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Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6</td>
<td>Quarter Begins</td>
</tr>
<tr>
<td>1/20</td>
<td>Martin Luther King Day (Holiday)</td>
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<tr>
<td>1/21</td>
<td>Last day to add or drop classes</td>
</tr>
<tr>
<td>2/3 – 2/7</td>
<td>Midterm</td>
</tr>
<tr>
<td>2/17</td>
<td>Presidents’ Day (Holiday)</td>
</tr>
<tr>
<td>3/10 - 3/16</td>
<td>Final Exam</td>
</tr>
<tr>
<td>3/17 – 4/5</td>
<td>Break</td>
</tr>
</tbody>
</table>

Registration

Registration Process

Registration is processed through the Administrative Office. Students are to register in person during the scheduled registration days. Registration forms and the schedule of classes are available at the front desk. Late registration is allowed through the second week of class.

Adding/Dropping and Withdrawal Courses

Courses may be added or dropped only during the first two weeks of the quarter. To drop a course, the student must submit the appropriate form to the Administrative Office within the Add and Drop time period, and the course will not be reflected on the student's permanent record.

Enrollment Status

To maintain full-time status, undergraduate students must register for 12 or more units, and graduate students must register for 8 or more units.

Leave of Absence

A student may interrupt a program of study for any period of time and return to the university without reapplying, provided the student leaves in good academic standing.

Tuition and Fees

Full tuition payment is required before classes begin, unless prior arrangement is made with the Administrator of Finance. Any arrangement or agreement with any faculty members or other Administrative staff in regard to tuition payment will be considered null and void. A student will receive an official transcript, Certificate of Enrollment, and/or a degree, only if the student has met the required academic standards and requirements and has paid all financial obligations in full.
Tuition

Undergraduate: $125.00 per Unit
Graduate: $200.00 per Unit

Fees

Application Fee $100.00 (Non-refundable)
Student Activity Fee $20.00 per quarter
Certificate of Enrollment $20.00 per copy
Official Transcript $100.00 per copy
Student ID $20.00
Late Registration Fee $20.00
Late Tuition Payment Fee $100.00
Late Add/Drop Fee $50.00
Bank Returned Item Fee $20.00
Graduation Fee
  Undergraduate $200.00
  Graduate $300.00

* Books and materials are additional: All books and materials required for the course will be listed in the syllabus. It is the responsibility of the students to obtain the course materials before the first day of the class.

Unpaid Accounts

Students who do not maintain current financial accounts with the university will be denied the privilege of classroom attendance beginning five days after the payment is due. Absences will be counted until the payment is made in full or until withdrawal is instituted.

A student whose account is not paid in full (including tuition and any applicable fees) by the end of the quarter will not be allowed to reenroll in the subsequent quarter.

Horizon makes exceptions to this policy only with the approval from the President. In those cases where the college elects to make an exception, the student is required to sign and comply with an approved payment agreement. If the student withdraws from the college without paying the account in full, the payment plan becomes void and the college has the right to collect the unpaid amount immediately. Should the college find it necessary to use the services of a collection agency or attorney, the former student is responsible for all court costs, reasonable collection and litigation fees, and up to 100 percent of the balance due.

A student will not be allowed to participate in graduation ceremonies or receive grades, a certificate, a diploma, a degree, a transcript, or a letter of recommendation until all financial obligations have been satisfied in accordance with the college’s financial policies.
Refund Policy

_Student’s Right to Cancel_

Horizon University (HU) shall refund 100 percent of the amount paid for institutional charges, less an Application/Registration Fee not to exceed one hundred dollars ($100), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Cancellation shall occur when you deliver written notice of cancellation to the address of the university. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

HU advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be enrolled.

The refund policy for students who have completed sixty (60) percent or less of the period of attendance shall be a pro rata refund.

How to Read the Class Schedule

*Example of a Course Listing*

<table>
<thead>
<tr>
<th>Course ID: Course Title</th>
<th>(Pre-requisite)</th>
<th>Instructor</th>
<th>Classroom Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 320: Major Prophets</td>
<td>Starkey, Benjamin</td>
<td>Classroom 101</td>
<td></td>
</tr>
</tbody>
</table>

OT: Subject Area
320: Course Number
Major Prophets: Course Title
Starkey, Benjamin: Course Instructor
Classroom 101: Classroom Number
Courses Description

Undergraduate

**MS 250 Missions** (4 Units)  
Prerequisite: None  
Classroom 101  
This course explores the historical context of missions, focusing on the theological and biblical foundations. Common methodological and cultural issues will be examined and discussed.

**OT 312 Hebrew History: Monarchy & Captivity** (4 Units)  
Prerequisite: None  
Classroom 101  
This course explores the history of the Hebrew people. Students will examine this history from their monarchy to their time of Babylonian captivity. Evaluations and analyses of each era will be done with a focus on the evolution of Hebrew culture.

**COM 102 Public Speaking II (GE)** (4 Units)  
Prerequisite: None  
Classroom 101  
This course is a continuation of Public Speaking I, helping students advance their foundational skills. The focus will be on developing critical stances and debating topics in a mature and professional manner.

**PT 210 Principles of Disciple Making** (4 Units)  
Prerequisite: None  
Classroom 101  
This course explores the need for a philosophy in ministry that develops and strengthens the followers of Christ, particularly youth and students. Students focus on the concept of disciple making in general, using a Protestant theological perspective, and how to cultivate a nurturing environment on school campuses that can be used for ministry in conjunction with local church communities.

**NS 110 Physiology** (4 Units)  
Prerequisite: None  
Classroom 101  
This course is designed to provide fundamental principles of physiology and the structures of the animal kingdom. Students will be expected to understand the integrated functions of organ systems on both a molecular and cellular level. They will focus on thinking analytically and scientifically to describe and explain the systems of the human body.

**NT 200 Life & Teachings of Jesus** (4 Units)  
Prerequisite: None  
Classroom 101  
This course examines the earthly life of Jesus Christ, focusing on the principles and purposes of his time on Earth. Students will analyze the historical setting of Christ’s public ministry with an emphasis on each of the Gospels.
Graduate

**ADH 551 Church and Holy Spirit** (4 Units)  
Tues 1:30 PM - 5:10 PM  
Prerequisite: None  
Classroom 105  
This course explores how the Holy Spirit has shaped the church since the beginning and how the relationship has developed throughout time. Students will examine the development of the Church and the Holy Spirit using the Bible and secondary texts.

**NT 511 Pauline Epistles** (4 Units)  
Tues 6:00 PM - 9:40 PM  
Prerequisite: None  
Classroom 105  
This course is designed to explore the significant topics in the Pauline Epistles by applying historical, linguistic, structural, and exegetical methods. Attention is given to thinking, valuing, and living biblically by learning how to apply Scripture to life and ministry.

**LD 541 Foundations for Ministry** (4 Units)  
Thurs 1:30 PM - 5:10 PM  
Prerequisite: None  
Classroom 105  
This course equips students with the skills and knowledge needed to serve as effective leaders in the Church and other Christian ministries. Students explore factors that impact the practice of Christian leaders through a comprehensive and holistic viewpoint. Research based theories and models will be used to evaluate and discuss leadership principles, organizational design, and administrative methodologies in order to develop a cultural and theological understanding. Students will cultivate personal plans to implement for their own personal and vocational benefits, especially in their theological education.

**OT 606 Historical Books** (4 Units)  
Thurs 6:00 PM - 9:40 PM  
Prerequisite: None  
Classroom 105  
This course examines Old Testament biblical literature, hermeneutics, and various methodologies with a primary focus on the OT Historical Books (Joshua, Judges, 1&2 Samuel, 1 & 2 Kings, 1 & 2 Chronicles, Ruth, Esther, and Ezra-Nehemiah). Students will learn to observe the overall structure of these books, their historical settings, and modern approaches to their literary analysis, especially focusing on the process of restoration in its redemptive history.

**CHPL CHAPEL** (1 Units)  
Tues 5:30 PM - 6:00 PM  
Prerequisite: None  
Chapel Room

*The schedule is subjected to be changed without notice.*

*Classes are subjected to be canceled if there is no sufficient number of students enrolled.*