



MOODY BIBLE INSTITUTE

LATE ADD REQUEST FORM

Date: _____ ID: _____

Full Name: _____

Email: _____ Phone: _____

Policies:

- Students are not permitted to attend courses unless they are registered.
- Students unable to enroll in courses beyond the first week of courses must submit this form with faculty permission.
- Students requesting late registration will be assessed a **\$50 late add fee** on their student account.
- Any attendance and participation policies are at the discretion of the individual instructors.

Instructions:

- Use one form for each course.
- Obtain signature from **both** the instructor and the program head/subject matter expert for the course (on back).
- Return completed form with faculty permission to the Office of Academic Records (Culbertson Hall: 2nd Floor) by the Friday of the second week of the semester. No forms will be accepted beyond this point.
- The student must also gain the approval from Office of Academic Records.
- Verify your enrollment in your my.moody.edu Student Center.

COURSE INFORMATION AND INSTRUCTOR

Course #: _____ - _____ Course Title: _____

Instructor's Name (please print): _____

Instructor's Signature: _____ Date: _____

COURSE PROGRAM HEAD/SUBJECT MATTER EXPERT

Course Program Head/Subject Matter Expert (please print): _____

Course Program Head/Subject Matter Expert: _____ Date: _____

Completed by Academic Records

Registered Student

Emailed Student and Faculty Member

Staff Initials: _____

Date: _____

Undergraduate Program Heads (2019-2020 Academic Year)

| Program | Program Head | Office | Ext. | Email |
|--|---------------------------|-----------|------|--|
| Applied Linguistics | Mr. Travis Williamson | SWTG 240 | 2018 | travis.williamson@moody.edu |
| Bible Secondary Education | Dr. Mary Martin | FITZ 304 | 4329 | mary.martin2@moody.edu |
| Biblical Preaching | Dr. Winfred Neely | FITZ 110 | 4042 | winfred.neely@moody.edu |
| Biblical Studies/Biblical Languages | Dr. John Goodrich | SWTG 326 | 4048 | john.goodrich@moody.edu |
| Children & Family Ministry | Mrs. Elizabeth Smith | FITZ 137 | 8085 | elizabeth.smith@moody.edu |
| Communications | Mr. Brian Kammerzelt | SWTG 410 | 8080 | brian.kammerzelt@moody.edu |
| Elementary Education | Dr. Mary Martin | FITZ 304 | 4329 | mary.martin2@moody.edu |
| Evangelism & Discipleship | Dr. Craig Hendrickson | FITZ 123 | 8972 | craig.hendrickson@moody.edu |
| Intercultural Studies | Dr. Timothy Sisk | SWTG 228 | 4492 | tim.sisk@moody.edu |
| Jewish Studies | Dr. Michael Rydelnik | SWTG 220 | 8947 | michael.rydelnik@moody.edu |
| Ministry to Women | Dr. Pamela MacRae | FITZ 132 | 4054 | pam.macrae@moody.edu |
| Ministry to Victims of Sexual Exploitation | Dr. Pamela MacRae | FITZ 132 | 4054 | pam.macrae@moody.edu |
| Music | Dr. Brian Lee | DOANE 403 | 4091 | brian.lee@moody.edu |
| Pastoral Ministry | Dr. Harry Shields | FITZ 319 | 4422 | harry.shields@moody.edu |
| Pastoral Studies (BA/MA) | Dr. Christopher Rappazini | FITZ 133 | 4042 | christopher.rappazini@moody.edu |
| Human Services & Pre-Counseling | Dr. Michael Milco | FITZ 326 | 4035 | mike.milco@moody.edu |
| TESOL | Dr. Bradley Baurain | SWTG 237 | 8034 | bradley.baurain@moody.edu |
| Theology | Dr. David Finkbeiner | SWTG 354 | 4029 | david.finkbeiner@moody.edu |
| Urban Ministry | Dr. Craig Hendrickson | FITZ 111 | 4422 | craig.hendrickson@moody.edu |
| Youth Ministry | Dr. Robert MacRae | FITZ 122 | 4053 | bob.macrae@moody.edu |

For courses in the Bible, Theology, and Ministry Studies Core as well as the General Studies Core, see below:

Dr. John Goodrich (john.goodrich@moody.edu; Sweeting 326)

All Bible and Biblical Languages courses

Dr. David Finkbeiner (david.finkbeiner@moody.edu; Sweeting 354)

All Theology courses

GSU-2221 Christianity and Western Culture I, GSU-2222 Christianity and Western Culture II, & GSU-2250 Introduction to Philosophy

Mr. Timothy Downey (timothy.downey@moody.edu; Fitzwater 327)

MS-1100 Spiritual Life and Community & MS-1102 Studying and Teaching the Bible

Dr. Andy Pflederer (andy.pflederer@moody.edu; Sweeting 242)

MS-1101 Introduction to Disciplemaking, MS-1103 Christian Missions, MI & GSU Languages

Dr. Brian Lee (brian.lee@moody.edu; Doane 403)

MU-1130 Exploring Music

Mrs. Kelli Worrall (kelli.worrall@moody.edu; Sweeting 402)

GSU-1110 College Writing, GSU-1112 Research Writing, GSU-1120 Speech Communication, GSU Literature Electives

Dr. Bryan O'Neal (bryan.o'neal@moody.edu; Sweeting 305)

GSU-2231 Quantitative Reasoning, & GSU-4400 Contemporary Issues in Science

Dr. Michael Milco (mike.milco@moody.edu; Fitzwater 326)

GSU Social Science Electives

Mr. Daniel Dunn (daniel.dunn@moody.edu; Solheim 101)

LF-1100 Principles of Lifetime Fitness & LF-4400 Wellness Seminar