

Dear International Student:

Welcome to Southwestern Baptist Theological Seminary in Fort Worth, Texas! We are so very excited that you have come here to study the word and ways of God. You have made a difficult journey and have taken an incredible step of faith by following God's call upon your life to come to this place. Your presence here is an encouragement to all of us, and our prayer for you is that you will seek His kingdom earnestly and with all your heart while you are here. Trust in Him; He will guide your steps and take care of your needs.

This International Student Handbook is a collection of information that we hope will assist you while you are at Southwestern Seminary. It includes some technical matters concerning immigration regulations, as well as some very practical information relating to living in the United States and being a student at Southwestern Seminary. Please review the handbook carefully; it is meant for your benefit, so that you can overcome the special challenges that international students must face. We will discuss some of it during orientation.

Please come by the International Office located in the Welcome Center (Suite 132-138) during the semester to allow us to become personally acquainted with you. Our office is open Monday through Friday, from 8:00 a.m. to 5:00 p.m., except for chapel hours and holidays. You are welcome to visit the office during the office hours. You can also schedule appointments with me, the Assistant Director, or the Advisor, if needed. We will be glad to answer questions and help you in any way that we can.

“The LORD bless you and keep you;
the LORD make his face to shine upon you and be gracious to you;
the LORD lift up his countenance upon you and give you peace.”

Grace and peace to you in our Lord Jesus Christ,

Andrew Morris
Office of International Student Ministry and Services

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Immigration

IMMIGRATION

Immigration Regulations

Southwestern Seminary requires all international students to carefully comply with all immigration regulations during their stay in the U.S. Please speak with one of our staff at ISMS before you do something that might affect your status or if you have any questions about anything.

Visas - General Information

The visa (F-1 student Entry Visa) is the colorful stamp in your passport that was issued by the Visa Issuing Officer at a U.S. Consulate/Embassy outside the U.S. The only place you can get a visa to enter the U.S. is at a U.S. Embassy outside the United States, ideally in your home country.

You cannot renew your visa inside the U.S. because there is no U.S. consulate/embassy inside the United States. Consulates and embassies are established through the U.S. Department of State outside the U.S. for diplomatic purposes.

If your visa expires while you are inside the U.S., it is not a problem *until* you decide to travel outside the U.S. Your I-20 Form, however, must be valid at all times. *Never send your visa to any U.S. Government agency unless you are instructed to do so by our staff at the International Office.* If you need to travel outside the country just before or after your visa expires, please come by the International Office so we can advise you accordingly. If you need to renew your visa, we have a Visa Renewal Checklist that will help students in the visa renewal process.

Visa Renewal in a Country Other Than Your Home Country

If you attempt to renew it in a country other than your home country, the U.S. Visa Issuing Officer has the right to deny your visa application. In the case where you are asking another country to act as a third party (the U.S. is the first party, your home country residence is the second), you have a greater chance of visa application denial. The primary reason is that you may appear to be abandoning your home country's residence. If you are denied a visa, please contact the International Office immediately. We need to know on what grounds your visa application was denied. Please send us images of ALL the documents the Officer gave you! In most cases, we do not anticipate a denial of your visa.

We do not usually recommend going to Canada or Mexico with an expired visa. If you try to renew an expired visa in Canada or Mexico, and it is denied, you can not come back to the U.S. and must immediately return to your home country. Most importantly, travel with all of your originals of the I-20 Forms when you exit the U.S.

Visitor's Visa and Visa Waivers

In most cases, immigration officials will not grant a change of status from a B-1/B-2 visitor's visa to an F-1 student visa. Students must not enter the U.S. on a B-1/B-2 visa and expect to get it changed to an F-1 status. Visa Waiver Program visitors are not eligible to change status or study in the United States.

PLEASE NOTE: EACH STUDENT IS PERSONALLY RESPONSIBLE FOR KNOWING THE KEY IMMIGRATION REGULATIONS AND FOR MAINTAINING HIS/HER VISA STATUS.

Important Documents (to maintain and keep):

Passports must be kept valid at all times. The renewal process can start within six months from the expiration date. Do not allow your passport to expire!

The I-94 is an online form that records: a) the date(s) you entered the country, b) the port(s) of entry you cleared when you entered the U.S., c) the visa status(es) with which you entered the country, and d) the date(s) until which you may remain in the U.S. Students must access this information online, print out the information, and submit the information to the International Office whenever they enter the U.S. Please review the information on the Custom and Border Protection's website at: www.cbp.gov/i94 for more information. Click on the link: **Get I-94 Number Now.**

The F-1 visa (Entry Visa) is stamped in your passport to grant permission to enter the United States for the purpose of engaging in a full course of study (being a student). The visa may expire while you are here as a student; however, you do not need to have a valid visa to remain in the U.S. as long as you maintain your temporary status as an F-1 student. The U.S. Immigration generally expects the students to return to their home country upon completion of their degrees.

IMPORTANT: If you depart from the U.S. with an expired visa, you are required to have your visa renewed in your home country before you can re-enter the U.S to study. You will not be able to renew your visa inside the U.S.

The I-20 Form is your certificate of eligibility to apply for a student visa. You must receive this form before applying for a visa to enter the United States. If you transfer schools while in the U.S., it is necessary to obtain this form for a valid transfer. You should retain all of your original I-20s at all times. Pages 1 and 2 must be signed by the Designated School Officials (DSO) at the Office of International Student Ministry and Services prior to your departure from the U.S. Each travel signature on Page 2 of the I-20 is valid for one year. Without a valid travel signature on page 2 of your I-20, you can risk being denied re-entry into the U.S. To enter or re-enter the U.S., these pages must be accompanied by a valid visa. You should always have your old I-20 forms with you as a way to document that you maintained your F-1 status since you entered the U.S. In most cases, the Custom and Border Protection (CBP) officer will only review your most current I-20.

Initial Attendance I-20 / Continued Attendance I-20 / Transfer Pending I-20

Initial Attendance I-20 is the document you used to apply for your F-1 student visa. This is the initial document that the International Office created for your SEVIS Record. SEVIS is the abbreviation for Student and Exchange Visitors Information System. You will also receive a new **Initial Attendance I-20** every time you begin a new degree. **Continued Attendance I-20** is the document we provide for you after you enroll for your first semester at Southwestern Seminary. You should not need another **Continued Attendance I-20** unless there are changes to your degree program (financial support, work authorization, etc.). **Transfer Pending I-20** is the document students receive when transferring from another school in the U.S. to Southwestern Seminary. Students will receive the **Continued Attendance I-20** after they are enrolled at Southwestern Seminary.

The SEVIS I-901 Receipt is the receipt from your SEVIS fee payment that activated your I-20, printed prior to your visa interview. Keep this document with your other important documents as it may be requested when you travel and when you request a Change of Status or reinstatement.

Duration of Status

Duration of Status (or length of stay) is granted to a student for the purpose of completing his/her educational program through all levels as long as he or she is a full-time student maintaining proper student status by making satisfactory progress toward the completion of each degree. Before graduation or the conclusion of the approved Practical Training, the student must 1) apply for a change of status, 2) continue in a new degree, or 3) depart from the U.S. within 60 days of graduation. "D/S" is usually indicated in your passport.

Maintaining Status

Once admitted to the U.S. under F-1 status, the student must meet the following requirements in order to maintain status:

- Transfer Students ONLY: Follow correct transfer procedures when changing/transferring schools. Observe the required deadlines. Present your I-20(s) to your new International Student Advisor.
- Attend classes full-time every Fall and Spring semester. You must complete 9 credit hours each semester in the master degree programs, 12 hours for the bachelor degree programs, and the designated number of hours in the doctoral degree programs. Students are not required to enroll in classes during the Summer or Winter Terms (in most cases).
- For the Graduating Semester (the last semester you enroll before graduating), you are allowed to study part-time, since you only need to enroll in the number of hours you need for graduation. For students completing more than one degree, you will be required to maintain full-time enrollment until your very last semester at Southwestern Seminary.
- Maintain a valid passport at all times. Renew your passport six months in advance of the expiration date.
- Authorized employment is limited to 20 hours per week on-campus during regular semesters (Fall and Spring). Students may work up to 28 hours per week on campus (Seminary policy) during the Christmas/Winter Break and Summer Vacation. During the Fall breaks and Spring breaks, F-1 students shall remain working 20 hours per week.
- Student spouses on F-2 visas may not accept any type of employment (on or off campus) even if they are attending certificate classes.
- F-1 students are allowed to work on-campus. Off-campus internship with approved Curricular Practical Training (CPT) is allowed until the day before graduation. Upon graduation, a student may file for Optional Practical Training (OPT) or continue with a new degree program. The F-1 student on OPT can only hold a job related to the degree he or she obtained.
- Students may not work off-campus unless the Director, Assistant Director, or Student Advisor of the International Student Ministry and Services approves the student's I-20. This approval can be made ONLY after approval from the U.S. Department of Homeland Security (DHS) is obtained.

- Immigration law allows an F-1 student's spouse under F-2 visa status to enroll in any degree program, but only on a part-time basis.
- F-2 student dependents can study **full-time** in a degree program only after they have applied for and have received approval for a Change of Status to F-1 through the U.S. Department of Homeland Security (DHS). For additional information on filing for Change of Status, please make an appointment with the staff at the Office of International Student Ministry and Services. The Change of Status process can take at least 6 months or more to complete.

Out of Status (General Violations)

A student who violates any of the Immigration regulations is considered to be Out of Status. He or she is not eligible to request for school transfer, an extension of stay, practical training, or any other privilege granted to students who are in-status. A student who is Out of Status may file for Reinstatement with the U.S. Department of Homeland Security (DHS) to be returned to current student status. The Immigration Officials will determine the approval; approval is *not determined by the school the student is attending*. A student who is Out of Status may be requested to leave the U.S. A student who has not maintained his/her student status is not allowed to request a change of status to another type of visa within the U.S. Since one of the requirements for enrollment at Southwestern is that an international student be in compliance with all DHS regulations, the International Office will assist a currently enrolled SWBTS student with an application for reinstatement, if needed.

Out of Status (for Illegal Employment)

Students who violate the immigration regulations for illegal employment are considered to be violating their F-1 statuses. Their I-20s (SEVIS records) will be terminated in the SEVIS system immediately and are ineligible for reinstatement within the United States. They must leave the United States immediately and may re-enter the U.S. to study at a different institution/school, but not at Southwestern Seminary.

Government Benefits

F-1 visa students and their F-2 family member(s) sometimes cannot receive the typical financial support made available to the Permanent Residents and citizens of the United States. The main thing to avoid is becoming a “public charge,” or in other words, “primarily dependent on the government for subsistence.” If you ever have a question as to what kind of benefits you can accept, please come talk to us.

What this means for all F-1 visa students: If the U.S. Department of Homeland Security (DHS) determines an F-1 visa student is a “public charge,” the government can 1) heavily fine the student, 2) refuse them entry and re-entry to the U.S. and 3) send the student back to his/her home country. This rule applies to all F-1 visa students and their family members

If a student is found to be in violation of his/her visa status, and even pays the fine, he or she could be prevented from becoming a Permanent Resident or be denied future visas of any type. Fraud is a very serious offense in the United States. We do not want any of our students to accidentally violate their visa statuses; therefore, we are providing this information for everyone in the hope that he or she will be cautious of his/her actions and visa status. The legal expectation from USCIS is listed on Page 3 of the Form I-20, signed by F-1 visa students before they are allowed entry into the U.S. The Form I-20 is your "contract" with U.S. Department of Homeland Security (DHS) and students are required to be familiar with the terms listed on Page 3 of their Form I-20s. By signing the I-20, an F-1 visa student is stating that he or she has adequate finances for living in the U.S. (medical expenses included) during his/her entire time of study and is agreeing that there will be no need to receive government aid.

If, in your case, you have a child born in the U.S. and that child has a U.S. birth certificate or passport, the child is entitled to the same programs as any other U.S. Citizen, including those that are government subsidized.

Change of Address

Students must keep their current address and phone numbers on file and updated through their online WebAdvisor account. Changes of address must be reported through WebAdvisor within ten (10) days of the move and reported separately to the International Office. You can send an e-mail with your current address to the International Office at iss@swbts.edu.

Employment

All students must have a **Social Security Number (SSN)** issued by the Social Security Administration before a paycheck for work on campus can be issued. Applications for SSNs generally take 2 to 4 weeks to process and students will receive the SSN cards in the mail. All F-1 visa student employees must show proof of legal entry into the U.S., in addition to employment authorization from immigration before an employer may hire them. F-1 visa students must provide evidence that they have been authorized by Southwestern Seminary to work and have secured employment or a promise of employment before a Social Security Number will be assigned. The process is the same for students who are authorized to work off-campus.

To obtain an on-campus work position, you can start your application online at: <https://swbts.edu/offices/human-resources/campus-employment/>. Please contact the Office of Human Resources (HR) for any question on the online application process. The HR Office is located in Scarborough Hall room 111 (S-111).

Social Security Numbers

A Social Security Number (SSN) is required before a paycheck can be issued for on-campus work. Having a social security number does not give you permission to work off-campus. You must have a written job offer before you can apply for a Social Security Number. Only the USCIS can grant specific permissions for students to work off-campus. A Social Security Number may be obtained by applying at the local office listed below; this is the location closest to Southwestern Seminary:

Social Security Administration:

URL: www.ssa.gov

Address: 2901 ALTAMESA BLVD, FORT WORTH, TX 76133

Phone: 1-800-772-1213. Hours: 9:00 a.m. to 4:00 p.m., Monday-Friday.

Hours: 9:00 a.m. to 12:00 p.m., Wednesday.

Identification Required:

A valid Passport, I-20, and I-94 Information;

A letter from Human Resources providing the job description/offer; and

A verification letter from International Student Ministry and Services.

Cost: None

Time: Two to four weeks

Speaking in Churches

Please notify the International Office before you accept any speaking, teaching, child care, preaching, singing, and musical performance opportunity so that we can advise you on how to do so without violating your F-1 status.

Healthcare and Insurance

Medical insurance is a vital necessity for all students and their families. It is essential that this insurance be paid and kept up to date each month in order to ensure medical coverage in case of an emergency, accident, or serious illness.

Southwestern Seminary has the Campus Medical Clinic that is located at: 4501 Stanley Ave. (across the street from the Roberts Library); Cost: \$25/visit
Laboratory Tests are charged separately.

For more information, please contact (817) 923-1921, ext. 8880. They are open:

Monday: 8:30-11:30 am (close for lunch); 1:00-4:30 pm

Tuesday/Wednesday/Thursday:

8:30-10:00 am (close for chapel and lunch); 1:00-4:30 pm

Friday: 8:30-11:30 am (close for lunch); 1:00-4:30 pm

The CareNow Medical Center is a family urgent care clinic that provides medical services after 5:00 pm (or when the Seminary Medical Clinic is not open). CareNow is usually much less expensive than doctor's fees at other off-campus clinics. The CareNow clinic is open 7 days a week:

Phone: (817) 294-1651 Web Check-In is available at www.carenow.com

Mondays – Fridays: 8:00 am – 10:00 pm

Saturdays: 8:00 am – 8:00 pm

Sundays: 9:00 am – 5:00 pm

The closest location to Southwestern Seminary is: 7400 McCart Avenue, Fort Worth, TX 76133.

John Peter Smith (JPS) Hospital is the local community hospital, subsidized partially by local taxes.

IRS Income Tax

The Internal Revenue Service (IRS) is the taxing agency of the United States Government. International students on F-1 student visas are required to pay Federal Income Tax if you receive over a certain amount of compensation for any type of service/employment; or if you earn any interest on a checking or savings account, you have potential “taxable income”. All international students are required to file the **Form 8843** each year, even if you did not work or earn any income, as this form is related to you and your family members’ physical presence in the United States. This means: all F-2 dependents must also file Form 8843 each year, even if they do not attend Southwestern Seminary. Please file a **1040NR or 1040NR-EZ** every year if you earn sufficient money through employment.

If you work on campus, you are required to complete the W-4 form in the Office of Human Resources. Please contact the Human Resources Office if you need more information.

By the end of each January, you will receive a W-2 statement from your employer(s) showing how much you earned in wages during the previous calendar year. Keep this form and other essential forms you will use to prepare your income tax forms. By February, you will receive the Important Tax Information e-mail from the International Office that will provide general guidance for F-1 students filing for federal income tax.

Income tax forms must be completed and mailed by APRIL 15 of each year. This date may vary slightly depending on the year. The Income tax forms **1040NR/1040NR-EZ** and **8843**, used by students on F-1 visas, are available for downloading at the IRS website: www.irs.gov. F-1 students and dependents should not use general tax software, such as TurboTax, TaxACT, etc. unless otherwise specified as tax software for international students. Start your tax return paperwork early!

*American
Culture
and
Campus
Life*

AMERICAN CULTURE AND CAMPUS LIFE

MEDICAL EMERGENCIES

Southwestern Seminary has established the following plan to handle on-campus and perimeter medical emergencies, such as accidents, fainting, and seizures. This plan is to be followed in any situation requiring medical attention:

1. When a medical emergency occurs, the person(s) closest to the situation must determine the following:
 - a. The apparent threat to life or well-being of the injured/ill person
 - b. The apparent immediate help needed for the injured/ill person (first aid, ambulance, etc.)
2. The person closest to the situation should call the Seminary Security dispatcher at extension 4357 (HELP) to request for security personnel to arrive at the site of the accident/emergency and/or calling an ambulance (911).
3. The Seminary Security dispatcher will need the following information:
 - a. Exact location of person needing medical aid
 - b. Brief description of problem
4. General information is listed below for use as needed:
 - a. Fort Worth Seminary Security Dispatcher - extension 4357 (HELP)
 - b. Seminary Clinic at 4501 Stanley Avenue; Phone: (817) 923-1921, 8880
 - c. After 5:00 PM, CareNow Urgent Care Center for minor emergencies is located at 7400 McCart Avenue; Phone (817) 294-1651
 - d. Ambulance Phone – 911 (Emergency Only)
Nearest Emergency Room is at Texas Health Harris Methodist Hospital in Downtown Fort Worth

TRAFFIC STOPS / Driving Under the Influence (DUI)

What to do if You are Stopped by the Police...

- Shut off the car engine and remain inside your car unless the officer requests that you exit. Be polite and courteous. Keep your hands on the steering wheel. Never offer the police officer money!
- Have your driver's license, auto registration, and auto insurance card or policy in a convenient location so that you can get to them easily.

- Some police officers face violence when writing a traffic ticket. Fumbling around inside your car for “lost or missing” paperwork should be kept to a minimum. It could cause the police officer to fear that you are looking for a weapon. Avoid making moves that could be interpreted as sudden or as threatening.
- In the event other passengers are riding with you, ask them to refrain from making comments.
- If you are stopped at night and it is possible, pull over in a well-lit area.
- Turn on the interior light and keep it on in order for the officer to see inside your car.
- Do not argue with the officer. It is always helpful to let them know that you are an international student at Southwestern Seminary. Arguing can lead to you be arrested and/or detained. It is best to treat officers with the utmost respect.

Driving Under the Influence (DUI)

Southwestern has a code of conduct and ethical behavior as described in Southwestern’s on-line catalog. The catalog addresses drinking alcoholic beverages as a violation of ethical conduct. The result of an ethical conduct violation, such as drinking and driving, is grounds for dismissal from SWBTS.

WEATHER POLICY

Fort Worth Campus

Southwestern Seminary does not usually close or cancel classes for severe weather. For those students who live off campus or drive a great distance to attend classes:

- Listen to weather advisories and warnings related to safety conditions of streets and highways.
- If there are warnings not to drive due to flooding or ice, then you can be excused from classes.
- Excused absences from class will be considered on an individual basis. Please check the syllabi your professors provided for you.

Weather Awareness

- A tornado is a localized and violently destructive windstorm occurring over land, characterized by a funnel-shaped cloud extending towards the ground.
- Hail is frozen drops of rain ranging in size from a dime to a large ball.

If the radio or television announces that there is a tornado watch, there is no immediate danger, but the conditions are favorable for a tornado. Stay informed by using the internet, radio, or television until the warning has expired. If the media announce a tornado warning or if you hear the area sirens go off, take immediate cover in a bathroom without windows or in a closet. A tornado warning means a

tornado cloud has been sighted. Every first Wednesday of the month at 1:00 pm, the tornado sirens will sound for about one minute. This is a practice drill only. Tornadoes are wind funnels that dip out of storm clouds and touch the ground with violent force usually during the spring and early summer seasons. If there is a report of coming hail, move to cover and stay inside once it begins falling. Cover your vehicle with a blanket and pillows; you will need to fasten them to the vehicle. You may also want to move the vehicle to a covered place to keep it from being damaged.

BANKING

Call the New Accounts or Customer Services division of the bank to ask about specific banking procedures at a bank. Southwestern Seminary does not recommend any particular bank. Listed below are some of the popular banks close to the Seminary. You can select a bank that meets your specific needs.

Chase (www.chase.com)

Frost Bank (www.frostbank.com)

Bank of America (www.bankofamerica.com)

Wells Fargo Bank (www.wellsfargo.com)

Common questions to ask when opening a new account:

- (1) Is there a minimum balance required to open an account?
- (2) What is the monthly service charge?
- (3) Is there a charge for processing individual checks each month?
- (4) How much does it cost to order checks?
- (5) What sort of identification is required to open an account?

Some banks require a Social Security Number as identification to open an account. We can provide you with a letter to explain that you are not issued a Social Security Number as an international student unless you have been offered on-campus employment in the United States.

Since Frost Bank has a business relationship with Southwestern Seminary, they provided an ATM, located in the Student Center adjacent to the Seminary Post Office and mailboxes, to serve our students. There will be no charge for use of the ATM for those with Frost Bank's cards. As you open your account, the bank may ask for your Seminary ID in addition to your travel documents. The bank may also need to make a photocopy of your driver's license, if available.

STUDENT HOUSING

Rent must be paid on the first day of each month (or the first available business day) at the Cashiers Office. Read and follow all conditions of your Housing Lease. Students living in Student Housing must not bring additional family members permanently into their homes. Please consult the Student Housing Office for any extend stay of your guest(s).

Maintenance Requests should all be made to Facilities Maintenance at (817) 923-1921, extension 2290, during regular office hours (8:00 am to 5:00 pm, except holidays). If a problem occurs, students must promptly report the incident.

Only emergency requests are handled after 5 pm on weekdays and during the entire weekend.

The Physical Plant will need the following information:

- Your address (apartment number and street)
- Your full name and phone number
- The maintenance (repairs) needed

Maintenance workers will arrive at your home when they get to your name on their list, unless it is an absolute emergency situation, as determined by the maintenance workers. The workers wear blue shirts bearing the name of Southwestern Seminary and their official nametags. Any other person who comes to do repairs but doesn't wear a blue shirt should be reported to the Physical Plant and the Campus Security immediately. The person who speaks the best English in the home should be present to tell the maintenance workers about the problem or have it written out for them. Each maintenance worker is responsible for one type of work (electrical, plumbing, carpentry, etc.); therefore, please do not request them to do additional repairs in an area for which they are not responsible. If you are away from home when they arrive, they will let themselves into your home, repair the problem, and leave a seminary business card stating they were there while you were gone.

The Lease should be followed carefully at all times. Homes must not be rented to or occupied by any individual except the spouse and children of the student who signed the lease and pays the rent. Sub-leasing is a violation of your contract.

Balconies and porches must be kept clear for access by emergency equipment and personnel. Only outdoor furniture is allowed on them.

Guests: Guests may stay for only up to 30 days without special permission from the Housing Office. You must notify the Housing Office in advance to receive permission for a person to stay longer than 30 days.

Moving: Notify the Housing Office 30 days before you plan to move to avoid losing your deposit.

Housing Appliances and Utilities

Sinks: The sinks in your home are simple to care for if you follow some general guidelines. Watch for water leakage and notify Facilities Maintenance as soon as possible at extension 2290. All water leaks need to be corrected before resulting in permanent damage. The shut off-valves for the water lines are under the sinks. These shut-off valves prevent water from reaching the faucet. Use them only when the faucets are broken or leaking.

Food Waste Disposal: The food waste disposal (also called garbage disposal) in your home is located in the kitchen sink. It is intended to be used for the disposal of certain foods only. To use the disposal, you must turn the water on first. Then, turn the disposal on. Put the food in, and let the disposal and water run at the same time. Be very careful, and keep your hands away from the hole. Once all food is gone, turn off the disposal and then turn off the water. Serious problems occur when anything improper is placed in or accidentally falls into the drain. This includes: uncooked beans or rice, kernels of corn, glass, bones, grease, silverware, and plastic. Do not attempt to remove any object unless you can see it and the disposal must be turned off and/or unplugged. Sometimes the disposal will jam and shut off by itself. If this occurs, you will need to press the reset button located under the bottom of the disposal. If this does not correct the problem, please notify Facilities Maintenance at extension 2290. Please inform the repairman of any sharp objects that may be in the disposal.

Refrigerator: Nowadays, most refrigerators are frost-free. If your refrigerator is not frost-free, it will need to be defrosted periodically. For those that require defrosting, the best method is to remove all the items from it and store them in a cool place. Then, turn the refrigerator control to "off". If it is not possible to defrost it overnight, use a fan to speed up the process, melting the accumulated frost. Do not use sharp objects to remove the ice. Quickly clean up water spills from the ice trays to prevent the water from flowing into the freezer fan and freezing. Be careful not to cover ventilation areas with plastic bags. To conserve energy, please set the cold control to the "Medium" or recommended setting.

Range: Your range will either be electric or gas. If your range uses gas, the maintenance personnel will be happy to assist you in lighting the pilot light. Please remember to turn on the ventilation fan especially when you use the gas range.

Toilet: Toilet use is restricted to the disposal of human waste and toilet paper. Do not use the toilet to dispose of diapers, baby wipes, paper towels, hair, or feminine hygiene products. If you experience any problem with your toilet leaking or overflowing, the shut-off valve is located under the tank. Turn off the water immediately and notify Facilities Maintenance promptly at extension 2290.

Laundry Room: The washer and dryer for some of the apartments are located in a central laundry room. Please follow the instructions on the washing machine. Instructions are also found on most boxes of laundry detergent.

Locks: The locks on your doors may be used in two different ways. If the lock button is in a vertical position, the door will remain unlocked until you lock it by pushing in the button. If the button is rotated clockwise (to a horizontal position), it will remain locked, and can result in you being locked out of your home, if you close the door from the outside. If you happen to get locked out of your home, call Campus Security at (817) 923-1921 and they will let you in your house after you show them some form of ID.

Smoke Detectors: Seminary Housing is equipped with smoke detectors that sound an alarm when they sense smoke. If you detect a fire of any kind, dial 911 immediately, give the address of the fire's location and your name. The quicker you do this, the quicker a fire truck or ambulance can arrive. You also need to inform Campus Security Officers by dialing 923-1921 ext. 4357 (HELP).



RESIDENTS OF CARROLL PARK, STUDENT VILLAGE, AND PERIMETER HOUSES ON WARREN AVENUE AND WAYSIDE AVENUE:

Take the lease to the Post Office indicated by the information you receive from the Housing Office and obtain a key to your assigned box. This is not your mailing address, but your address is assigned to one of the mailbox clusters. Boxes for these sites are located in clusters between apartment buildings or in front of perimeter housing.

DORMITORY RESIDENTS: You must obtain a post office box (PO Box) before you can register for classes. You can obtain a post office box at the Post Office in the Student Center. Cost: \$10 per semester, and \$8 summer.

ALL OTHER SEMINARY HOUSING: Mailboxes are located on individual houses. Mail cannot be forwarded overseas! If you return to your home country during the summer, please have your mail forwarded to a friend or relative in the United States. This person can keep your mail until you return or send any important items to you.

PARKING AND VEHICLE REGULATIONS: All students must register each of their vehicles with the seminary and obtain a parking permit decal for each vehicle as part of the matriculation process during the FALL and SPRING semesters. A Parking/Vehicle Regulations brochure will be given at this time.

All students are expected to read the brochure carefully and to comply with all regulations. Failure to do so will result in a fine to the student's account.

AUTOMOBILES

General Information and City/State Regulations

AUTO PURCHASE/LEASE

BE VERY CAREFUL when you purchase or lease a car. Many times the monthly payments may appear very inexpensive, but you must ask questions to find out if there will be a final "balloon" payment. An example is purchasing a car for no down payment with monthly payments of \$216.00; but then, in 24 months you may have to make a final payment of \$10,000!! **BE VERY CAREFUL!**

Automobile Regulations

(1) Automobile Accidents

- Always call the police to report an accident.
- Never leave the scene of the accident until the police have arrived.
- Do not move your car even if it is in traffic, unless you were instructed by the police.
- Always exchange names, phone numbers, and names of insurance companies with the other person involved in the accident.
- Obtain a case / incident number from the police.

(2) Driver License

Students with an out-of-state or Canadian driver's license may drive with this license as long as they remain students and maintain vehicle registration in the same state. New students from overseas will be eligible to apply for new driver license the week following International Students Orientation after receiving the Continued Attendance I-20.

Students from other countries may contact the Texas Department of Public Safety (DPS) to ask about the validity of their licenses during the time they are full time students. The Fort Worth South Office is the closest location to Southwestern Seminary.

To obtain a Texas Driver License, whether for new students arriving from overseas or a transfer student who has a valid driver's license from another state in the U.S., the written test may be required. Students must:

- Be listed as Continued Attendance status in SEVIS, generally the week after New International Student Orientation and Registration for new students;
- Provide a Notarized Letter from the Office of International Student Ministry and Services; and
- Provide all other required documents listed on the Department of Public Safety website.

Students just entering the country who wish to obtain a Texas Drivers License must take both the written and the driving test at the Texas Department of Public Safety. There is no charge to take the driving test to obtain your Texas Drivers License. If you pass the test, the cost for the driver's license is \$25.00 and is generally valid for the duration of the student's I-20. Some licenses are only valid for one year. All international student drivers must renew their licenses prior to the expiration dates listed on their licenses. For more information, please visit the DPS website at: <http://www.txdps.state.tx.us/DriverLicense/>.

Certain restrictions are applicable to F-1 visa students. If a student driver's license needs to be renewed, and there is less than 6 months left on his or her status (program end date on your I-20), the Department of Public Safety has the right to refuse students' license renewal. You may renew your license early in

order to keep your license valid for your last 6 months at the Seminary.

All students who drive must become familiar with Texas driving laws since the laws have slight differences from state to state. A *Texas Drivers Manual* may be obtained online or from the Texas Department of Public Safety at a location closest to you.

(3) Liability Insurance

Every person who owns a car is required by law to purchase at least liability insurance. Liability insurance pays for your damage to another person's car if you are involved in an accident and are at fault. Liability insurance does not pay for any damage to your own car under any circumstance. Failure to maintain liability insurance can result in fines up to \$1,000, suspension of driver's license and motor vehicle registration, and impoundment of your vehicle for up to 180 days (at the cost of \$15 a day). The owner of the car is required to carry a card in the car that shows proof of current liability insurance.

(4) Safety Inspections

All cars must be inspected once each year by a certified State Vehicle Inspection Station. Many automobile service stations are certified to do this. There is a charge for this service and a dated sticker is placed on the windshield upon completion of the inspection.

(5) Seat Belts

All occupants in the car are required by law to wear seat belts, including passengers in the back seat. Children under 4 feet 9 inches and /or weighing less than 100 pounds must be placed in a child seat. Children ages 2 through 4 must be placed in a booster seat. Everyone must wear a seatbelt in the car no matter where you are sitting. There is a fine for not complying.

(6) Tags (License Plate)

A "Tag" is a sticker that is placed on your windshield that shows your car is registered with the state of Texas. Tags must be purchased each year for each car you own. Tags can be purchased initially at the Sub-Courthouse at 6551 Granbury Road [Phone: (817) 370-4525], which is the closest location to the Seminary. In the following years, notices are received in the mail and can be renewed online. If you do not receive the notice to renew your tags the month before it expires, you must go to the courthouse to purchase your new tags.

CHILDCARE

Mother's Day Out

The Naylor Children's Center, located on the west side of the campus, is just yards from the Recreation and Aerobics Center (RAC) and Price Hall. This central location means that parents wishing to enroll in Tuesday/Thursday classes, or those just needing to take a break at the RAC, will never be far away from their children.

Registration is now open to enroll your child in this exciting program and space is limited. Care will be offered each Tuesday and Thursday, 8:00 am – 1:00 pm, except holidays. Additional care may be available on Wednesdays, depending on the semester. Special rates are available to seminarians. The Pilgrim's Program welcomes drop-ins at a first-come, first-serve basis.

If you have any question or would like to schedule a tour, please feel free to contact Mrs. Kathi Rogers. Please refer to the Southwestern Seminary website for more detailed information on enrollment (<http://www.swbts.edu/academics/centers/naylor-childrens-center/>) or simply call (817) 923-1921, ext. 2970.

**** Under no circumstance should you ever leave small children home alone. ****

Should a fire or other tragic accident occur and your children were left alone, you could be charged with negligence and prosecuted under American law. Never leave children alone in a car. According to Child Protective Services (CPS), parents must provide a safe environment for all children under the age of 18. In other words, if a parent leaves a child unsupervised by an adult and in a situation where that child could be in any type of danger, the parent will be held liable before a court of law for negligence and/or abuse. This means authorities could take your child away from you, and you might not get the child back for several months or longer.

SCHOOLS FOR CHILDREN

Information concerning what school your child must attend may be obtained by contacting the Fort Worth Public School System: Fort Worth Independent School District [<http://www.fwisd.org/>; (817) 814-2000]. Immunizations for your children are required and may be obtained at the following locations closest to the Seminary:

- Tarrant County Southwest Public Health Center at the Sub-Court House:
6551 Granbury Road, Fort Worth, Texas 76133-4926; Phone: (817) 370-4530
Website: www.tarrantcounty.com
- La Gran Plaza Mall Public Health Center:
4200 S. Freeway, Fort Worth, Texas 76115-1400; Phone: (817) 920-5752

SHOPPING

Seminary West Shopping Center is located about three blocks west of campus on Seminary Drive (just after the intersection of Seminary and McCart). A dollar store and a food/grocery store are located there. The La Gran Plaza Mall (<http://www.lagranplazamall.com/en/home.aspx>) and the Fiesta grocery store are also great options for your shopping needs. For almost any type of shopping, we recommend the shops available on South Hulen Street (take Hulen St. Exit from I-20 and turn left/south). You will find many shops nearby: Hulen Mall, Target, Costco, Sam's Club, Kohl's, Wal-Mart, etc.

Do not buy "on credit" unless you fully understand the terms and the rate of interest on your monthly payments. Do not sign any agreement, contract, or bill of sales unless you have carefully read it and understand it fully. You are legally bound to fulfill the requirements of any agreement you sign. It is generally not wise to buy from salesmen who come to your home. Although some are honest, many are fraudulent.

It is not wise to give donations to persons who approach you at grocery stores and shopping center parking lots or even in your home unless you know a great deal about the organization.

TRANSPORTATION

"The-T" bus line is the city transportation system of Fort Worth. Bus schedules are available free of charge. The bus to Fiesta Shopping Center, Bank of America, and Seminary West Shopping Center stops at the corner of Seminary Drive and William Fleming. Call: (817) 215-8600 or visit www.the-t.com for schedules and other information. The *SuperShuttle* is one of the companies that provide transportation from the DFW Airport to the Fort Worth Downtown area. Service hours and charges vary; please visit their website for more information: <http://www.supershuttle.com/en/DFWAirportShuttleDallas.html>.

"BROTHER'S KEEPER" MINISTRY RESOURCE FOR CLOTHING and SMALL HOUSEHOLD ITEMS

The "Brother's Keeper" Ministry is a small house located at 4844 Stanley Avenue, about three blocks south of the women's dormitory (Barnard Hall), on the corner of Stanley Avenue and Martin-Lydon Avenue. Used clothing and small household items are donated to Southwestern Seminary and are stored here for international students, as well as for other SWBTS students. You may find babies' and children's clothes as well as clothes for adults. In addition, some dishes and household items are made available to students. Students may visit the house and take a limited number of items they need free of charge. Please follow the guidelines posted at the Brother's Keeper Ministry! The purpose of the "Brother's Keeper" is to provide a place where

our Seminary community can go and find clothing and small household items at no cost. Donated items found at “Brother’s Keeper” are either new or gently used items in good condition.

“Brother’s Keeper” is primarily for Southwestern Seminary’s international students because their employment opportunities are very limited. Knowing our international students come from across the world with their families and whatever possessions they can fit in their suitcases, the Ministry wants to help students furnish their homes from scratch (example: dishes, silverware, pots and pans, sheets and pillow, etc.). For students who came from tropical countries and do not have coats and winter clothing, this is a wonderful place to find some winter clothing. The Ministry also understands that many students come from countries with limited resources and cannot afford to purchase such items before and after they arrive in the United States. “Brother’s Keeper” attempts to provide these items as a gift to our international students and their families.

The following types of items are available throughout the year at “Brother’s Keeper”: clothing, shoes, accessories, baby items, bedding, kitchen/ cooking supplies, etc. If you have questions or would like to volunteer for the Ministry, please contact Brother’s Keeper. Generally, the house is open on the second and fourth Saturdays of every month from 10:00 am to 12:00 pm and every Tuesday from 12:30 – 1:30 pm during the semesters. Bring your student ID and spouse’s ID every time you come.

If you are interested in donating items, we ask that you donate only things that are in GOOD and CLEAN condition. Our intention is to provide students with items that they can feel good about using and wearing in public. When you wish to donate items, please note the following guidelines:

Guidelines for Donations:

1. All used clothing should be washed before being donated.
2. All used clothing should be free of stains, holes, rips or tears. Hems should be sewed and all buttons in place.
3. All cloth household items (i.e. sheets, towels, bedspreads, etc.) should be washed before being donated.
4. All cloth household items (i.e. sheets, towels, bedspreads, etc.) should be free of stains, holes, rips or tears.
5. Items such as food and toiletries are not accepted.
6. All toys, appliances, and electronics should be in complete working condition with all parts included.
7. No stuffed animal is accepted.

Before donating the item(s) ask yourself the question: “Would I give this to my best friend?” If “NO” is the answer, then our students will have no use for the item(s).

Donations of furniture may be made to Cornerstone Assistance Network (http://www.canetwork.org/thrift_store.aspx) and Mission Arlington (<http://missionarlington.org/>). They have a large warehouse to store the items.

AMERICAN CULTURE AND CUSTOMS EXAMPLES

** Please note that these are VERY general observation on American social interactions. **

Americans have high value on personal independence. An extended family living together in one household is not common in America.

Americans are considered too friendly and loud in some cultures and too reserved and formal in other cultures. Americans generally consider themselves to be friendly and informal in social situations.

Americans are very time conscious (punctual). Adhering to a prearranged time schedule is particularly important. Arriving at business or social engagements at the designated time or shortly before the appointment is very typical. If you know you will be late OR unable to make it for an appointment, notify the other person.

Arriving at a home at mealtime for a visit is generally considered impolite, unless you have been specifically invited for that meal.

If invited for a meal, a gift is not necessary if a friend invited you. However, if it is a formal event or if you have been invited to stay for a few days or longer, it is quite appropriate to prepare a gift for the host.

DO NOT TIP any public official! This may be interpreted as a bribe and is illegal.

Americans may often appear to be hurried and abrupt because of their task-oriented nature. They may often be perceived as rude. However, they may not intend to be impolite.

The following questions are not polite under typical social circumstances:

- How much do you weigh?
- How much money do you earn each year?

The following questions are usually only asked of a close friend in a private conversation:

- How old are you?
- Why are you not married?
- Why do you not have any children?

SOCIAL ACTIVITIES AND ENTERTAINMENT

Many social activities, services, and organizations are available to international students. Your stay in the United States will be much more enjoyable and enriching if you become involved in local activities in addition to your studies.

RECREATION AND AEROBICS CENTER (RAC)

The RAC building is located on the southwest corner of the Seminary campus and provides an excellent facility for a variety of exercise and recreational opportunities in a Christian environment. Each semester you enroll at Southwestern Seminary, you and your immediate family are allowed to use the RAC. The fee is included in your Campus fee, paid at the time of registration. Any guests that accompany your family will be required to pay a small fee before entering. Children 6th grade (twelve years old) or younger must be accompanied by an adult (18 years or older) at all times.

For more information, you can visit our website at: <https://swbts.edu/campus-life/rac/> .

OPPORTUNITIES FOR WIVES

Metochai

This is a campus organization for all Southwestern student wives. This is an excellent place to make American friends, improve English skills, and learn about American customs. Monthly meetings are available during the Fall and Spring Semesters. Please refer to the following link for more information: <http://www.swbts.edu/campus-life/student-life/student-organizations/metochai/>.

CHURCHES (PLACES TO SERVE AND WORSHIP)

Language Churches and Missions

The Tarrant Baptist Association has many churches and church plants, serving different language groups in the area. Some of these include: Arabic, Cambodian, Chinese, Hispanic, Japanese, Korean, Laotian, and Vietnamese. If you are interested in worshipping and/or serving in one of the language missions, you can access the names and addresses of these missions on the Tarrant Baptist Association's website: <http://www.tarrantbaptist.org/>.

English Speaking Churches

There are many English speaking churches in Tarrant County and nearby areas. Joining one of these churches would provide you with an excellent opportunity to improve English skills, meet American friends, learn American customs, and share your own language and customs.

Speaking in Churches

Please notify the International Office before you accept any speaking, teaching, childcare, preaching, singing, musical performance, etc. opportunities so that we can advise you on how to proceed without violating your F-1 visa status.

FORT WORTH ENTERTAINMENT

Many free or inexpensive entertainment opportunities are available in Fort Worth area. You can find a list of events on the City of Fort Worth website at:

<http://fortworthtexas.gov/>.

Southwestern Seminary offers many free or low-cost musical programs, dramas, or events on campus throughout the year. You can find more information on Southwestern Seminary's website at: <http://www.swbts.edu/campus-life/events/>. The Southwestern Seminary app is also available on iTunes.

The local museums have admission fees, but many have a day of the week that has reduced prices or no admission fee. Some museums and theaters give discounted rates for students and/or children. Several of the museums are located near each other on Camp Bowie Blvd.

The Fort Worth Botanic Garden is a large park, located north of I-30 on University Drive. There are flowers, trees, a beautiful rose garden, and several ponds with gold fish. The Botanic Garden is a lovely place to take your family for a relaxing afternoon. It is also a great place to take pictures of family or nature.

The Japanese Garden is located inside the Botanic Garden. The admission fees are \$7.00 for adults and \$4.00 for children between 4 and 12 years old. Toddlers under 3 years old are admitted free. For more information on the Botanic and Japanese Garden, please follow this link: <http://www.fwbq.org/>.

The Fort Worth City Zoo is also located south of I-30 on University Drive. There are charges to enter the zoo (<http://www.fortworthzoo.org/admission-and-hours>):

- Adults \$14.00
- Children (3-12) \$10.00
- Toddlers (under 2 years of age) FREE
- Parking is \$5.00
- Admission on Wednesdays is half price.

The *Fort Worth Star Telegram* often has a section listing the various events that are occurring in the Dallas-Fort Worth area each week (<http://www.star-telegram.com/>).

Academics

ACADEMICS

SCHOOL DEPARTMENTS AND PERSONNEL

Registrar

Dr. Mark Leeds, Registrar, and Mrs. Karen Gilstrap, Senior Associate Registrar are located in Scarborough Hall, Room 104. The Office of the Registrar assists students with questions concerning registration, enrollment, selection of degree programs, and transfer of credits.

Admissions

Mr. Max Stabenow, Director of Admissions and the Office of Admissions are located in the Welcome Center. His office assists with the initial admission of all students.

Human Resources (On-Campus Employment)

The Human Resources Office is located in Scarborough Hall, Room 111. The HR staff members handle all applications for on-campus employment. Please refer to Southwestern Seminary's website for more information:

<https://swbts.edu/offices/human-resources/>.

Financial Aid and Special Needs

Mr. Kevin Hennessey, Director of Financial Aid, is located in Fleming Hall, Room 4, down the hallway from ISMS. This office takes applications for all student financial aid. Please refer to the following link for more information:

<https://swbts.edu/offices/financial-aid/>.

Student Housing

Mr. Clint Hopson, Director of Student Housing, is located in Fleming Hall, Room 7, right next to ISMS. He and his staff process all applications for student housing

(<https://swbts.edu/offices/student-housing/>).

Business Office/Accountant

The Business Office is located at Scarborough Room 109. If you have an emergency which prevents you from paying your bills on the first day of each month, you should contact the Business Office to work out an arrangement for payment. Cary McMillan, Associate Director of Student Financial Services, is very willing to work with students who have emergencies regarding monthly finances. However, students must make the initial contact when a situation arises in regards to bills.

English Language Institute

Mrs. Caitlin Yowell, Director of ELI, is located in Mathena 101. Every international student is required to take one ELI course during the first semester of study, but ELI offers additional classes to all international students and adult dependents with qualifying TOEFL scores. Contact Mrs. Yowell for information about how these classes can help you or your dependents reach your educational goals

(cyowell@swbts.edu).

International Student Ministry and Services (ISMS) Office

The Director of ISMS, Mr. Andrew Morris, and the Assistant Director of ISMS, Mr. Derek Yan, are located in the Welcome Center. The International Office's main extension is 3970. Mrs. Rebecca Leavell-Kizzia will schedule office visits and receive phone calls. The ISMS staff members are available for information or counseling when needed.

Student Life

Mr. Daniel Dickard, Dean of Students, and the Office of Student Life is located in the Naylor Student Center Suite 113. He and his staff can provide additional information for campus organizations. If you have questions about campus organizations or campus services, please contact his office at extension 3901, or by email:

StudentLife@swbts.edu.

Student Services

Dr. Kyle Walker, Vice President of Student Services and Brian Bogue, Director of Student Services are located in the Welcome Center. The Student Services staff are ready to assist you with any concern throughout the year. The Administrative Assistant to the Vice President, Maggie Adair, makes appointments and coordinates his schedule.

Deans and Academic Advisors

The Academic Dean of the school in which you are enrolled will help you with general academic issues. The officials responsible for the academic affairs of each school include:

Dr. Craig Blaising – Executive Vice President and Provost

Dr. D. Jeffrey Bingham – Dean, School of Theology

Dr. David Allen – Dean, School of Preaching

Dr. Waylan Owens – Dean, School of Educational Ministries

Dr. Leo Day - Dean, School of Church Music

Dr. Keith Eitel – Dean, Roy Fish School of Evangelism and Missions

Dr. Michael Wilkinson – Dean, The Scarborough College

International students are assigned by their degrees to the appropriate Academic Advisors. International students are expected to keep a record of the completion of the courses required for their degrees. The International Office encourages students to communicate frequently with their Advisors regarding their progress. When problems arise in your program of study, you should see contact your Academic Advisor and the International Office. Detailed academic information is provided in the Southwestern Seminary Academic Catalog (<http://catalog.swbts.edu/>).

Ethical Conduct

General Information

1. Southwestern Baptist Theological Seminary is a Christian institution whose primary purpose is to conduct programs of baccalaureate, post-baccalaureate, professional, and graduate theological education designed to equip both men and women for effective Christian leadership in church-related ministries and other areas where advanced theological training is required.
2. Students who have been given evidence of divine calling, who are preparing for the Christian ministry, and who have sought entrance into this institution, administered by a Board of Trustees elected by the Southern Baptist Convention, shall conduct themselves in a manner deemed by the seminary as the standard of becoming Southern Baptist ministers. Please review the online Catalog for more information: <http://catalog.swbts.edu/student-life/ethical-conduct/>. This information is also included in your Student Handbook folder.

Grade Appeal

The normal procedure of appeal begins with a consultation with the professor and dean in the school concerned. For unresolved problems, students can contact the Office of Executive Vice President and Provost in Fleming Hall 105, ext. 4300.

Local Church Membership Requirement

The purpose of Southwestern Baptist Theological Seminary is to train men and women for ministry. The role of the local church is important in this training and nurturing endeavor. Students who are members of and endorsed by cooperating Southern Baptist churches are eligible to receive the Southern Baptist Tuition Scholarship. Students of all denominations are expected to become active members of Southern Baptist churches in the local area by the end of their first semester at Southwestern Seminary in order to remain eligible for the Southern Baptist Tuition Scholarship.

Before pre-registration or registration each fall and spring semester, returning students are required to provide local church membership/participation information to the Registrar Office. The only students excluded from this requirement are those who are enrolling at Southwestern for the first time.

For more information on local church membership, please refer to the online Catalog (<http://catalog.swbts.edu/student-life/church-membership/>) or call the Registrar Office at (817) 923-1921 extension 2000.

Financial Assistance

The primary purpose of the Financial Aid program is to assist students who have particular unforeseen financial needs. Aid is provided primarily on the basis of need. No student should drop out of seminary for financial reasons without giving the Seminary an opportunity to try to work out the problem.

Financial Counseling

Student Financial Services can assist in solving problems or providing referral information to another Seminary office or area agency which can provide help.

Nelnet/FACTS Payment Plan

Southwestern Seminary partners with Nelnet/FACTS payment plan to provide students the opportunity to spread the cost of tuition and fees over the semester. There is a \$25 non-refundable enrollment fee per semester. The plan charges a convenience fee of 2.5% for each installment made by credit or debit card, excluding VISA card, but no charge on installments paid from checking and savings accounts. Further inquiries should be made to the Business Office at ext. 2400 or you can find more information on our website: <https://swbts.edu/offices/student-financial-services/payment-options/>.

Loan Funds

Emergency loan funds are available and are granted on the basis of student circumstances and amount of money available. An emergency loan must be repaid before the next semester's enrollment period. Each loan requires a written application and a personal interview with Student Financial Aid personnel. A student may have only one loan at any given time.

Scholarship and Grants

A limited number of students may receive financial aid through scholarships made available as grants under conditions established by donors. Major consideration is given to a student's church-related activity and promise of effectiveness in Christian ministry and academic performance. Applications for scholarships and financial aid grants are available online at www.swbts.edu/financialaid.

When students are confronted with financial crises caused by serious illness, death, or other unforeseen emergencies for which the loan funds are not sufficient, Southwestern Seminary will consider options in meeting students' financial need.

Outside Aid

The Financial Aid Office reaches beyond its own resources to help students find financial assistance, such as referral to Baptist State Conventions, denominational agencies, private foundations, and other organizations which provide grants and loans to seminary students. The student will need to contact the appropriate foundations,

agencies or persons. For additional information, please refer to the online Catalog or call the Student Financial Aid Office, ext. 3080.

CATALOG AND STUDENT E-MAIL

Southwestern Seminary has a code of conduct and ethical behavior as described in Southwestern Seminary's online catalog (<http://catalog.swbts.edu/>). Please read and familiarize yourself with this catalog.

Student E-mail Accounts

Each student will be provided with a Seminary student e-mail account (_____@email.swbts.edu). Student e-mail is the main medium of communication among campus offices, including important information from the International Student Ministry and Services, professors, and other offices. Please check your student e-mail often for you will be responsible for the information you receive in your student e-mail accounts.

ACADEMIC WARNING, PROBATION, AND SUSPENSION

Academic Warnings are given to students who may not have completed their full-time course loads with satisfactory results. Warnings will be given and students will be reminded that they may not be eligible for Program Extension. If a student's cumulative Grade Point Average (GPA) falls below a 2.0, he or she will be placed on "Academic Probation." According to the Southwestern Seminary's Catalog, there are several programs that require students' GPA above the minimum 2.0; they are: M.A.C.M. (2.75), M.M. (2.75), D.M.A.(3.00) and M.A.C.C (3.00 overall and 3.25 in counseling courses). Academic Warning can affect your eligibility for Program Extension.

If a student is put on Academic Probation, he or she will not be allowed to transfer his or her I-20 to a new school until his or her GPA is above a 2.0. ***He or She may not be granted a Program Extension on his or her I-20 if the student has not completed his or her degree program by the original end date listed on the I-20.*** Being on Academic Probation can affect your ability to renew your student visa, change your visa status, and remain in the United States. If you are placed on Academic Probation, you will be required to take a Reduced Course Load (6-credits only) the next semester and your I-20 will be endorsed for Reduced Course Load. If you are unable to raise your GPA and are placed on academic probation a second time in a row, you will be on Academic Suspension. A student on Academic Suspension is not allowed to enroll in classes for one year at Southwestern Seminary and, therefore, is in violation of his or her F-1 status. He or she will be required to return to his or her home country or to be transferred with Terminated Status on his or her I-20. The new school must process reinstatement for the student to return to active SEVIS status again.

APPENDIX A----ADDRESSES TO IMPORTANT OFFICES

Social Security Office
2785 Alta Mesa
(at Westcreek, across from Sonic Drive-In)
<https://ssa.gov/>
Phone: (817) 346-6373

Department of Public Safety
6413 Woodway Drive
(near the intersection of Alta Mesa and
Woodway)
<https://www.txdps.state.tx.us/>
Phone: (817) 294-1075

Sub County Courthouse
6551 Granbury Road
<http://access.tarrantcounty.com/en/county/locations/sub-courthouses.html>
Phone: (817) 370-4570

Services available at the Sub-County Court
House:
Immunizations for Children (817) 370-4530
8am – 12pm and 2 – 4pm
Notary service / License tags for cars
Registration of cars / Identification cards

APPENDIX B

Weights and Measures

Most food products are sold in stores by weight. Most recipes are stated in units of dry or liquid volume. The units used will be cups or fractions of a cup, tablespoons and teaspoons. These measuring cups and spoons are available at supermarkets and other department stores. Drinking cups and eating spoons should not be used as substitutes. The recipes will often use abbreviations which are listed with some equivalents. These are volume measurements.

The U.S. uses the Fahrenheit scale for thermometers measuring body, cooking, and air temperatures. (Thermometers in scientific laboratories will be marked in the centigrade scales.) To convert degrees F (Fahrenheit) to C (Centigrade): subtract 32 from the F measure; multiply result by 5 and divide by 9.

To convert degrees C to F: multiply C measure by 9; divide by 5 and add 32 to the result. "Normal" body temperature with oral (mouth) thermometer is 37 C or 98.6 F. The metric system is not in everyday use in the United States. (It is used in scientific laboratories).

Measurement	Equivalent	Metric
Tablespoon (T, tbsp.)	3 teaspoons	15mL/15cc
Teaspoon (t, tsp.)		5 mL/5 cc
Cup (c, cu.)	16 tablespoons	250 mL
Pound (lb.)	2 cups/16 oz/1 pint	500 mL
Ounce (oz)	1 cup/8 oz	30cc
Pint (pt)	2 cups/16 oz.	500 mL/450cc
Quart (qt)	4 cups/2 pints	1 L/900cc
Gallon (gal)	4 quarts.	4 L
Net Weight (net wt) weight of contents not including the weight of the container.		
Linear		
Inch (in)	83 foot	2.54 centimeters
Foot (ft)	1/3 yard/12 in.	.305 meter
Yard (yd)	3 ft/36 in.	.914 meter
Rod	5 1/2 yd./16 1/2 ft.	5.029 meters
Mile (mi)(statute, land)	1,760 yds./5,280 ft.	1.609 kilometers
Mile (mi)(nautical, international)	1.151 statute miles	1.852 kilometers
Meter	39.37 in/3.28 ft./1.09 yd	
British Liquid and Weight		
Fluid Ounce	.961 U.S. fluid oz	28.413 milliliters
Pint	1.032 U.S. dry pts	568.245 milliliters
Quart	1.032 U.S. dry qt.	1.136 liters
Gallon	1.201 U.S. liquid gal	4.546 liters
Pound	16 ounces	453.592 grams
Gram	.035 ounces	
Kilogram	2.2046 pounds	