

Memorandum

To: Queen's College Students (B.Th., B.Th. by Distance, B.Th. by Discipleship, M.Div., M.T.S., M.Th. Continuing Studies, A.Th., Diploma in Theology and Ministry)

From: Susan Foley

Date: June 15, 2017

Re: 2017 Fall Semester Registration

Enclosed please find information and forms required for up-coming 2017 Fall Semester:

1. Theological Bulletin – Fall Semester 2017

- Course Offerings
- Time Schedule
- Calendar Dates

2. Course Selection Form – *deadline June 28, 2017*

3. Textbook Order Form – *deadline June 28, 2017*

We will not be accepting textbook orders after the deadline date of June 28, 2017 – students requiring textbooks after this date will be responsible for ordering their own.

Students placing textbook orders through the General Office are responsible to purchase all of what is ordered, no refunds will be given. For example, if you order a book and later discover you already have it, you are responsible for purchasing the one you ordered; or if you decide in September to drop a course and no longer need the textbook, there will be no refund.

For students ordering textbooks on line, below are some suggested websites. You should place your orders ASAP as some books have a 4-6 week delivery date:

- www.amazon.ca
- www.amazon.com
- www.chapters.indigo.ca
- www.bookfinder.com

4. 5% Discount Notice

5. Forms of Payment

- We now accept Master Card and Visa as a form of payment. There is a 2.5% service fee on the total purchase price to those who pay by credit card.
- Students paying by cash or cheque are exempt from the 2.5% service fee.