



Ministry Certificate

A PROGRAM DESIGNED FOR THOSE WHO SERVE

REGISTRATION PACKET

This Packet Contains:

- Registration information for students enrolling in the Ministry Certificate.
- Textbook ordering procedures.
- Technical requirements for online studies.
- Registration form.
- Fax Cover Form.
- Course offerings.
- Text Book List.
- Book / Material Price List
- Ministry Certificate Requirements

Southeastern Free Will Baptist College
External Studies
P.O. Box 1960
Wendell, NC 27591
1-888-U-4-SFWBC
Fax: 1-919-365-4940
www.sfwbc.edu
info@sfwbc.edu

Bringing our Mission to You!



Welcome to

SOUTHEASTERN FREE WILL BAPTIST COLLEGE

We want to welcome you to our External Studies Division. Our goal is to make the unique transition to the "External Campus" as smooth as possible. Registration for classes is the first step.

The tuition rate for the Ministry Certificate courses is \$160 per hour. There is also a \$50 registration fee and a \$50 technical fee per semester.

Please read the following information carefully and complete the attached Registration Form. Once your Registration Form is completed, please mail or fax it to us. Online registration is available for online courses at <http://online.sfwbc.edu>.

For online courses your registration must be received in our office no later than 1 day before the class starts or a late fee will apply! Online and Video classes follow the same schedule as on campus courses for Fall and Spring semesters each year. In addition there will be a summer semester for online classes. You can find the schedule for online courses at <http://online.sfwbc.edu>.

Please call our office at 1-888-U-4-SFWBC (888-847-3922) and ask for our External Studies secretary if you have questions regarding any of the information supplied in this registration packet.

The Ministry Certificate which requires 32 credit hours. A sheet detailing this certificate is enclosed in this packet.

We look forward to having you as a student here at Southeastern Free Will Baptist College External Studies Program.

REGISTRATION DIRECTIONS

Correspondence, Video or Online Courses

Step1: Register

- Fill out the attached registration form.
- Fax Form to (919) 365-4940, or
- Mail to the college, Attn: External Studies, Southeastern FWB College, PO Box 1960, Wendell, NC 27591

Step 2: Secure Material and Course Access

Both the Online and Video courses will be set up with an online presence. We will mail you the DVD's for the video course. We will email you instruction of how to access your course(s) including username and password upon approval from the Business Office. Please log in to the courses when you receive the information and begin reading the material there. Procedures for taking the course, submitting assignments, taking tests, etc. will be explained in the online classroom for both the Online and Video courses.

Step: 4: Order textbooks/materials:

- The textbook/material list for the courses is attached.
- Call the Business Office to order materials.
- Pay with Check, Money Order or Credit Card.
- Phone Number : 888-847-3922 ext. 102
- Pay with PayPal (Credit Card or PayPal account required).
- The DVD's are loaned to you and must be returned at the end of the course or your will be charged a \$100 fee.

COST, WITHDRAWAL, BUSINESS OFFICE & REFUND POLICIES.

- Registration: \$50 per semester
- Technology fee: \$50 per semester
- Tuition: \$160/Credit Hour
- Tuition is due the day before class begins for online courses and before material is mailed to you for video courses.
- A \$25 finance charge may be applied to accounts for online courses not paid by the day before classes begin.
- If you have any other questions regarding your account, you can email the Business Office at vmorris@sfwbc.edu or phone us at 888-847-3922 ext. 102.

Tuition Payment Methods

Check or Money Order

Payments should be mailed to: Southeastern Free Will Baptist College External Studies Department / P.O. Box 1960 / Wendell, NC 27591.

Credit Card

Visa, MasterCard, Discover and American Express are accepted. You may make this payment by calling the Business Office at 888-847-3922 ext. 102.

First Semester Discount

A discount of \$300 will be applied for the first semester of the Ministry Certificate Program.

Refunds

A student who officially withdraws during the semester from an online course will be granted a refund for tuition only according to the scale below. There are no refunds of application/registration fees.

Amount	Time line
100%	If date of official withdrawal is within one week of the beginning of class.
50%	If date of official withdrawal is after one week but within 4 weeks of the beginning of class.
No Refund	If date of official withdrawal is after four weeks of the beginning of class
<p>You must OFFICIALLY withdraw from courses for the above refund policy to apply. Official withdrawals must be in writing and faxed or e-mailed to info@sfwbc.edu. Informing the instructor alone is not sufficient.</p>	

Ministry Certificate

BOOKSTORE

Textbook/Materials Ordering Procedures

1. Textbooks/materials are required for most External classes. Please refer to the attached list. Please order your textbooks/materials as soon as possible (7-10 days prior to beginning your course is recommended).
2. The textbooks/materials can be ordered by calling the college and asking for the Bookstore.
3. For best service please provide a physical mailing address with all orders.
4. Software and hardware required for online classes will need to be acquired by the student.

To order textbooks/materials:

**For all textbooks, contact the Business Office
919-365-7711 ext. 102
Check, Money Order or Credit Card**

Technical Requirements for Online Courses

To participate in our online classes you do not have to be a technical wizard. At Southeastern's Center for Online Studies we use the latest in technology to make your experience easy and simple.

Internet Access

You will need a computer with access to the Internet. It is not necessary to have a high speed connection although it is helpful. Even a minimal dial up connection should be adequate.

Email

You must have a valid email address. You can use any source such as is provided by your Internet Service Provider (ISP) or from other sources such as Yahoo or Hotmail. You must be committed to checking your email frequently, usually at least once a day. You can rest assured that your email will not be shared with a third party.

Software Requirements

Most computers have the following software installed, but if you do not have them, or if you have an older version, they can be easily downloaded for free.

Internet Browser

The two most popular browsers are Internet Explorer and Netscape. Although not always necessary, it is a good idea to check regularly to see if you have the latest version of your browser. In your browser window click on Help and About to see what version you have. You can check the web site for your browser for upgrade information.

Adobe Acrobat Reader

Often worksheets and other information are in the "PDF" format which can be read by Adobe Acrobat Reader. This program is available free at the following:

<http://www.adobe.com/products/acrobat/readstep2.html>

Cookies

Cookies are temporary Internet files that are stored by your web browser and are used to identify your computer to a website. They make it convenient for web users because they allow the website to "remember" your computer and some information such as login names. They also make it quicker to load frequently used web sites. Southeastern's Center for Online Studies website uses cookies to provide continuity and maintain your login and personal information from page to page. If you have all cookies blocked in your Internet browser program, you will need to allow them for this site. To learn more about cookies, look in your Internet browser's Help menu.

We recommend that you have a current virus protection software as well as programs that will guard against adware and spyware.

Southeastern Free Will Baptist College Ministry Certificate

Registration Form

Mail or fax completed form to the External Studies Department.

Personal Information (all fields required)	
Full Legal Name	Social Security Number:
Address:	City/State/Zip:
Daytime Phone:	Evening Phone:
E-mail Address:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No: If "No", what country?
Address: Race:	<input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> African American, Non-Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Other -
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Widowed <input type="checkbox"/> Separated * <input type="checkbox"/> Divorced* <input type="checkbox"/> Remarried*
If married, your spouse's name: _____	
If married, has your spouse been previously <input type="checkbox"/> Separated * <input type="checkbox"/> Divorced*	
*Please explain:	
Are you a member of a local church? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you attend church regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Church:	Phone:
Home Church Address:	
Home Church Pastor:	Phone:
Have you received Jesus Christ as your Savior? <input type="checkbox"/> Yes <input type="checkbox"/> No How long have you been saved?	
Please use the following space to give a brief summary of your salvation experience:	
Why do you want to pursue the Ministry Certificate?	

Academic Information

High School:	Date of Graduation:
Address:	Phone:
Type of High School: <input type="checkbox"/> Public School <input type="checkbox"/> Christian School <input type="checkbox"/> Private (not a Christian School) <input type="checkbox"/> Home School <input type="checkbox"/> Other-	
List the names and addresses of any institutions or colleges attend (Have official transcripts sent directly to SFWBC)	
Are you currently enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No: If "Yes", what college?	
If you are transferring, what is the reason?	
Are you college debts paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable. If "No", please explain.	
Have you ever been suspended or expelled by any school? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable. If "Yes", please explain.	

I have reviewed and understand the computer requirements as presented in this Registration Packet. I also understand that should I proceed with online courses without meeting these requirements my online classroom will not function at optimal levels and may prohibit me from completing some online courses.

I understand that I have registered for the course(s) indicated on this form. In doing so, I am responsible for all tuition and fees and I am subject to the withdrawal and refund policies of Southeastern Free Will Baptist College as explained in this packet. I understand that this registration must be received prior to the listed deadlines in order to be processed. I understand that I will not be registered until I have been officially accepted to the online program.

I understand that this registration will not be processed without my signature (electronic signature acceptable).

I certify that none of the information requested on this form is false or has been withheld. I understand that withholding information requested or giving false information may make me ineligible for admission and enrollment. (Students who falsify admission credentials are subject to immediate dismissal from the College.)

I understand that Southeastern Free Will Baptist College expects its students to conform to Scriptural standards of conduct. These standards include modest and conservative dress style as well as restrictions against certain practices which Bible-believing Christians generally agree do not contribute growth and development, such as smoking, dancing, gabbling, the use of illegal drugs, alcoholic beverages or tobacco in any form, and unwholesome literature and entertainment.

Signature

Date

Fax Form

Please provide the following information and fax this form along with your registration form.

Date _____

Number of Pages (including this one) _____

Student's Name _____

E-mail _____

Office Use Only

Date Received _____

Pages Received _____

Number of

Ministry Certificate Schedule

(credit hours are in parentheses)

Successful completion of this schedule with no less than a 2.0 GPA will earn the student the Ministry Certificate.

Southeastern reserves the right to make adjustments and substitutions for the following courses.

Fall 2010: (and even numbered years)

*PT101 Church Education 101 (2)

BI101 Old Testament Survey (3)

Spring 2011:(and odd numbered years)

*PT102 Church Education 102 (2)

BI102 New Testament Survey (3)

Summer 2011: (and odd numbered years)

BI103 Introduction to Biblical Studies (2)

*PT311 Homiletics I (2)

Fall 2011:(and odd numbered years)

BI203 Life and Writing of Paul I (3)

BI219 Bible Doctrines I (3)

Spring 2012: (and even numbered years)

BI204 Life and Writing of Paul II (3)

BI220 Bible Doctrines II (3)

Summer 2012: (and even numbered years)

BI205 Gospel of John (2)

BI209 Matthew (3)

*Video courses. Lessons on DVD. Test taken online.

Completion:

Upon completion of these courses the student is welcome to come to campus to receive the Ministry Certificate in chapel. Alternately, it may be possible for a representative of the college to travel to the student's home church and present the certificate during a service.

Advancement:

Based on interest, it is the desire of the college to expand this program to an associate degree and beyond.

Admission Requirements:

High School Diploma or equivalent: Although this is not mandatory for admission, this will be required if a student would like to use these credits for a degree beyond the ministry certificate or to transfer to another institution.

Application: An application must be completed by the student. This can be done online

Christian Testimony: This certificate is designed for ministry and is available only to those who have accepted Jesus Christ as their personal Savior.

Text Book List

Textbooks and materials listed can be purchased from our bookstore.
Call 1.800.U.4.SFWBC to order

Online Courses

Old & New Testament Survey *Wilmington's Guide to the Bible* by Dr. H. L. Wilmington

Life of Paul I & II *Paul the Apostle* by Robert Picirilli

Introduction to Biblical Studies *Intro. To Biblical Studies Syllabus*, by Ron Davis

Bible Doctrines I & II *The Great Doctrines of the Bible* by William Evans

Gospel of John *The Gospel of John* by Stanley Outlaw

Matthew *Exploring the Gospel of Matthew* by John Phillips

Video Courses

PT101 & PT102 Church Education *Sons of the Prophets Notebook Volume 1*,
by Barnes, Dwyer

PT311 *On the Preparation & Delivery of Sermons* by Broadus