pay to : L.E.S. 請在支票上註明 Memo : Tuition fee for ID# 學號

郵寄地址 : Logos Evangelical Seminary, Attn. Accounting Dept., 9358 Telstar Avenue, El Monte, CA 91731. U.S.A

- **退課退款** Tuition refund will back to your Populi account. 若需拿回退款, 學生須主動向行政部會計同工提出申請退款。

**更改地址或個人資料變更, 請主動通知學校同工。 Change/ update personal information**

Student Name (English) \_\_\_\_\_ (名字) \_\_\_\_\_ ID# \_\_\_\_\_

更改項目如下: **Citizenship:**  U.S. Citizen  P.R. (Permanent Resident of the U.S.)  F1 \_\_\_\_\_

Social Security #  E-mail  Address  Phone Number  Other \_\_\_\_\_

#### 聯絡各部門:

Departments 同工聯絡	項 目
選課指導 Academic Advisor	查看個人Populi 帳號中的指定老師或系主任
教牧博士科主任/ D.Min. Director	蘇炳甘牧師 Rev. Anthony So 分機164 Email 預約 <a href="mailto:Anthony@les.edu">Anthony@les.edu</a>
教牧博士科助理 D.Min. Assistance	關淑麗師母 Joyce Liu 分機153 Email 預約 <a href="mailto:joyceliu@les.edu">joyceliu@les.edu</a>
論文格式指導 Dissertation Format Advisor	黃惠蘭牧師 (M-W), 預約 Email : <a href="mailto:huilanhuang@les.edu">huilanhuang@les.edu</a>
註冊/ 加退課Populi course registration/ add/drop 請先上網下載課表和註冊須知 『教務處』	學生有責任在註冊前詳讀明白: 註冊須知, 註冊手續, 繳交學費和加退選課各項條款。 Maggie Pon 彭淑英 <a href="mailto:registration@les.edu">registration@les.edu</a> ; <a href="mailto:maggiepon@les.edu">maggiepon@les.edu</a> 分機 113
國際學生顧問/ I-20 International Students Advisor Specialist	F1 Student 每學期必須統一購買健康保險 負椗 Becky Perng 彭翠華 <a href="mailto:beckyperng@les.edu">beckyperng@les.edu</a> 分機 128
學生證: 申請, 補發, 費用 『教務處』	先查看Populi 個人帳號, 自行列印或詢問入學部專員 Admission officer Carrie Zhou 張鈺君 <a href="mailto:carriehou@les.edu">carriehou@les.edu</a> 分機 112
Populi 繳學費/ 其他款項 Accountant	Populi 個人帳戶直接付款即可。 其他繳款方式詢問 Diana Chen 吳佩芬, <a href="mailto:accountant@les.edu">accountant@les.edu</a> 分機159
Populi (SSO) 技術支援 『行政處/IT』	Tel : (626) 571-5110 分機 173; <a href="mailto:logosithelp@les.edu">logosithelp@les.edu</a>
宿舍 (校本部線上宿舍申請或接機) 『行政處』 需在預定入住日期30天前提出申請	Please submit your application 30 days before the scheduled check-in date. <a href="https://www.les.edu/student-life-zh/dormitory-zh/">https://www.les.edu/student-life-zh/dormitory-zh/</a> (學生生活/正道宿舍)
獎助學金申請 <a href="http://www.les.edu">http://www.les.edu</a> 『學務處』 (學生生活/ 獎助學金) <a href="mailto:Jessicawu@les.edu">Jessicawu@les.edu</a>	(請上網查詢各項條款, 並下載申請表格。申請者遞件後, 若有任何疑問直接聯絡表格上的收件單位或詢問學務處專員 Jessica Wu 吳白芳 分機 142
Field Education Director 『學務處/實習主任』	Rev. Michael Wu 胡翼權牧師 <a href="mailto:michaelwu@les.edu">michaelwu@les.edu</a> 分機 191
Chicago Campus 芝加哥校區行政助理	李瑞瓊 Freda Lin, Tel : 630-595-9188, Email : <a href="mailto:reichung@les.edu">reichung@les.edu</a>

## Student Enrollment Agreement

2022 Fall Semester (August 29, 2022 – December 16, 2022)

### STUDENT RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement or withdraw from the program and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid fund, the student is entitled to refund of moneys not paid from federal student financial aid program funds. Tuition refund will be according to the refund schedule. Students have the option of putting the refund on account toward the tuition fees for the next semester. If a student withdraws totally from the program, the student will receive a refund within thirty days from the date of withdrawal. Students may do this by providing a written notice to: Office of Academic Affair, Logos Evangelical Seminary

9358 Telstar Avenue, El Monte, CA 91731, USA

### Tuition and fee

**All fees are in U.S. dollars. L.E.S. reserves the right to change rates. All fees must be paid at the time of registration.**

#### Nonrefundable Charges:

Admission Fee :	
Master Degree	\$75
Th.M., D.Min., Ph.D.	\$100
Challenge by Test (per course)	\$100
Add/Drop fee for Master/Ph.D. (per course)	\$30
Late Registration fee for Master/Ph.D	\$30
Late Registration/Add fee (D.Min. per course):	
April 1-April 14 / July 1-July14/Nov 1-Nov 14	\$50
April 15-April 30/July 15-Aug 9/Nov 15-Dec 9	\$100
May 1 - 3 weeks before the class	\$200
Aug 10 - 3 weeks before the class .....	\$200
Dec 10 - 3 weeks before the class .....	\$200

Course material fee : Varies per course

#### Nonrefundable Charges:

Administration fee per semester :	\$50/\$100
Change program fee	\$50
Program extension fee (per year)	\$120
Photocopy of document	\$30
Transcript (per copy)	\$10
Letter of Certification	\$5
Petition for Term Paper Extension (per course)	\$100
Petition for Term Paper Extension (per ThM/Dr. course)	\$100
Dissertation/ Thesis extension fee (per year)	\$397
Dissertation/ Thesis advisory fee:	\$1000
Graduation fee:	\$250
Late payment fee	\$25 & up
Deferred payment plan fee:	\$20
Continuation fee (ThM/ PhD)	\$200/\$300

#### Refundable Charges (Tuition):

Master Degree (per unit)	\$347
Audit, Master Degree (per unit)	\$104
Th.M. Degree (per unit)	\$421
Doctor of Ministry (per unit)	\$421
Audit, ThM /Doctor of Ministry (per unit)	\$127
Ph.D. Degree (per unit)	\$697
Audit, Ph.D. Degree (per unit)	\$209
<i>Independent(Guided) Study :</i>	
<i>Master Degree (per unit)</i>	\$520
<i>Doctor of Ministry (per unit)</i>	\$631

#### Refunds for One Week Master Intensive Courses

End of the first class	100%
End of the second class	90%
End of the third class	50%
After the third class	0%

#### Refunds For Master/Ph.D. Courses

Friday of the first week	100%
Friday of the second week	90%
Friday of the third week	80%
Friday of the fourth week	70%
Friday of the fifth week	60%
Friday of the six week	50%
Friday of the seven week	30%
After the seven week	0%

#### Refunds For D.Min. Courses

Summer	Fall	Winter	
April 1 – April 14	July 1 – July 14	Nov 1 – Nov 14	100%
April 15 – April 30	July 15 – July 31	Nov 15 – Nov 30	90%
May 1 – May 9	Aug 1 – Aug 9	Dec 1 – Dec 9	80%
May 10- May 31	Aug 10 – Aug 31	Dec 10 – Dec 31	50%
Jun 1 – 1 <sup>st</sup> day of class	Sept 1 – 1 <sup>st</sup> day of class	Jan 1 – 1 <sup>st</sup> day of class	25%
The 2 <sup>nd</sup> day of class	The 2 <sup>nd</sup> day of class	The 2 <sup>nd</sup> day of class	0%

**Deferred Payment:** Upon the approval of the Business Office, a student may opt for a deferred payment plan and will be charged a Deferred Tuition Payment Fee. The schedule for payment is one third of all charges upon Registration, one third on or before Friday of the fourth week, and one third on or before Friday of the eighth week. Late Payment Regulation will apply to the unpaid balances. (This plan does not apply to intensive courses.)

#### NOTICE

ANY HOLDER OF THIS CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSET AGAINST THE SELLER OF SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.