



The Southern Baptist Theological Seminary

CHECKLIST FOR NEW ON-CAMPUS SEMINARY STUDENTS

Before arriving on-campus:

- Access your student email account by logging into www.sbtstudents.net. Student email accounts should be checked regularly for important campus information. This is the primary means of communication between the student and the administration.
- View information on the website for new students, www.sbt.edu.
- Pre-register for Orientation. Orientation is scheduled the Friday before the first week of classes during the Fall and Spring semesters.
- Review orientation date and preliminary schedule online.
- Review academic advising information online at <http://www.sbt.edu/future-students/academic-advising>.
- All on-campus master-level students are encouraged to apply for Financial Aid using the online Financial Aid Application. (Financial Aid deadlines: Entering Students for Fall – Aug. 1; Entering Students for Spring – Jan. 2.)
- Check housing status, if applicable, by emailing housing@sbt.edu or calling 1-800-626-5525 ext. 4203. Housing Information will be sent approximately 30 days before your scheduled move in date.
- If interested, Advanced Placement exams are available in Old Testament, New Testament, Greek, Hebrew, Church History, and Systematic Theology. For inquiry email academicadvising@sbt.edu.

Registering and Paying for Classes:

- Please read the registration and payment instructions provided online.
- All entering students are required to complete the Cooperative Program Class. You can register for the class by using course number 42490. CP class is an online course. You must complete this course during your first semester. There is no cost or credit hours for the CP course. Please direct any questions to Student Resources, (502) 897-4205 or email studentresources@sbt.edu.
- Registering and paying for classes is completed online on our web portal, e-Campus. You may access e-Campus from the seminary's website, located along the bottom of the page. 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 students entering the Fall semester or January 1 for students entering the Spring semester.
- Questions concerning financial aid should be directed to the Financial Aid Office, Norton 150 or phone (502) 897-4206.
- Questions concerning registration should be directed to the Academic Records Office, Norton 153 or phone (502) 897-4209.
- Questions concerning payment, third party billing, and vocational rehabilitation should be directed to the Accounting Services Office, Sampey 4111 or phone (502) 897-4128.

After arriving on-campus:

- If living on campus, check in at the Housing Office, 3123 Mullins Hall, to sign your contract, get keys, register your vehicle, and receive post office box information.
- Register your vehicle with Security, on the ground level of the Sesquicentennial Pavilion. Security may be available outside 5th & Broadway (Campus Store) during orientation to assist you.
- Have your picture taken for your Student ID card at the campus store, Fifth and Broadway. (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 Resources Office, Norton 150.
- If you have a laptop that you want to connect to the wireless network, use your email username and password to log into the sign-in page after choosing the “SBTS-Student” network as your wireless network. If you have questions, contact Campus Technology, Mullins 3143 or call (502)897-4006 or email campustechnology@sbt.edu.

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.sbtstudents.net or e-Campus.
- Usage of the Health and Recreation Center, Computer Lab, and the Library is available beginning August 1 for new students enrolling in the Fall semester and January 2 for new students enrolling in the Spring semester. Your campus ID Shield card can also be obtained starting these dates. Prior to these dates monthly usage of the Health and Recreation Center is available by purchase. Additionally, weight room orientation is required before using the weight room.
- 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.org>.
- You may download the SBTS Style Manual on e-Campus. Log In, select the “Help Desk” tab, then “Policies and Guidelines.”
- View the library's website off the SBTS homepage. Please be sure to take time to listen to the podcasts, tutorials, and other helps 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. LifeWay carries all required and optional textbooks. Most textbooks purchased for class at 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 Resources Office for assistance, studentresources@sbt.edu, (502)897-4205, Norton150.