

Checklist for New On-Campus Boyce College Students

Before arriving on-campus:

- ❑ Review orientation date and preliminary schedule online at <http://www.boycecollege.com/Academics/orientation.aspx>.
- ❑ Review the academic advising information provided on SBTS website, <http://www.sbts.edu/newstudents>. You may request academic advising prior to arriving on-campus by contacting the advisor for your school. You also may register for classes now or when you arrive on-campus.
- ❑ All on-campus students are encouraged to apply for Financial Aid using the online Financial Aid Application, <https://finaid.sbts.edu>. (Financial Aid deadlines: Entering Students for Fall – July 15; Entering Students for Spring – December 1.)
- ❑ Confirm housing reservation, if applicable, by calling 1-800-626-5525 ext. 4203.
- ❑ For all students with competence in personal computers who wish to pass out of CM 101, Introduction to Computers. Student who pass this exam will substitute a 3 hour elective in the place of CM 101. Cost: \$10 (to be charged to your account). Contact Network Services at networkservices@sbts.edu to register for the exam.

After arriving on-campus:

- ❑ Register your vehicle with Security, Mullins 3126 or during orientation activities.
- ❑ If living on-campus, sign up for your post office box at housing check-in.
- ❑ Have your picture taken for your Student ID card at the campus store, Fifth and Broadway with your Howdy Group. (You will need to wear semi-professional attire; men should wear a collared shirt; no hats, t-shirts, or facial jewelry.)
- ❑ Employment information is available in the Personnel Office, Sampey 4118 or Ministry Referral Office, Honeycutt 230.
- ❑ If you have a laptop, you may want to register for wireless access on the Seminary Lawn or in the Honeycutt building. Please take your laptop to Network Services, Mullins 3127, for setup. Network Services may be reached by phone at 502-897-4006 or by emailing networkservices@sbts.edu.

Registering and Paying for Classes:

- ❑ Please read the registration and payment instructions provided online at <http://www.sbts.edu/registration>.
- ❑ All entering students are required to complete the Cooperative Program Class, course number 42490. You must register and complete this class during your first semester. There is no cost or credit hours for this course. Materials for this class are obtained from the Innovative Learning Office, HCC 200. Please contact Ruth Watson if you have any questions, rwatson@sbts.edu or 502-897-4315.
- ❑ Registering and paying for classes is completed online on our web portal, called e-Campus. You may access e-Campus from the seminary's website, www.sbts.edu. E-Campus allows you access to your personal and academic information – including course registration, class syllabi, and access to your student email.
- ❑ Please note before paying for your classes online:
 - You cannot pay for your classes using a Visa card. You may use MasterCard, Discover, American Express, your checking or savings account.
 - If you have scholarship monies coming from outside sources (churches, state resources, individuals, or employers) and would like advance tuition credit for these monies, the Financial Aid Office must receive a letter from the outside source by August 1 for students entering the Fall semester or January 1 for students entering the Spring semester.
 - If you have a third party such as your employer paying your tuition, the Accounting Services Office must receive documentation verifying payment by August 1 for student entering the Fall semester or January 1 for student entering the Spring semester.
- ❑ Questions concerning financial aid should be directed to the Financial Aid, Norton 150 or phone (502) 897-4206.
- ❑ Questions concerning registration and vocational rehabilitation should be directed to the Academic Records Office, Norton 155 or phone (502) 897-4209.
- ❑ Questions concerning payment and third party billing should be directed to the Accounting Services Office, Sampey 4111 or phone (502) 897-4128.

Boyce College



A school of The Southern Baptist Theological Seminary

Additional Information:

- ❑ Student email accounts should be checked regularly for important campus information. This is the primary means of communication between the student and the administration. You will receive your access information with your admissions approval letter. To access your student email you may log into www.sbtsstudents.net or e-Campus.
- ❑ Usage of the Health and Recreation Center and Computer Lab is available beginning August 1 for new students enrolling in the Fall semester and January 2 for new students enrolling in the Spring semester. Prior to these dates monthly usage of the Health and Recreation Center is available by purchase.
- ❑ Health Insurance is available through GuideStone Financial Resources of the Southern Baptist Convention. You may view insurance plans and rates on their website, <https://www.guidestone.com>.
- ❑ You may download the SBTS Style Manual on e-Campus by going to the Help tab when you are logged into your e-Campus.
- ❑ View the library's website off the SBTS homepage or at <http://library.sbts.edu>. Please be sure to take time to listen to the podcasts, tutorials, and other helps at the library's website explaining how to use the library's vast array of holdings and research capabilities.
- ❑ Our Lifeway Campus bookstore is available to assist you with your textbooks. All textbooks purchased through our Lifeway Campus store receive a 20% discount with no sales tax.
- ❑ If you have a question or concern not listed above, please contact our Student Life Office for assistance, 1-800-626-5525 extension 4015.