

# UNDERGRADUATE PROGRAM

## Undergraduate Admission

800.422.4101  
574.257.3339  
574.257.3335 (fax)  
admissions@BethelCollege.edu

Bethel College encourages applicants whose characteristics indicate a desire and ability to work in accordance with the Christian liberal arts and sciences concept described in our objectives. Students should present an academic record of achievement that indicates intellectual capacity and initiative, and be motivated toward responsible citizenship and Christian commitments.

In evaluating students' credentials, the office of admission strives to determine potential for success in Bethel's rigorous academic program. Skill in reading, thinking and communication, and a solid foundation in the natural and social sciences are highly desirable. The office of admission takes the following criteria into account in evaluating applicants:

- Academic achievement in high school (GPA, class rank and course selection)
- SAT and/or ACT scores (TOEFL scores for International Students)
- Personal statement
- Recommendations from pastors, teachers or high school guidance counselors
- Leadership experience and community involvement

Prospective students, regardless of major, are expected to have the following academic preparation:

- Four years of English
- Three years of math and laboratory science
- Three years of history or social studies
- Two years of foreign language

Bethel College strongly urges all Indiana students to complete the CORE 40 curriculum in high school for admission to the college. Candidates for the Honors Diploma from an Indiana high school should indicate this on the application for admission.

## How to Apply

### High School Students

An application for admission may be submitted upon completion of the sixth semester of high school. Students who have completed college course work following high school graduation will be considered for Transfer Admission. Students attending high school in the United States or a similar institution overseas should submit the following to the office of admission:

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- A completed application for admission with a \$25 Non-refundable application fee. The fee is waived for applications submitted online.
- Official high school transcript showing coursework completed at least through the junior year.
  - Home school students – please see transcript information in the home school section below.
  - Transfer students need to submit an official high school transcript and transcripts from all post-secondary institutions attended.
  - Admitted students must submit an official final high school transcript indicating the date of graduation prior to enrolling.
- A personal reference as indicated on the application for admission.
- Official score reports from the SAT and/or ACT should be sent directly to Bethel College. Our institutional codes are SAT -1079 and ACT - 1178.
- A personal statement as indicated on the application for admission.

When all admission materials are on file, a decision regarding the applicant's admission is made and the student is notified by the admission office—usually within three weeks of the file being completed. Some academic programs also require an application and admission to the academic program following enrollment to the college. Acceptance by Bethel College does not guarantee later admission to a specific academic program. See the descriptions of specific programs in this catalog for applicable details.

- All credentials for admission must be in the office of admission before the student's application can be processed. It is the student's responsibility to see that all required documents are submitted.
- The SAT or ACT should be taken in the junior year or in the fall of the senior year of high school. The applicant should register for a test date as early as possible and request that the scores be sent to Bethel College. Register for the SAT at [www.collegeboard.com](http://www.collegeboard.com) and the ACT at [www.act.org](http://www.act.org).
- New students can begin any semester or session.
- Admission decisions are made on a rolling basis throughout the year beginning October 1.
- Admitted students may elect to defer their enrollment for one year by notifying the office of admission.
- All application materials are kept on file for one year and become the property of Bethel College.
- Transcripts received from other institutions will not be returned to the student or released to another institution or third party.

### **Enrolling in the College**

All newly admitted full-time students will be asked to submit an enrollment deposit.

The enrollment deposit will be applied to the student's account and is refundable until May 1 prior to the fall term of enrollment, and December 1 prior to the spring term of enrollment.

All admitted students will receive housing and health forms. Students planning to live on campus will be required to make a housing deposit which is refundable until May 1. Housing assignments cannot be made until this deposit is received. The deposit is returned when the student follows proper checkout procedures and leaves his/her room in good condition.

The health form is very important and must be completed and returned by July 15 or prior to your registration session, whichever comes first. Students will not be allowed to move on campus or attend classes until completed health records are on file. All immunizations must be current and the health record must be signed by a licensed physician. The health form is maintained confidentially within our Wellness Center. It is on file to assist medical personnel in providing for student health needs and in case of emergencies. All students must also have health insurance coverage and keep a copy of their insurance card.

### **Home School Admission Policy**

Bethel welcomes candidates who have received a home school–based education. Home school candidates should follow the application process indicated above and will be considered on an individual basis to determine an appropriate admission decision. As part of the process, documentation must be provided to verify completion of a comparable high school curriculum. This may be established through one of the following:

- An academic record/transcript of high school level courses completed, including the instructor's name, curriculum used, individual course grades and cumulative grade point average. The transcript must be signed and dated by the primary home educator. A transcript template is available on the Bethel admission web page under the home school link. The Bethel Admission Committee will determine if the courses and the condition through which they were completed adequately provide comparability to a high school academic experience.
- A transcript through an agency or association recognized by Bethel College that as a part of its function issues transcripts.
- Successful passage of the GED test.

If you have registered with your state department of education, the registration number and name of the home educator registered should be indicated on documents. The prospective student should also be 17 years old by the date of enrollment. Because of external regulations, policies or requirements, additional entry criteria may be imposed in certain divisions or majors.

### **International Students**

A student who is not a United States citizen or a United States permanent resident must submit the following items:

- A completed application for admission with a \$25 nonrefundable application fee.
- Official transcripts and/or certificates from all secondary schools and colleges in the original language with official certified translations in English.

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- A personal reference as indicated on the application for admission.
- Official score reports from the Test of English as a Foreign Language (TOEFL) should be sent directly to Bethel College. The minimum required TOEFL score:
  - Internet based exam: 76
  - Paper based exam: 540
  - Computer based exam: 207
- Official score reports from the SAT and/or ACT should be substituted when TOEFL scores are not available. Bethel's institutional code for TOEFL is 1079. Register for the TOEFL at [www.toefl.org](http://www.toefl.org).
- Bethel's Certification of Finances form indicating financial support sufficient to cover a student's educational expenses for the duration of the intended enrollment. Privately sponsored applicants should provide a signed letter of support from the family member or sponsor. Corresponding documents such as bank statements and pay stubs must accompany the form.
- A personal statement as indicated on the application.

All students must demonstrate proficiency in the English language by submitting a secondary school diploma from an English speaking institution or TOEFL scores at the minimum level, or higher, as noted above.

International student applications are not considered complete and will not be evaluated until the Certification of Finances form is received. All students must show ability to meet financial costs to travel to the United States, complete their education and return home. Admission to Bethel College and the I-20 form for obtaining a student visa is not released to a student until the student has demonstrated financial ability to pay for all college and living expenses. The I-20 will not be released until a **\$3,000** (U.S.) minimum tuition deposit has been received. All but \$200 (U.S.) of this deposit may be refunded after an I-20 has been issued. The Certification of Finances form and corresponding documents are required before an application for admission is reviewed.

### **Transfer Students**

Students who have completed any college coursework following high school graduation are considered to be transfer students. In evaluating the transfer student's application for admission, the college takes into account the accreditation and the general quality of previous course work. Any transfer applicant whose high school record would not have qualified him or her for admission as a freshman is required to demonstrate a strong record on his or her college transcript after a minimum of one year of college level study. The admission of transfer students is on a selective basis. The following should be submitted to the office of admission:

- A completed application for admission with a \$25 nonrefundable application fee. The fee is waived for applications submitted online.
- Official high school transcript indicating date of graduation and official transcripts from all post-secondary institutions attended.
- A personal reference as indicated on the application for admission.
- Official score reports from the SAT and/ or ACT should be sent

directly to Bethel College. Our institutional codes are SAT - 1079 and ACT - 1178.

- A personal statement as indicated on the application for admission.

To be considered for admission, a student must be qualified to carry his or her chosen program of study and must have been successful in previous studies. A transfer student must have earned at least a “C” average (2.0/4.0) in previous study to be considered for entrance to a degree program and be qualified to pursue the chosen field of study.

### **Concurrent Enrollment - High School Students**

REACH (Register Early to Achieve College Hours) is a program for high school juniors and seniors who have a minimum 3.0 GPA and the recommendation of their counselor are considered for concurrent enrollment while still in high school. This program allows high school students an opportunity to earn college credits before graduation from high school. All credits earned are entered on a permanent record and may be transferred at the student’s request. Students can take advantage of a reduced tuition rate for the first 12 hours of credit earned during a fall or spring semester. High school seniors and juniors may be considered as non-degree students to take courses for college credit. Students must submit:

- An application for admission
- A written recommendation from their guidance counselor or principal
- A transcript indicating exceptional ability with a 3.0 (4.0 scale) or higher GPA
- A personal statement as indicated on the application
- ACT and/or SAT scores may be required for some courses

The application fee is waived for students applying for this program. Contact office of admission for additional information (574-257-3339).

### **Re-Enrollment**

Bethel College students whose enrollment has been interrupted for one semester or more (graduate and Organizational Management students have one year) need to go through the re-enrollment process before registering for classes at Bethel. Re-enrollment forms are available in the Registrar’s Office.

### **Special/Nondegree Students**

Students pursuing a program not leading to a degree or certification may be considered for admission by presenting an application for admission, application fee, evidence of high school graduation, academic eligibility and good health and character. Admitted students may select any courses for which they qualify.

### **Guest Students**

Students from another institution desiring to work on a program at Bethel need to submit an application for admission, application fee, college transcript and a letter of good standing from the registrar or dean of that institution to the Bethel College office of admission.

### **Audit Students**

This program is for those interested in not-for-credit learning experiences for personal or professional enrichment. Audit students do not receive a grade or transcript record of course work, and they are not considered to be admitted or enrolled as regular students at Bethel College, and are therefore eligible for neither enrollment verification nor co-curricular or extracurricular services and programs. Students can be admitted by submitting the application for admission, application fee and paying the audit fee for undergraduate courses or graduate courses. Admittance is contingent upon available space in the class and the consent of the instructor. A student must have completed an undergraduate degree in order to audit a graduate level course.

### **GED testing**

The GED requirement for admission is a composite score of 500 (for students tested prior to 2002 a composite score of 50 is required). Students with GED scores below 500/50 may be considered for admission to Bethel if each of the following conditions is met:

- Student has completed at least 12 semester hours at a regionally accredited college or university with a cumulative grade point average of at least 2.0.
- GED composite score is at least 460 or 46 for students tested prior to 2002.
- Admission staff must approve applicant for admission.

### **Program Admission**

Certain majors or programs require special admission to the program subsequent to admission to Bethel College. Consult the program areas of this catalog for further information. Among the programs which require special admission are engineering, music, nursing and education.

### **Application Methods**

Students may apply online at [www.BethelCollege.edu](http://www.BethelCollege.edu), download an application at the same site, or contact the office of admission to receive a copy of the application. Bethel accepts the common application in place of its own application and gives equal consideration to both. Students may obtain copies of the common application from their high school guidance office or online.

### **Admission With Distinction**

An honor awarded to those students who present a record of academic achievement. Students granted admission "With Distinction" may be eligible for scholarships. See the Financial Information section of this catalog for more details on scholarships and financial assistance.

### **Regular Admission**

Standard admission with no restrictions.

## **Provisional and Probation Admission**

Applicants may be admitted with a provisional or probation status if they do not meet the requirements for regular admission, if it appears they could benefit from a program of study available at Bethel College. There will be restrictions on course work and students will be required to develop an academic plan with the Academic Support Center.

## **Advanced Placement**

Bethel offers advanced placement. Please see the Academic Policies and Procedures section of this catalog for more details.

## **Visiting Campus**

Students and their families are encouraged to visit the campus. Students will develop a better understanding of the college setting after taking advantage of opportunities to attend a class and interact with current students and faculty. Individual appointments are generally scheduled from 9 a.m. to 4 p.m. weekdays with student guided tours offered at various times during the day.

In addition, several campus visitation programs are scheduled throughout the year. The updated schedule is available on the Bethel Web site. To make arrangements for a visit, call the office of admission approximately two weeks in advance of your planned visit.

## **Nondiscrimination Policy**

Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other college administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairments; however, each division reserves the right to examine applicants for suitability for participation in the educational activities of the division.