

Non-Degree Seeking Student Application for Admission

Midwestern Baptist College, SBC Midwestern Baptist Theological Seminary

Who should use this form: If you wish to take or audit an undergraduate course at Midwestern Baptist College, SBC, or a master's or doctoral level course at Midwestern Baptist Theological Seminary, but you don't wish to pursue a degree at either institution, then you must fill out this form. This form is your application for admission as a Non-Degree Seeking Student. You cannot take a course at MBC or MBTS as a Non-Degree Seeking Student (NDSS) without first filling out and submitting this form. After completing the form, submit it to the Admissions Office, along with a \$25 application fee.

If you take courses as a Non-Degree Seeking Student for *more* than one semester or term, you don't have to fill out another NDSS application, since you've already been admitted as a NDSS. But you *will* have to register (enroll) for courses each term, using the *Class Enrollment Form for Non-Degree Seeking Students* form.

Students who do not take classes for 12 months or longer must reapply for admission.

Definition: A Non-Degree Seeking Student, either at MBC or MBTS, is any student who: (a) is taking or auditing a course or courses at MBC or MBTS but has not been admitted into any degree-seeking program at MBC or MBTS; AND (b) has completed a *Non-Degree Seeking Student Application* form and submitted it to the Admissions Office; AND (c) has been formally admitted either to MBC or MBTS as a Non-Degree Seeking Student. A maximum of 30 credit hours may be taken as a Non-Degree Seeking Student.

Eligibility for Financial Aid, Veterans' Benefits: No NDSS is eligible to receive Federal Student Aid. This includes Pell Grants, Direct Student Loans, and any other Federal Student Aid. Veterans, however, *may* be eligible to receive VA benefits as NDSS's. Contact the MBTS Financial Aid Office and ask for the V.A. Benefits Coordinator for details.

Application Process: An individual who wishes to enroll in undergraduate, masters or doctoral classes at Midwestern as a Non-Degree-Seeking Student must first complete the *Non-Degree Seeking Student Application* form. This form is available online at http://www.mbts.edu/downloads/future_students/nds_application.pdf. Those wishing to become Non-Degree Seeking Students must then submit to the Admissions Office the following items to be considered for admission:

- A completed Non-Degree Seeking Student Application
- A \$25 non-refundable application fee
- *Pastor's Recommendation Form*, fully completed and signed by applicant's pastor. (See pp. 5-6.)
- Masters & doctoral applicants: College transcripts (unofficial records will be considered.)
- Undergraduate applicants:
 - Transcripts of any college coursework previously taken, unless the applicant has already received a bachelor's degree.
 - If the applicant has already received a bachelor's degree, documentation of that degree is required.
 - If fewer than 30 semester hours of college coursework have been completed, high school transcript and SAT or ACT scores must also be submitted (in addition to transcripts of college coursework previously taken).

To be eligible to take master's level courses as a Non-Degree Seeking Student, the student must have completed an undergraduate degree. To be eligible to take doctoral level courses, a master's degree must have been completed.

Direct all application materials to:

Admissions Office
Midwestern Baptist Theological Seminary
5001 N. Oak Trafficway
Kansas City, MO 64118

The Admissions Office is located on the top floor of the Trustees Classroom Building, in the Student Development suite. The applicant will be informed by the Admissions Office regarding the status of his/her application as soon as a decision is reached. All applicants must meet regular admission standards as listed in the College (undergraduate) or Seminary (graduate) catalogs.

Academic Advisement: Academic advisement is not a prerequisite for registration as a Non-Degree Seeking Student. Students wishing to consult with an academic advisor regarding course selection may contact either the Registrar's Office or a professor in the same department as the course(s) being considered.

Registering for Classes: To register for classes, Non-Degree Seeking Students must download, print off, complete, and submit the *Class Enrollment Form for Non-Degree Seeking Students*, available online at http://www.mbts.edu/downloads/current_students/Enroll_Form_NDS.pdf. All fees and tuition must be paid in full before class attendance is permitted.

Any student wishing to enroll in a course for credit who is not a Degree-Seeking Student must first fill out and submit the *Non-Degree Seeking Student Application for Admission* form, in addition to the *Class Enrollment Form for Non-Degree Seeking Students* form. Such a student is allowed to take only one course for credit while his/her *Non-Degree Seeking Student Application for Admission* is being processed. No student will be allowed to take an additional course for credit until their *Non-Degree Seeking Student Application for Admission* has been processed and they have been accepted as a Non-Degree Seeking Student.

Fees and Tuition: The following policy statements apply to all Non-Degree Seeking Students:

- The tuition rate shall be the same as that of degree-seeking students; i.e., different tuition rates shall apply based on whether the student is a member of a Southern Baptist church, a non-SBC Baptist church, or a non-Baptist church. See www.mbts.edu for current tuition rates.
- A \$25 application fee is due when the student submits the *Non-Degree Seeking Student Application*. This application cannot be accepted without this \$25 fee.

Deadlines: Deadlines for submitting Non-Degree Seeking application are as follows:

- Fall & Spring semesters, January & Summer Terms: ----First Day of Classes
- Special workshops: -----First Day of Workshop

Midwestern's Non-Discrimination Statement: Midwestern Baptist College, SBC, and Midwestern Baptist Theological Seminary does not discriminate on the basis of race, color, national origin, ancestry, ethnic background, genetics, disability, age, sex, marital status, and/or veteran status in admission to and participation in education programs and activities, or employment practices in accordance with federal laws, including, but not limited to Titles VI and VII of the Civil Right Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended, as well as state laws, and regulations.

Campus Security Notice: In compliance with the "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*," information regarding crime statistics, policies pertaining to campus security, crime reporting, alcohol and drug violations, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities and personal safety tips is contained within the MBTS 2012 Campus Safety and Security Report available online at http://www.mbts.edu/downloads/2012_B_Campus_Crime_and_Fire_Safety_Report.pdf.

Non-Degree Seeking Student Application for Admission

Midwestern Baptist College, SBC
Midwestern Baptist Theological Seminary

Coursework Anticipated

I wish to take: Undergraduate courses; Master's level courses; Doctoral level courses

NOTE: To be eligible to take master's level courses as a Non-Degree Seeking Student, a student must have completed an undergraduate degree.

Personal Information

First Name Middle Name Last Name			Social Security Number (used for govt. purposes only)		
Other name(s) that may appear on your records				Personal Email Address	
Date of Birth	Home State/Residence	Mailing Address: Number & Street & Apartment Number (if applicable)			
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity: White Black Asian Hispanic Indian			Eligible for VA benefits? Y / N
Spouse's Name, if married:	Country of Citizenship:	City		State	ZIP Code
Home phone	Cell phone	Emergency Contact: Name & Relationship		Emergency Contact: Phone	
Non-U.S. Citizens: Visa Type: _____		Admission Number: _____			
If permanent resident of U.S., give Alien Registration Number _____		Date issued: _____		Date of expiration: _____	

Criminal Background

The following questions are required, in keeping with the federal Campus Security Act. If you answer "yes" to any of them, please attach a letter of explanation.

Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations? Yes No

Have you ever been academically dismissed from, declared ineligible to attend, or incurred disciplinary action at any previous institution? Yes No

Are you a registered sex offender? Yes No

Education

(List all diplomas & degrees earned from lowest to highest, & have official transcript of highest degree sent directly to the Registrar's office.)

High School attended	City, State	Year of Graduation	
Accredited College or Seminary where highest degree earned or courses taken	City, State	Graduation Date or Year(s) of Attendance	Degree Earned or Hours Completed

Christian Experience

Briefly describe when you became a Christian, and the basis of your salvation:

Name & location of church where you are a member: _____

Denomination: _____

I certify that the information on this application is complete and correct. If it is not, I understand that cancellation of admission and registration may result. I agree to abide by the rules, policies, and regulations of MBTS and MBC, including those concerning drug and alcohol abuse, and I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Signature of Applicant

Signature of parent if applicant is under 18

Date

Frequently Requested MBC/MBTS Information

Admissions Office

Vicki Hauser, Admissions Coordinator
816-414-3738
vhauser@mbts.edu

Academic Services

Sandy Smith, Director of Academic Services
816-414-3744
ssmith@mbts.edu

Academic Dean (Dean of the Seminary)

Dr. Jerry Sutton, VP for Academic Development
816-414-8601
jsutton@mbts.edu

Bookstore (Lifeway)

Debbie Richardson, Manager
816-455-3925

Business Office

Cheryl Hicks, Director of Business Services
816-414-3706
chicks@mbts.edu

Campus Operations

Larry Headley, Director, Campus Operations
816-414-3732
cheadley@mbts.edu

Campus Security

816-678-9356 (Clay County Sheriff)

Counseling Services

Dr. David McAlpin, VP for Student Development
816-414-3712
dmcAlpin@mbts.edu

Dean of the College

Dr. Thor Madsen, Dean of the College
816-414-3746
tmadsen@mbts.edu

Dean of Students

Dr. David McAlpin, VP for Student Development
816-414-3712
dmcAlpin@mbts.edu

Doctoral Studies, Professional (D.Min., D.Ed.Min., etc.)

Dr. Rodney Harrison
816-414-3775
rharrison@mbts.edu

Doctoral Studies, Research (Ph.D.)

Dr. Steve Andrews
816-414-3773
sandrews@mbts.edu

Faculty Secretary

Sarah Shay
816-414-3745
sshay@mbts.edu

Financial Aid & Scholarships

Raschelle Johnston, Director of Financial Aid
816-414-3810
rjohnston@mbts.edu

Housing (On-Campus)

Jill Scruby, Director of Housing
816-414-3732
jscruby@mbts.edu

International Students

Carol Mack
816-414-3747
cmack@mbts.edu

I.T. (Information Technology) Help Desk

816-414-3763
helpdesk@mbts.edu

Korean Studies

Dr. Timothy Chong, Director of Korean Studies
816-414-3736
tchong@mbts.edu

Library

Dr. Craig Kubic, Director of Library Services
816-414-3730
ckubic@mbts.edu

M.A.T.S. Online Program

Dr. Ted Davis, Director of MATS program
816-414-8612
tdavis@mbts.edu

President's Office

Dr. Jason Allen, President
816-414-3702
jallen@mbts.edu

Registrar's Office

Dr. Mike Hawkins, Registrar (mhawkins@mbts.edu)
Cindy Dismang, Asst. Registrar (cdismang@mbts.edu)
816-414-3713 / 816-414-3714

Security (Campus Security)

816-678-9356 (Clay County Sheriff)

Student Development

Dr. David McAlpin, VP for Student Development
816-414-3712
dmcAlpin@mbts.edu

Student/Residential Life

Amy Gilmore, Student Life Coordinator
816-414-3735
agilmore@mbts.edu

Switchboard, Main

816-414-3700

Veteran's Benefits

Danielle Hicks, Veterans Benefits Coordinator
816-414-3739
dhicks@mbts.edu

Pastor Recommendation Form

NOTE TO APPLICANT: Complete this section before giving it to your Pastor. If you have less than one-year of relationship with your Pastor, or if you are related to him, then a deacon or Sunday School teacher or former pastor may complete this form. If you are a Pastor, you may give it to your Director of Missions.

Submit the form to your pastor with a stamped envelope addressed to:

Midwestern Baptist Theological Seminary
Admissions Office
5001 North Oak Trafficway
Kansas City, MO 64118-4697

Applicant's Name _____

Address _____

City, State, Zip _____

Home Telephone _____ Work Telephone _____

- | | |
|---|--|
| <input type="checkbox"/> I waive
<input type="checkbox"/> I do not waive | ...all future rights to review the contents of this recommendation form. |
|---|--|

Applicant's Signature _____

Recommendation

The person named above is applying for admission to Midwestern Baptist Theological Seminary. Please evaluate the applicant, thinking specifically of the applicant's commitment to ministry as evidenced by participation or leadership in the local church. Evaluate the person's intellectual and personal traits, character, integrity, and fitness for ministry. Return the form in the envelope provided by the applicant to Midwestern Baptist Theological Seminary.

Recommender's Name _____

Address _____

City, State, Zip _____

Telephone _____ Job Title _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Describe the applicant's involvement in the local church or ministry: _____

Please evaluate the applicant.

	Poor	Below Average	Average	Above Average	Out-standing	No Obser- vation
Christian commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for effective ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to empathize with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doctrinal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marital Health (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you know anything about the mental or emotional health of the applicant which might hinder effective Christian ministry?

- Yes
- No

If yes, please describe: _____

Do you know of any personal habits which might hinder effective Christian ministry?

- Yes
- No

If yes, please describe: _____

Do you recommend this person for admission and as a candidate for ministry?

<p>Yes</p> <p><input type="checkbox"/> with enthusiasm <input type="checkbox"/> with confidence <input type="checkbox"/> with reservations <input type="checkbox"/> with reluctance</p>	<p>No</p> <p><input type="checkbox"/></p>
---	--

Comments: _____

Signature of Recommender _____ Date _____

Church where you pastor: _____