

UNDERGRADUATE PROGRAM

Undergraduate Admission

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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 nonrefundable application fee. An online application is available.
- 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 by the admission committee and the student is notified by the admission office—usually within three weeks of the file being completed. Some academic programs also require separate application and admission to the academic program following enrollment to the college. Acceptance to 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 and the ACT at 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 for the following fall term of entry.
- 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 all full-time students by July 15 for fall term of entry 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 homeschool-based education. Homeschool 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. Official certification and evaluation must be completed by World Education Service, www.wes.org.

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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.
- 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. Transcript evaluations to determine courses that will transfer to Bethel are completed after students have been admitted.

Dual Enrollment Program - High School Students

Criteria

- Juniors and seniors from public, private or home school settings
- High school cumulative GPA of 3.0

Submit

- Application for admission, no application fee required.
- Official high school transcript
- Personal statement
- Letter of support from principal, guidance counselor or primary educator
- SAT and/or ACT scores are not required but recommended for all course except those in mathematics.

Program Details

- Students may enroll in freshman level courses (unless granted special permission from faculty)
- Maximum of two courses per fall/spring semester
- Tuition: \$75 per credit hour plus any related course fees
- Maximum of 12 credit hours earned at this tuition rate
May and Summer Term tuition is not discounted
No student activity fee
- Limited to space available in existing courses/sections
- Complementary parking pass
- Students who apply to become a full-time degree seeking student upon graduation from high school will have their application fee waived.
- Students will be issued a temporary student ID card for each semester. The temporary ID card will allow the student to participate in any of the general student activities on campus and use the library.
- Contact office of admission for additional information.

Re-Enrollment

Students wishing to re-enroll at Bethel will pick up a Re-enrollment Form in the registrar’s office (Administration Building, Adult Studies). The registrar’s office will check to be sure there is no business office hold. If there is a business office hold, the student will be sent to the student accounts manager to make financial arrangements. When financial arrangements are set, the student accounts manager will sign the form indicating they are cleared to register. Student development will also be contacted to be sure there are no impediments to attendance in their office. Any student who was dis-

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missed for academic performance, or had been on academic probation will need to sign the re-enrollment form. This will generally require an appointment with the dean of the school of their major.

The adult studies office will check to be sure that the student is cleared to re-enroll. Graduate Studies will do the same. When the re-enrollment process is complete, students will be able to meet with their academic advisor to select courses.

All students returning after a semester absence (not including summer) will complete a Re-enrollment Form.

OM and graduates students do not need to re-enroll until after an absence of two semesters.

Students will be cleared to register with their advisor if/when there are no business office holds on the students account, and if/when there are no issues with the student development office, or with the adult studies office in the case of adult students.

Students who were dismissed for academic reasons, or are on probation, will need to have the dean of their school sign the Re-enrollment Form.

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 or 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*, 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 between 9 a.m. and 4 p.m. weekdays with student guided tours offered at various times during the day. Appointments are also available on Saturday mornings and select weeknights.

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.