

St. Luke University

New Student Orientation

All new and transfer students who enroll in fall and spring semesters are required to attend orientation on Wednesday or Thursday of the week before the semester begins. The orientation is designed to introduce new students to St. Luke University. The orientation provides new students with reliable sources of information such as the Foundational Statement, regulations, academic programs, facilities, curriculum, financial information, and SEVIS policies.

I. **Mission Statement and Foundational Statements Packet**

- In the spirit of *Sola Scriptura*, St. Luke University exists to teach students to lead a life of service based on sound Biblical principles, caring Christian ministry, and effective community engagement.
- See Foundational Statements Packet.

II. **Full-Time Status**

- Each degree program requires a specified number of credit hours (course), and courses are accumulated by the student as one of the graduation requirements. Four-credit course will typically meet 200 minutes per week for 15 weeks. Undergraduate students (B.A.) must enroll in at least 12 units during the spring and fall semesters to be considered full-time students. Graduate students (M.Div.) must enroll in at least 8 units. New international students must be registered at St. Luke University before the start of orientation and must be enrolled full-time (B.A. minimum 12 units, M.Div. minimum 8 units).
- All students can enroll in a maximum of 24 units in each spring and fall semester and a maximum of 12 units in summer courses.

III. **Enrollment**

- Course schedules are available approximately one month before the start of the term.
- Initial registration of a term begins two weeks prior to the start of the term. Students who plan on attending need to complete their registration form with the Registrar's office. After registration, students will then pay tuition with the Cashier's office.
- Course registration is available up to two weeks after the start of the term.
- After the first two weeks there is a late registration fee of \$50 and permission is required from the Registrar.
- You may be disenrolled from classes if full payment is not received by the due date.

IV. **Adding and dropping courses**

- Students can add courses to their schedule up to two weeks after the start of the semester. To add courses, students meet with the Registrar to discuss and make changes to their schedule. Once classes are added, fees are recalculated with the additional units and are payable immediately. The most recent fee schedule and academic calendar are available in the university office.
- Students can drop courses from their schedule up to two weeks after the start of the semester without penalty. Refunds will be issued for the full difference in the change in

tuition. After the first two weeks of the start of the semester, refunds will be prorated. Classes dropped after the 60% point of the semester are not eligible for refunds and the student will receive a grade of W (withdrawal) on their transcript. To drop courses, students meet with the Registrar to discuss and make changes to their schedule. Fees are adjusted and the difference refunded. The refund table and academic calendar are available in the university office.

V. Tuition and Fees

- B.A: \$ 180.00/unit
- M. Div: \$ 250.00/unit
- Late Registration: \$ 50

VI. Scholarships

- Scholarships are available for full-time students who require financial assistance or demonstrate academic excellence in both coursework and attendance. For more information, speak with the Chief Financial Officer.

VII. Payment

- Payment is due by the first day of the semester.
- If you register after the semester has started, payment is due immediately.
- Payment plans are available on an case-by-case basis. For more information, speak with the Chief Financial Officer.

VIII. Populi

- Populi is the Student Management System for the university.
- Use the login provided to you at the sluedu.us email account to login to Populi.
- Access to view your grades and other services are available.

IX. Library

- The on-campus library is available for reference only.
- The electronic library (LIRN) is available 24 hours a day 7 days a week and may be accessed anywhere.
- Access to LIRN is available through your Populi portal.

X. Website and Publications

- sluedu.us
- Student Handbook, Academic Catalog, and other publications are all available on the website.