

Dear Graduate Theology Students,

It will be time to register for both **Spring & Summer 2012** courses (see Spring course listings attached; Summer course listings should become available by the end of next week). Continue to read the entire letter and print it as it covers important information for all graduate students and will affect your financial aid, department grants, and registration.

We are releasing this schedule to you early so that you and your advisor can plan your academic semester accordingly (the schedule is not posted via the Registrar's yet). However, due to the earliness of this schedule, CRN & classroom numbers are missing, therefore, please check the Registrar's Office Real Time Schedule of Classes via Graduate Theological Studies website for updates as we get closer to the registration date (website:

<http://bellarmine.lmu.edu/theology/graduate> click "Graduate Programs," click "Current Student" scroll down to "Registration" and go from there).

Course Descriptions will be available by November 11, on the Graduate Theological Studies website [<http://bellarmine.lmu.edu/theology/graduate> click "Graduate Programs," click "Current Student" then click Spring 2012 Course Descriptions]. In the meantime, you may view the Graduate Division Bulletin for General Course Descriptions via our website [<http://bellarmine.lmu.edu/theology/graduate> click "Graduate Programs," click "Current Student," scroll down, then click "Academic Resources," and go from there].

1. **Westchester campus graduate students:** please do not register for the "OFF SITE" courses that are reserved for the Diocese of Orange Cohort II.
2. **Between now and November 11:** You need to contact and meet with your Theological Studies faculty advisor. Use the appropriate Course Checklist for your program (on our website: <http://bellarmine.lmu.edu/theology/graduate> click "Graduate Programs," click "Current Student" scroll down to "Forms" for Course Checklist and Program Requirements Bulletin). Keep a copy and give your advisor a copy. This Course Checklist & Program Requirement page will be necessary and helpful for meetings with your advisor.
3. **Registration is scheduled to begin on Monday, November 14:** You should register for Spring courses online in the usual way. The Registrar has set advance registration to begin on Monday, November 14, at 8:00 a.m. [Note: Please check the Registrar's Office Website and/or Prowl, as they may change this date as we come closer to registration time. You will be unable to register before the Registrar's determined date.] You may obtain registration instructions via our website <http://bellarmine.lmu.edu/theology/graduate> scroll down to "Registration," click "Registration and Prowl Login Guide."
4. **By 5 p.m. on Friday, October 28:** Send your completed Theological Studies Department Graduate Scholarship Application forms to Jennifer Scott by October 28. Theological Studies Department Graduate Scholarship Application forms 2011-2012

should be available via the Financial Aid website and our website <http://bellarmine.lmu.edu/theology/graduate> (to find the form, click “Graduate Programs,” click “Current Student,” scroll down to “Scholarships & Financial Aid”). Make sure you indicate the number of units you plan to enroll in both Spring and Summer semesters. **Please especially note that the application does not have a space for Summer 2012, simply hand write the number of units you plan to take for Summer 2012 in the space to the right of “Spring 2011”.** If you do not receive ‘a notice of receipt of your Scholarship application,’ via email, from the Graduate Theology Program within 5 days of your application submission, then we did not receive your Scholarship application.

Note: Students who have contacted their faculty advisor and who have completed the other steps above will be eligible first for department grant awards. Students who have not met with their advisor or followed the steps above will be awarded grants later, based on the funding resources that remain. Office of the Controller Submit your Spring 2012 tuition payment directly to the Student Accounts Department (see the Student Accounts website: <http://www.lmu.edu/about/services/controller/osfs/studentaccounts/dates.htm> for financial clearance deadlines for Spring 2012.

Note: It’s the student’s responsibility to check the Controller’s website for financial clearances, payment plan policies, and deadlines.

Summer financial clearance deadline for Summer Session I will be scheduled for the latter part of May 2012; Summer Session II financial clearance deadline will be scheduled for the latter part of June 2012. If you apply for a Summer Theological Studies Department Graduate Scholarship, we will inform you of your Summer award no later than May 4, 2012.

Office of Graduate Financial Aid

University Scholarships (i.e. Catholic Teacher Ministry Fund & Religious Funds) will be posted to your Prowl account by the University [Graduate Financial Aid Office makes monies available according to their own schedule]. Theological Studies Department Grants will be posted on PROWL by the University as well.

Finally, registering on time matters to us; it helps us plan classes and respond to student needs. Timely application for funding sources also helps you, as monies are limited.

Thanks for your cooperation,

Dr. David Sanchez and Jennifer Scott