



Office of the Registrar  
Louisville Presbyterian Theological Seminary  
1044 Alta Vista Road  
Louisville, Kentucky 40205-1978  
502.895.3411, extension 380  
800.264.1839, extension 380

## NON-DEGREE STUDENT INFORMATION

The Seminary community welcomes persons for special study, not in a degree program, in as many as two classes per semester. All tuition and fees must be paid at the time of registration. If a non-degree student wishes to apply for admission to degree candidacy at a later date, up to 12 hours of coursework successfully completed at Louisville Seminary within the last five years may be applied toward a degree.

### Registration

Non-degree students can register beginning in May for summer and fall semesters, and beginning in December for January and spring semesters (after Louisville Seminary's degree student registration period). All tuition and fees are due at time of registration. Students who wish to register for a course must complete a registration form, which is available in the Office of the Registrar and at the following website link: [http://www.lpts.edu/Academic\\_Programs/Semester\\_Schedules.asp](http://www.lpts.edu/Academic_Programs/Semester_Schedules.asp).

Course descriptions are found in the catalog at the following website link: [http://www.lpts.edu/Academic\\_Programs/Course\\_Catalog.asp](http://www.lpts.edu/Academic_Programs/Course_Catalog.asp).

### Fees for 2011-12

Audit Fee, per credit hour .....	\$ 70.00
Tuition, per credit hour .....	\$ 342.00
Special Student Fee, per term – with for-credit course .....	\$ 98.00
Add/Drop Fee, per course .....	\$ 17.50
Transcript, per copy .....	\$ 5.00

### Changes in Registration

Changes in registration require completion of a Change of Registration form showing the approval of the instructor(s) concerned as well as the Academic Advisor. Registration may be altered after the first day of class but requires the payment of a fee. The registrar must authorize all changes; instructors cannot admit or drop students whether for credit or audit. Courses can be added only during the first two weeks of the semester. There can be no change from *audit to credit* or *credit to audit* status after the first two weeks of class. Students are entitled to refunds upon withdrawal, subject to the tuition refunds schedule (published in the catalog). However, refunds are not made for audits. Withdrawal from a course during the last four weeks of class will result in a failing grade.

### Auditing a Course

Louisville Seminary offers the opportunity to audit classes which allows a person only to be present in the classroom, although faculty are often willing to include the auditor in other class activities. Students seeking audit status require approval from the course instructor, which will be coordinated by the Office of the Registrar. Auditors choose the depth of their own involvement in the coursework. The Registrar keeps a permanent record of audited courses, although no academic credit is granted for having audited a class. An audit grade (AU) will be recorded only if the auditor has been faithful in attendance.

## Grade Reports

Grade reports are available on the on-line Course Management System, and can be viewed in real time as all grades are received and posted.

## GPA – 4.0 scale

A.....	4.00	C.....	2.00
A-.....	3.68	C-.....	1.68
B+.....	3.34	D+.....	1.34
B.....	3.00	D.....	1.00
B-.....	2.68	D-.....	N/A
C+.....	2.34	F.....	0.00

# CAMPUS INFORMATION

## Library Hours

*September through May (academic session):*

Monday through Thursday .....	8:00 a.m. – 10:00 p.m.
Friday .....	8:00 a.m. – 5:00 p.m.
Saturday .....	12:00 p.m. – 5:00 p.m.
Sunday.....	5:00 p.m. – 10:00 p.m.

*June through August:*

Monday through Friday .....	8:00 a.m. – 4:30 p.m.
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## Bookstore Hours

Monday .....	Closed
Tuesday, Wednesday, Thursday .....	10:00 a.m. – 4:00 p.m.
Friday .....	10:00 a.m. – 2:00 p.m.

## Dining Room Hours

*September until June 1:*

Monday through Friday	
Breakfast.....	8:00 a.m. – 10:30 a.m.
Lunch.....	11:30 a.m. – 1:00 p.m.