

# ENROLLMENT INFORMATION FOR 2020 - 2021

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## EARLY ENROLLMENT Information

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Early enrollment for 2020-21 courses will take place beginning March 2, 2020.

*Actual time is midnight on Sunday night as the clock changes from Sunday to Monday.*

Students are required to schedule advising appointments in February 2020 with their academic advisors to develop a schedule prior to student enrollment. **Advisors must grant "enrollment clearance" in order for the student to be able to enroll on March 2, 2020.**

Students currently enrolled Spring 2020 may begin enrolling themselves for Fall 2020 and Spring 2021 by logging on to the student portal, ThresherConnect at <https://connect.bethelks.edu/ics>, selecting Students tab, then course schedules to enroll themselves at midnight on Sunday night March 1, 2020 which is actually 12:01 am of March 2, 2020. Again, **you will not be able to enroll unless your advisor grants you "enrollment clearance" in advance.**

Students make enrollment changes through their academic advisors or the Registrar's Office.

Priority is given to those who are fully admitted seeking a degree or licensure. Students classified as Specials and/or audit only may register beginning Monday, March 23, 2020.

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## ACADEMIC Enrollment

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Students may access their class schedules by logging on to ThresherConnect. Any changes in enrollment are processed through the Registrar's Office with advisor approval. When financial arrangements are made with the Business Office, students are confirmed in their classes and academic enrollment is complete.

Students newly admitted to Bethel College should meet with their academic advisor prior to the beginning of fall semester for advising and enrollment. When financial arrangements are made with the Business Office, new students are confirmed in their classes and academic enrollment is complete.

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## BUSINESS OFFICE Financial Registration

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All students must make financial arrangements with the Business Office on or before July 31, 2020 for fall semester and January 11, 2021 for spring semester. This includes returning a copy of the Student Data Sheet (SDS) used to complete the worksheet and the worksheet to the Student Accounts Office. These forms are required to be returned to the Business Office even if your balance will be paid in full. We encourage you to mail in your financial registration paperwork prior to moving on campus. Completing the FASFA and Loan Applications for financial aid does NOT take the place of your financial registration with the Business Office.

All college charges (tuition, room, board and fees) are due at the beginning of each semester. You may make your payment on line by going to Financial Resources under the Students tab in Thresher Connect or make your payment through one of the three payment plans Bethel offers. Please contact the Business Office prior to the beginning of each semester for further details. All Student Data Sheets (SDS) and monthly statements are sent directly to the student. However, if you would like your monthly statement of account sent to someone other than yourself, you can sign a waiver form at the Business Office.

Students completing financial registration after July 31, 2020 for fall semester or January 11, 2021 for spring semester will be considered late registrants subject to a \$100 late financial registration fee.

**PLEASE NOTE: IT IS BETHEL COLLEGE POLICY THAT STUDENTS WHO DO NOT MAKE PAYMENT ARRANGEMENTS BY THE FIRST DAY OF CLASSES EACH SEMESTER WILL BE DROPPED FROM THEIR CLASSES, SUSPENDED FROM ATHLETIC TEAMS, AND REMOVED FROM THE MEAL PLAN AND RESIDENCE HALL.**

**Student meal plans may not be changed or refunded after the 20<sup>th</sup> day of classes.**

## **FINANCIAL AID**

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Applications for Federal Funds (Perkins Loans, Supplemental Education Opportunity Grants, Pell Grants, and Work Study Employment) should be completed before the beginning of the fall semester. Late applications will be accepted with no guarantee that funds will be available at registration and fee payment time. Applications should be completed and turned into the Financial Aid Office. All programs administered by this office are listed in the college catalog. Any questions concerning aid programs should be directed to the Financial Aid Office. One half of the financial aid award is applied to each semester. Prior year accounts must be paid in order to receive your financial aid award for the current year. The Perkins Loan will be credited to your account after you sign the promissory note. The Stafford Loans are paid by electronic fund transfer and applied to your account.

Parent Loans for Undergraduate Students (PLUS) are also available. These loans are made to parents rather than students and repayment can begin 60 days after the loan has been disbursed. If you plan to take advantage of either a Stafford or a PLUS loan, you must complete an application form online at [www.STUDENTLOANS.gov](http://www.STUDENTLOANS.gov).

## **BETHEL COLLEGE REFUND POLICY / RETURN OF TITLE IV FUNDS**

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Federal regulations require each educational institution to have a written policy for the refund and repayment of aid received by students who withdraw from all classes during a term for which aid has been approved. These policies are effective only if the student completely terminates enrollment (e.g., voluntarily withdraws from all classes or is dismissed from all classes.)

Title IV funds include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Subsidized / Unsubsidized Family Federal Education Loan, Perkins Loan, and the Federal Plus Loan. At Bethel College the same policy will be used for state, institutional and outside aid sources.

Tuition and room charges for students who withdraw or are dismissed on or after the first day of classes during the semester will be prorated on a daily basis, including weekends, over the first 60% of the semester. Board charges will be prorated up to the 20<sup>th</sup> day of classes. Student board charges will not be refunded after the 20<sup>th</sup> day of classes. All other fees and personal costs are not prorated and are non-refundable. Refunds are issued for partial drops only during the first 10 days of classes.

Financial aid that is not earned (as a result of the prorated amount of time the student has been in school for the semester) will be forfeited. If a student has not earned all of the federal aid received to date at the point of withdrawal, funds will be repaid in the following order: Federal Unsubsidized Stafford Loan; Federal Subsidized Stafford Loan; Federal Perkins Loan; PLUS Loan; Federal Pell Grant; Teach Grant; Federal SEOG Grant; State Grant and Scholarship funds; Institutional aid; Outside Grant / Scholarships. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details and examples can be obtained at Financial Aid / Student Accounts Office.

## **ADMISSION TO BETHEL COLLEGE**

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### **NEW STUDENTS PURSUING A DEGREE OR TEACHER LICENSURE**

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Students who have not previously attended Bethel College and who wish to work towards a degree, teacher licensure, or certificate **MUST** apply for admission and submit evidence of academic ability and motivation. It is suggested that application for the fall term take place no later than August 1 and spring term no later than January 1.

### **FORMER STUDENTS SEEKING READMISSION**

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Former Bethel students who have attended other institutions of higher education (during a regular fall or spring term), or who have not attended Bethel during the past academic year, or students who have been academically dismissed and are now reapplying for admission must complete an application form and meet other admissions requirements as indicated by the College catalog.

## STUDENTS NOT SEEKING DEGREES OR TEACHER LICENSURE

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Students wishing to take a single course but not seeking to complete a degree program, teacher licensure, or certificate may register on the Monday before classes begin, and be admitted as "Special Students." Special students are not assigned academic advisors. Students admitted as special students may also be subject to other restrictions. Special Student Application is made through the Registrar's Office. For more information, contact the Admissions Office, Leisy Welcome Center, telephone 316-283-2500. The office is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

## MISCELLANEOUS ENROLLMENT INFORMATION

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### AUDITS, REPEATS AND CREDIT/NO CREDIT

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Students wishing to audit a course or who are repeating a course must declare this at registration. If you previously enrolled in a course and received a grade of "NC," "WP" or "WF," your current enrollment in the same course will not be counted as a repeat. Students wishing to request credit/no credit grading (CR/NC) must do so within the deadlines established in the Academic Calendar. <https://www.bethelks.edu/academics/registrar/academic-calendar>

### WITHDRAWAL FROM SCHOOL

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Students sometimes find it necessary to withdraw from all classes. Official withdrawal from college, when initiated by the student, must be processed through the Vice President for Student Life. When complete and official withdrawal is necessary the student may be eligible for a *pro rata* refund. Please ask at the Business Office about the refund policy and the procedure to follow if a refund is due.

### DROPPING AND ADDING CLASSES

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After classes begin, students may still make adjustments to their schedules through their academic advisors. Check the academic calendar for deadlines regulating adding and dropping classes from your schedule.

### ADMINISTRATIVE DROP

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Each course instructor has the right to drop a student for excessive absence, misconduct or for disruptive or endangering behavior that interferes with the instructor's obligations to set and meet academic and behavioral standards in each class. The Registrar may also effect an administrative drop. The instructor, academic advisor and the registrar must make a reasonable effort to discuss with the student the reason(s) for the administrative drop. The student may appeal to the Vice President for Academic Affairs within 10 calendar days of the withdrawal.

### DEPARTMENT CODES

ACC - Accounting (see Business and Economics)  
ART - Art  
ATP - Athletic Training (see Health and Physical Education)  
BIO - Biology  
BRL - Bible & Religion  
BUS - Business  
CHE - Chemistry  
COA - Communication Arts  
CRJ - Criminal Justice  
CSC - Computer Science (see Mathematics)  
ECN - Economics (see Business and Economics)  
EDU - Education  
ENG - English  
EXL - Experiential Learning  
HIS - History  
HLS - Healthy Life Styles (see Health and Physical Education)  
HPE - Health & Physical Education  
IDS - Interdisciplinary Studies (includes Convocation)  
LAN - Languages  
MAT - Mathematics  
MUS - Music

NSG - Nursing  
PHI - Philosophy  
PHY - Physics  
PSY - Psychology  
SSC - Social Sciences  
SPE - Special Education  
SWK - Social Work

### BUILDING AND ROOM CODES

KICA - KICA Office in McPherson  
AD - Administration Building  
CH - Chapel (Administration Building)  
FA - Fine Arts Center  
FC - Franz Center  
GH - Goering Hall  
GPS - Great Plains Seminary  
GYM - Gymnasium (Memorial Hall)  
KA - Krehbiel Auditorium (FA)  
KIP - KIPCOR  
KSC - Krehbiel Science Center  
MCPH - McPherson College  
MH - Memorial Hall

ML - Mantz Library  
SC - Student Center  
TG - Thresher Gymnasium

TS - Thresher Stadium  
WAC - Will Family Academic Center

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## TRANSCRIPTS

Transcripts cannot be furnished or released without the student's signed, specific request. Transcripts may be requested online. See the Bethel College website for how to order a transcript. We cannot accept transcript requests via phone or email. Transcripts will not be issued for students having outstanding balances at the Business Office or other holds until such holds are removed. <https://www.bethelks.edu/academics/registrar/order-transcript>

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law that requires the institution maintain the confidentiality of student educational records. Bethel College accords all the rights under the law to eligible students. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without prior written consent of the student(s) except to personnel within the institution who have a legitimate educational interest, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.

Within the Bethel College community, only those members, individually and collectively acting in the students' educational interest are allowed access to student educational records. These members include personnel in the Vice President for Academic Affairs Office, Office of Admissions, Office of the Registrar, Student Development, Business Office, Financial Aid Office, Library, Career Planning and Placement, and other administrative and academic personnel within the limitation of the need to know. Social security number and student status data may be provided to other state agencies for use in the detection of fraudulent or illegal claims against State monies. At its discretion, Bethel College may provide "Directory Information" to anyone in accordance with the provisions of the Act.

The Family Education Rights and Privacy Act affords students certain rights with respect to their education records: to be notified of their FERPA rights at least annually; to inspect and review their records; to amend an incorrect record; and to consent to disclosure (with exceptions). The full policy statement is available in the Registrar's Office.

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## PUBLIC NOTICE DESIGNATING "DIRECTORY "INFORMATION"

Bethel College hereby designates the following student information as public or "directory information":

Name, local address(es), telephone number(s), e-mail addresses(es), date of birth, place of birth, photographs, parents(s) and/or next of kin name and address, classifications, major field(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degree(s) and award(s) received, and previous educational agency(ies) or institution(s) attended.

Currently enrolled students may withhold disclosure of all or some of this information to non-institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the fifth day of classes. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office. This will also keep you out of the **BETHEL COLLEGE PICTORIAL CAMPUS DIRECTORY**, which is published each Fall. Otherwise the College assumes you approve of disclosure of this information. The directory is primarily an internal document for use by students, staff, faculty and administration, used to facilitate communication and advising. The student directory is distributed at the discretion of Bethel College. The College does not give or sell lists of students to private companies. Request for non-disclosure will be in effect until rescinded by the student.

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## OPEN RECORD POLICY

Students have the right, upon written request, to inspect and review information in their educational records maintained by the college. The college has forty-five days to respond to individual requests, though in most situations this should not be necessary. Students must present appropriate identification before being permitted to review records. Students wishing to challenge the accuracy of the records are entitled to a hearing. This should be requested in writing from the Vice President for Academic Affairs. Exceptions to the policies involving student records and public directory information are noted in Public Law 93-380 (copies are available in the Registrar's Office).

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## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Department of Education requires all post-secondary educational institutions which receive federal financial aid to report the graduation rate for their students and to report the frequency of major crime which occurs on-campus. This information is to be made available to all current and prospective students.

For graduation data the baseline group, called the COHORT CLASS, is defined as all full-time, degree seeking first-time freshmen enrolled fall semester. The graduation time period covers six years from initial enrollment. Data for the Cohort Class are also categorized by race and sex with completion rates expressed as a percentage. All institutions are required by federal law to provide data and graduation rates for athletes who receive scholarships for participating in basketball, football, track, and all other sports combined. The full report of completion data is available at the Registrar's Office, located on the main floor of the Administration Building.

To comply with the Campus Security Act, the Student Development Office collects data on the frequency of occurrence of major crime on-campus. The summary statistics of crimes which were reported to campus authorities or local police agencies during the last calendar year are available from the Vice President for Student Life. Updated Consumer Information is provided on the Bethel College website [www.bethelks.edu](http://www.bethelks.edu)