What to do Before You Start Classes

☐ Log in to your Student Portal (see login info on back)
Here you will be able to:
  ▪ Check your Financial Aid (loans, grants, scholarships, etc.)
  ▪ View your billing statement
  ▪ Check on outstanding documents (financial aid documents, final official transcripts, Commuter App., reference letters, etc.)
  ▪ Update your profile information

☐ Learn About Student Insurance
Click on the “Student Health Insurance” link at www.jessup.edu/student-life. If you do not need the Student Health Insurance, you must complete the Insurance Waiver Form. Once completed, the Student Health Insurance Fee will be removed from your student account. Athletes are also charged an Athletic Insurance/Participation Fee of $450.

☐ Apply for parking permit
BEFORE REGISTRATION, apply for a parking permit at www.jessup.edu/student-life. The permits are $45 and will be charged to your student account. Students that do not register vehicle information by the 2nd Friday after the semester has started will be issued a $100 dollar fine.

☐ Pay tuition and fees
Pay either partial or full by January 3, 2012 or upon registration. This payment can be made in person, by mail or online via the “Make a Payment link” at www.jessup.edu/business-office. Note: Failure to do so will result in being dropped from classes.

☐ Register for New Student Orientation
Clear your schedule for the NSO dates and read the bios of the Orientation Assistants (OAs) who will be your buddies during NSO! Register at www.jessup.edu/student-life.

☐ Buy Books
Book lists can be found in your Student Schedule on your Student Portal. You can order your books online at www.jessup.edu/shop or go to the WJU bookstore.

Is There Anything Else?

☐ Check Jessup email
Your student email account is created within the first few days of the semester. As a reminder, your username is your first and last name, separated by a period (e.g. john.doe@jessup.edu) and your password is your username and the last four digits of your student ID (e.g. john.doe1234). Access your email at owa.jessup.edu. IMPORTANT: Jessup email serves as an official means of communication between students and WJU staff and professors.

☐ Student Mailboxes
Located in the lobby of Student Life, this mailbox is used for important Jessup communications, information about upcoming events, returned class work, and can be used as an address to receive outside mail.

Campus Ministry Requirements,

✓ Chapel (W & F, 9:30 – 10:20 a.m., & every other M 8:00 p.m.)
Chapel attendance is a requirement each semester for full-time students. Students must attend 22 chapels per semester to receive credit.
Students may petition for waived or reduction of chapel requirements using the Campus Ministries Chapel Waiver form.

✓ Service
Full time students are required to complete 30 service hours per semester for half of the semesters the student is enrolled full time. No more than half of the hours per semester can be served on campus. Service hours cannot be rolled over to the next semester. Service hours cannot be paid work.

✓ Spiritual Formation Group (SFG)
SFGs are small groups up to 10 students formed with the purpose of building supportive, accountable, and interactive relationships between students. Students must attain SFG credit for one half of the time they are enrolled full time in WJU’s traditional undergraduate program.
Reading the Numbers

Course Numbering

*Course Levels*

- 100 level (freshman level) - Lower Division
- 200 level (sophomore level)
- 300 level (junior level) - Upper Division
- 400 level (senior level)

Determining your college level

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Units Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29.9 units</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59.9 units</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89.9 units</td>
</tr>
<tr>
<td>Senior</td>
<td>90+ units</td>
</tr>
</tbody>
</table>

Getting Your Degree

Bachelor’s Degree: an academic degree awarded for an undergraduate major generally lasting for 4-years of full-time study.

Core: 58 units*
Major: 33-52 units
Bible and Theology Minor: 18 units
Total: 128 units**

*This is an average, your degree may require more or less.
**128 is the minimum amount of units required for a major. This equals about 16 units per semester on a 4 year plan.

NOTE: 36 upper division units must be completed to graduate.

No more than 70 units of Community College, AP, IB, CLEP, DSST accepted.

Registering in the Student Portal

1. **LOG-IN.** Go to discovery.jessup.edu. Enter your username and password on the left hand side [same as your Jessup email]. After logging in to Discovery click on the Student Portal link on the left hand side. Enter your Jessup password again to log-in to the portal.

2. **SEARCH.** Select “Registration” → “Register Now.”* This opens a search form. Select the department. In the next box, type in the course number you are looking for. Click “Apply Filter.”

3. **ADD A CLASS.** Once you’ve found the right class, select the box next to it. Repeat until you have selected all of your classes and an SFG. Then click the “Process Registration” button at the bottom of the screen.

4. **PRINT STATEMENT.** Print the Registration Confirmation Page.

5. **DROP A CLASS.** Select “Registration” → “Register Now.” You should see your current course schedule. Select the box next to the course you wish to drop and then click the “Process Registration” button at the bottom of the screen. Note: Be sure to add and drop classes before the semester starts in order to avoid the $35 add/drop fee.

6. **PRINT SCHEDULE.** View/print your semester schedule by clicking on “Academics” → “Course Schedule.”

7. **LOGOUT.** Select the “Logout” link at the top right of the page.

*If this screen does not allow you to register for classes, make sure that your pop-up blocker is turned off.

Questions?

For questions regarding registration and advising contact the Registrar’s Office:

333 Sunset Blvd Rocklin, CA 95765
Phone: 916-577-2247 Fax: 916-577-2240

For any other questions locate the appropriate contact information at www.jessup.edu/about/contact-us

Check out your resources,………………

✓ **WJU Catalog.** This text outlines all school academic policies, degree options available, degree requirements, and the academic calendar! Download your copy at www.jessup.edu/registrar.

✓ **Exploring Career Options?** The Career Center provides tools to assess your interests, suggests education and career options, prepares you for the job search, and connects you with jobs. Contact the Career Center at 916-577-1815 for more information.

✓ **Disability Resources.** To request services, contact the Success Center at ahermsmeier@jessup.edu or 916-577-2253. Books in an alternative format require advance notice.

✓ **English Writing and Math Labs.** Free tutoring is available! For more information call 916-577-2253.

✓ **Personal Counseling.** Counseling is available to students through the Womack Student Life Building. For information on this service contact Student Life at 916-577-2326.

✓ **Information Technology (IT).** For information on IT services visit www.jessup.edu/it.