

ENROLLMENT INFORMATION FOR 2025 - 2026

EARLY ENROLLMENT Information

Early enrollment for 2025-26 courses will take place beginning March 10, 2025, at 11:59 pm.

Students are required to schedule advising appointments in February 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 in March.**

Students currently enrolled may begin enrolling themselves for Fall 2025 and Spring 2026 by logging on to the student portal, myBC at mybc.bethelks.edu/ics, selecting Students tab, then course search. 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 after spring break.

ACADEMIC Enrollment

Students may access their class schedules by logging on to myBC. 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.

BUSINESS OFFICE Financial Registration

A payment plan must be in place through Student Accounts by the July date for fall semester and by the January date for spring semester. Students who have not made payment arrangements by these dates will be dropped from classes, lose their residence hall assignment, not be able to eat in the cafeteria and not be able to participate in athletics. A \$150 late registration fee starts on the July date for fall semester and the January date for spring semester. See the academic calendar for specific dates in July and January.

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 20th day of classes.

FINANCIAL AID

Applications for Federal Funds (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.studentaid.gov

BETHEL COLLEGE REFUND POLICY / RETURN OF TITLE IV FUNDS

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). After the R2T4 calculation has occurred, the financial aid office will notify the student of the results of the calculation and that the student accounts office will follow up with how the calculations have affected their student account balance.

If the student provides official notification of withdrawal, the college will base the refund on the later of the withdrawal date or the date of notification.

If the student does not provide notification of withdrawal the college will base the refund on the last date the student attended class or a class related activity (lab, study session etc.) This will be done by contacting the faculty involved. Title IV funds include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Subsidized/Unsubsidized Direct Loans and the Federal Parent PLUS Loan. At Bethel College the same policy will be used for state and institutional sources. Outside scholarships will follow the guidelines provided by the outside scholarship entity.

Tuition and living expenses 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 (the end of the ninth week). Food expense will be prorated for students up until the census date (20th day). All other fees and personal costs are not prorated and are non-refundable. No refunds are given for tuition, room or board under any circumstances of withdrawal or dismissal after the ninth week of a semester. Refunds are issued for partial drops only during the first 10 days of classes. Refunds will be issued within 45 days of the date the school determined the student withdrew.

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:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. TEACH Grant
7. 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

NEW STUDENTS PURSUING A DEGREE OR TEACHER LICENSURE

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

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

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.

MISCELLANEOUS ENROLLMENT INFORMATION

WITHDRAWAL FROM SCHOOL

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

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 WITHDRAWAL

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
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
HIS - History

HLS - Healthy Life Styles (see Health and Physical Education)
HHP - Health & Human Performance
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

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. Go to the Bethel College website www.bethelks.edu and click on Academics, Registrar, Order a Transcript.

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.

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.

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).

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