



# Bethel College

## School of Adult Studies

### Bulletin

11/10/09

#### Academic Calendar

##### Fall Semester 2009

Second Session  
Begins: October 19  
Ends: December 12

Fourteen-Week Session  
Begins: August 27  
Ends: December 12

Thanksgiving Break (No Classes)  
November 25-28

##### Spring Semester 2010

First Session  
Begins: January 7  
Ends: February 25

*Note: Organizational Management groups follow individual OM calendars.*

##### Fall Chapel Dates

Wednesday, December 2

Time: 6-6:30 pm

Location: AC 342

#### Contact Information

##### Mishawaka Campus

800.422.4251 • 574.807.7550

Fax: 574.807.7551

[www.BethelCollege.edu](http://www.BethelCollege.edu)  
[adultstudies@BethelCollege.edu](mailto:adultstudies@BethelCollege.edu)

##### Elkhart Campus

866.515.8964 • 574.293.1720

Fax: 574.293.8681

[www.BethelCollege.edu](http://www.BethelCollege.edu)  
[elkhart.campus@BethelCollege.edu](mailto:elkhart.campus@BethelCollege.edu)

#### Office Hours

Monday-Thursday 8 am - 6 pm

Friday 8 am - 5 pm

**Now is the time  
to register for  
classes!**

For a registration appointment call  
800.422.4251 • 574.807.7550

#### Important Announcement:

##### Now is the Time to Register for Spring Classes

The start date for spring 2010 session 1 is January 7. To register for spring classes please contact your advisor as soon as possible. Please call 800.422.4251 • 574.807.7550 or email your academic advisor for an appointment to register. To view the current annual schedule click on, [www.BethelCollege.edu/academics/adult](http://www.BethelCollege.edu/academics/adult), then in the side bar under "Adult Student Resources" click on "Course Schedule 2009-10."

##### Changes in the Adult Studies Office (from the Dean)

The Adult Studies office staff bid a fond farewell to Deb Ehret (admissions counselor for Elkhart) earlier this fall. Deb took a position at Elkhart Public Library and is pursuing a master of library science degree. I am excited to inform you that Cindy Ward has accepted a promotion as Admissions Counselor for Elkhart. In addition, Sandra Lesko was also promoted to Admissions Counselor for Mishawaka. Sara Silveus, Debbie Schnaible and Carol Miller have also taken on new or revised responsibilities and we have welcomed increased hours for Brooke Hull. We are blessed in the Adult Studies office with a truly gifted and committed staff. We are also blessed by increasing numbers of truly gifted and motivated students.

##### New Summer Online Course Added

The School of Adult Studies is excited to announce an additional online course being offered this summer. If you are interested in taking the following online course in the convenience of your own home, please contact your academic advisor via e-mail or call 574.807.7550.

Course Title: General Psychology - Number: PSYC 182 - Section: 93

Dates: 7/5-8/21

Class Limit: 20

Professor: Carolyn Arthur

To view the online course schedule click on, [www.BethelCollege.edu/academics/adult](http://www.BethelCollege.edu/academics/adult), then in the side bar under "Adult Student Resources" click on "Online Courses."

##### New Organizational Management Groups Starting

New spring groups are being formed for January and March.

If you are interested, please call 574.807.7550 or 800.422.4251.

For information about the Elkhart groups, please call 574.293.2059 or 866.515.8964.

##### Be an Adult Tutor

Want to help fellow students and make money doing it...be an adult tutor. If interested and/or want more information, please call Melody Terkos at, 574.257.3523.

##### Using Prior Learning Assessment (PLA) to complete your degree?

Do you plan to use your prior learning experiences for college credit? If so, you should schedule an appointment to meet with the Director of Prior Learning Assessment, Loretta Blowers. Loretta can assist in the process and help with topic selection. To make an appointment, call 574.807-7320 or e-mail at [blower@BethelCollege.edu](mailto:blower@BethelCollege.edu). Prior Learning Assessment does take time, so plan ahead and make an appointment soon.

##### Create a Powerful Professional Resume

Move into the next opportunity of your new career with a powerful professional resume! Career Services Specialist, Hermalena Powell, will assist you with the process of composing and editing your resume and cover letter. Learn to navigate the electronic job search and view job postings on Bethel's online job board. Regardless of your career objective, our service is qualified to

build a resume that will boost your visibility in the job market and increase your chances of landing interviews. We stay abreast on resume writing and job search trends. Come and allow Hermalena and Career Services to show you how our resume tips, and resume service options will maximize the education you've received from Bethel College. You can contact Hermalena by e-mail at [hermalena.powell@bethelcollege.edu](mailto:hermalena.powell@bethelcollege.edu) or by telephone at 574.807.7124 in the Adult Studies office. You can also email Hermalena your current resume if you have one, and if not she can help you get started creating it from scratch.

### Reminder from Student Financial Services

Please be sure your student account has a zero balance; payment for fall term was due August 13.

As you review your ONLINE bill from Bethel College, please consider the following:

1. Login to the Bethel Student Web for 24/7 access to all your information! Choose: Financial Services; and then Account Statement and you will be able to see all your transactions. Scroll to the bottom of the Account Statement and you will see the Make An Online Payment box.
2. Carefully review all your charges and financial aid transactions to be sure all the funds you are expecting have been received and everything is accurate. Access our [Frequently Asked Questions list](#) and contact the appropriate office to answer your questions.
3. If you plan to accept a federal Stafford student loan but have not completed the online application form, please do this today by accessing your [Financial Aid Award letter](#).
4. If you cannot pay your balance due today, please contact Yvonda Kisor at 574.257.2562 or 574-257-3321 in the Student Financial Services office to discuss your situation and payment plan options.
5. The first official Refund Day for fall 2009 is Friday, October 2. Students with a credit balance after their fall transactions who want funds refunded to them may access the [Student Account Refund Request form](#).

#### Student Financial Services:

Cashier, Diana Graybill .....574.257.3321  
Student Accounts/Payment Plans, Yvonda Kisor.574.257.2562  
Refund Questions, Maryanne Root.....574.257.3348  
Adult Financial Aid, Arlene Duerksen .....574.807.7326

### Café Ala Cart Coffee Shop

#### Hours

Monday-Thursday .....5:30 pm - 9:00 pm

*“Enter his gates with thanksgiving and his courts with praise; give thanks to him and praise his name.”  
(Psalm 100:4)*