



EXTENSION EDUCATION QUICK-REFERENCE FORM

P R E C A U T I O N S T O T A K E
Selecting Classes:

- **PLAN AHEAD, PLAN AHEAD, PLAN AHEAD!!!**
- When selecting courses, be sure to follow the courses required for the academic catalog of the year you begin at SBTS. If you stop taking SBTS courses for more than two years (i.e., four semesters) when you resume studies you will have to change your degree to agree with the current SBTS Catalog.
- For 2005-06 SBTS Catalog & following, Elementary Hebrew and Elementary Greek DO NOT COUNT for credit hours towards School of Theology degrees, but they can count as elective hours for BGS degrees.
- Utilize the forms provided by the Academic Advisors alongside the 4yr projected schedule for your center. Some courses may only be offered once every 4yrs.
- Do not forget to consider all the scheduling issues involved with taking a particular class: time with family, ministry needs, finances, difficulty of the subject matter, etc.
- REMEMBER: Language courses will take a double-effort to be successful. Plan on doing homework six days a week for language courses.
- Take opportunity as it happens to check the syllabus of a class (via e-campus) once you have registered for a class. You may find that you do not want to take it! NOTE: not every professor posts their syllabus in advance.

Registering for Classes:

- Be sure there are no holds against your account, including personal information form (see "Processes to Follow" Registering for Classes to access this), previous semester bills, academic censures, etc. You have to update the Personal Information Form EVERY semester prior to registration.
- Take every opportunity to check the syllabus of a class (via e-campus) once you have registered for a class. You may find that you do not want to take it!
- Register early – classes fill quickly!
- Extension center and online students can sit out up to two consecutive semesters. However, to be able to register online, you will need to contact Academic Records. If you know that you will be out for two semesters or more, you should withdraw (see online forms). You will have to readmit through the Admissions Office, but there is no fee and the process is quite simple.

Paying for Classes:

- Note that signing up for the FACTS monthly plan has a service fee attached with it.
- The online "bill calculator" sometimes miscalculates. If you are at all suspicious of your bill, call Accounting Services immediately BEFORE paying your bill.

Residency Requirements:

- All **returning** students at an extension center must meet the 18 hour on-campus credit requirement.
- All NEW students approved Fall 2007 and following must meet the 24 hour on-campus credit requirement.
- If a continuing student decides to change degrees, the CURRENT hour requirements for the effective year must be met.
- If a continuing student changes catalogs, the current hour requirements listed in that catalog must be met.

Writing Papers:

- DOWNLOAD THE SBTS STYLE GUIDE! Login to e-campus and you will find a link to download the Style Guide under Help Desk, then click on the link "Policies and Guidelines."
- Be sure to ask your professor to specify how closely he wants you to abide by the Style Guide. Some professors grade more on style than the actual content of the paper while others care very little for style.
- Be sure to ask your professor how best to get your paper returned to you.

Communicating with Professors:

- Typically, professors respond quickest to email. However, be sure to know how best to contact your professors AND their Garrett Fellow(s) [a doctoral student who serves as an assistant to a professor].
- Do not hesitate to contact a professor if you have questions about coursework!! Err on the side of clarity, not confusion.

E-campus:

- Use it! E-campus is your gateway to all of SBTS's resources.
- Grades on e-campus are estimates and may be incorrect. If you have questions about a grade, contact your professor or grader.
- Please report any e-campus problems to Network & Computing Services.
- Be sure to set-up your student email account. If you already have a primary email account, you can set your SBTS email account to forward all messages to it. However, ALL class emails and SBTS announcements go to your SBTS account; if you neither forward these emails nor check this account regularly, you will be at a severe disadvantage.
- Observe that there are TWO places in e-campus that you must make updates to your personal information. Entering it in one place does not update the other.
 - 1) The "[Personal Info](#)" link is located under the logo next to your name when you log in. The information at this link is used for all mailings (lectures, academic information, etc.)
 - 2) The "[Student Information Form](#)" link is under the "My Ecampus" tab posted in the bottom-center of the column. This link is used to confirm your information with the Registrar and allows you to sign-up for the fall semester.

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PEOPLE TO KNOW

Administrative Secretary to the Associate Vice President for Extension Education (Barbara Rogers)

(502) 897-4390 1-800-626-5525 ext. 4390

extension@sbts.edu

- Primary contact for all Graduate Level Extension Center questions.

Academic Records/Registrar (Norm Chung)

(502) 897-4209 1-800-626-5525 ext. 4209

academicrecords@sbts.edu

- This office handles all questions regarding class schedules, registration, grades, academic status, transfer of credit from other institutions, transcripts, etc.

Academic Advisor

academicadvising@sbts.edu

- The Academic Advisor is glad to help plan your academic career (which classes to take and when, etc.).

Accounting Services

(502) 897-4132 1-800-626-5525 ext. 4132

accounting@sbts.edu

- Handles all financial questions, including paying school bill and financial holds that prohibit class registration.

Campus Technology

(502) 897-4106 1-800-626-5525 ext. 4106

IT@sbts.edu

- Provides for all data management and internet support.

Network and Computing Services

(502) 897-4006 1-800-626-5525 ext. 4006

networkservices@sbts.edu

- Provides for network, internet, and e-campus support.

Applied Ministry Office (Dr. Adam W. Greenway)

(502) 897-4118 1-800-626-5525 ext. 4118

am@sbts.edu

- Requirements and expectations for AM and questions from AM Handbook.

James P. Boyce Centennial Library

(502) 897-4713 1-800-626-5525 ext. 4713

paulroberts@sbts.edu

- Contact this office for all questions about library permissions, research questions, and for help with acquisition of texts for course work.

Processes to Follow

Registering for Classes:

1. Be sure there are no holds against your account, including personal information form (see below "Precautions to Take"), previous semester bills, academic censures, etc.
2. Login to e-campus, enter the WebEx module.
3. Under Academics Tab, click on "course search" and set search to desired term and press "change."
4. Scroll down and add any additional search criteria and search courses.
5. To add a course to your schedule, click the "add" link on the right column of the results page next to the desired course.

Paying for Classes:

1. Be sure that you have registered accurately for all the courses you wish to take (see above).
2. Login to e-campus and click on the tab "Student_Registration_Fees."
3. Select "FACTS" link and click on "Calculate Bill." Note that third party payments are not immediately included in this calculation. Contact Accounting immediately if you have any questions about your amount due.
4. For online payment, follow "Ecashier" links.
5. If you wish to pay in-person or by mail, contact the Accounting Office.

Library Use:

- See the library's website off the SBTS homepage or at <http://library.sbts.edu/>
- 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.
- Explore other theological libraries in your area; oftentimes they will grant use of their facilities to other students for research.

Purchasing Books:

- See syllabus for each class and be sure to purchase **REQUIRED** books first.
- Students are welcome to purchase books from LifeWay. Note that generally the SBTS LifeWay bookstore is more expensive than purchasing online (just watch those shipping costs!). Excellent online stores include www.buy.com, www.campusi.com, www.amazon.com, or www.ecampus.com. Also, if you purchase online, be sure to order your books early to minimize shipping delays.
- If you purchase online, be sure to purchase the right edition of your texts. Also, with sites like campusi.com or amazon.com, be sure that your shipping is from one location for a better rate. (Note: typically there are shipping discounts in Aug-Sept and Dec-Jan at most online bookstores.)
- If you purchase textbooks at LifeWay, take advantage of their rewards program! The rewards add up quickly, though the rewards are not applicable to textbooks (the SBTS store gives a 20% discount and does not charge tax).