



NEW STUDENT CHECKLIST

Before arriving on-campus:

- Check your student email regularly** (mail.students.sbts.edu). This is a central means of communication between the administration and student body. You will receive access information with your admissions approval letter.
- Pre-register for Orientation** (www.sbts.edu/orientation) scheduled for the Friday before classes begin in both Fall and Spring.
- Review the Orientation overview** (www.sbts.edu/orientation) **online**.
- Review academic advising information online.** You may request academic advising prior to arrival by contacting Academic Advising (academicadvising@sbts.edu).
- Apply for Financial Aid (on-campus master-level students)** using the online Financial Aid application. Application deadlines are August 1 for new Fall students and January 1 for new Spring students. Questions concerning Financial Aid and VA Benefits should be directed to the Financial Aid office located in Norton 154 (502-897-4206, financialaid@sbts.edu).
- Check your housing status** (if applicable) by emailing Housing at housing@sbts.edu or by calling 502-897-4203.
- Advanced Placement exams** are available in Old Testament, New Testament, Hebrew, Greek, Systematic Theology, and Church History. Contact Academic Advising (academicadvising@sbts.edu) for more information.

Registering and Paying for Classes:

- Read the registration and payment instructions** provided online.
- Complete the required Cooperative Program course** (free, online, non-credit). Use course #42490 to register. You must complete the course by the end of your first semester. Please direct any questions to the Office of Enrollment Management and Student Life (502-897-4205, orientation@sbts.edu).
- Register and pay for classes through e-Campus** (ecampus.sbts.edu). E-Campus allows you access to your personal and academic information including course registration and student email. Registration questions should be directed to Academic Records, located in Norton 153 (502-897-4209, academicrecords@sbts.edu).
- After registering, log into Moodle** (moodle.sbts.edu) to view your class schedule, access class syllabi, and receive notices from professors.
- Before paying for classes online**, note the following guidelines:
 - o *Visa is not accepted.* You may use MasterCard, Discover, American Express, or your checking or savings account
 - o *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 new Fall students or January 1 for new Spring students. Contact Financial Aid (502-897-4206, financialaid@sbts.edu) with questions.

- o *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 new Fall students or January 2 for new Spring students.
- Questions concerning payment, third party billing, and vocational rehabilitation should be directed to the Accounting Services Office, located in Sampey 4111 (502-897-4128, accounting@sbts.edu).

After arriving on-campus:

- On-campus students check in at the Housing Office** (3123 Mullins Hall) to sign your contract and receive keys and mailbox information.
- Register your vehicle with Security below the Pavilion.**
- Get your ID picture and card at the Security Office.** Wear semi-professional attire: men should wear a collared shirt with no hats, t-shirts, or facial jewelry.
- Employment information is available** in both the Human Resources Office (Sampey 4118) and the Ministry Resources Office (Norton 154).
- For wireless access on your laptop**, choose the "SBTS_OpenWIFI" network and enter any email address to log in. Direct any questions to Campus Technology, located in Mullins 3143 (502-897-4006, campustechnology@sbts.edu).

Additional Information:

- The Health & Recreation Center and the Library** are open to new students beginning August 1 for new Fall students and January 2 for new Spring students. Campus ID cards are necessary for both. Prior to these dates, you may purchase monthly membership to the Health and Recreation Center. *Before using the weight room, a brief orientation is required.*
- Health insurance is available through GuideStone Financial Resources of the SBC.** You may view insurance plans and rates on their website, www.guidestone.org. GuideStone representatives will make a presentation during Orientation and will be available on campus the first two days of classes.
- You can download the SBTS Style Manual on e-Campus.** Log in, select the 'Help Desk' tab, then select 'Policies and Guidelines.' You can also purchase bound copies in the LifeWay campus bookstore.
- View the Library's website (also available from the SBTS homepage).** Access 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 can be purchased through our LifeWay campus store at a 20% discount with no sales tax.
- If you have questions or concerns**, contact the Office of Enrollment Management and Student Life, located in Honeycutt 215 (502-897-4205, orientation@sbts.edu).